



**Volunteer Florida
Community Emergency Response Team
Citizens Corps
(CERT/CC) Contract
2025-2026**

Grantee: City of Pompano Beach

FY 25-26 Grant Period: October 1, 2025 – August 31, 2026 (Contract Period of Performance)

Contract Total: \$10,000.00

This contract is hereby made and entered into as of this 10/1/2025 (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 City of Pompano Beach, an entity organized under the laws of the State of Florida with its principal place of business located at 100 West Atlantic Boulevard, Pompano Beach, FL 33060, (the "Grantee") (collectively, the "Parties") and referred to herein as the "Contract."

Volunteer Florida hereby awards to the 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 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 that was spent and paid in that period. Volunteer Florida's performance and obligation to pay for services rendered under this contract is contingent upon available funding.
- II. **PAYMENT OF FUNDS.** The Contract must be signed by an official authorized to sign on behalf of the Grantee and returned to Volunteer Florida before execution of the contract. The Grantee should not request reimbursement for any funds spent outside the period of performance of the contract. Contract funds will be disbursed to Grantee (according to approved program budget) upon receipt of evidence of expenditures, receipt of required documentation to support those expenditures, and receipt of deliverables according to the terms and conditions of the contract.
- III. **REIMBURSEMENT.**
 - A. A Periodic Expenditure Report (PER) shall be submitted quarterly, due on the 15th of the month following the end of each 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 Form, along with required supporting documentation (timesheets, payroll documentation, invoices and proof of payments in the form of canceled checks,

paid credit card statements, etc.), will be required to be submitted in the Laserfiche Portal and reviewed before a reimbursement will be made to the Grantee.

- ii. Grantees will be **required** to attend the PER 101 training during the contract period.
 - iii. All expenses should be submitted on a PER Form in the quarter in which that expense is **paid**. If the expense is paid by credit card, the date the credit card statement was paid will determine when that expense can be submitted for reimbursement.
- 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 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. Grantees are required to provide cash or in-kind match **dollar-for-dollar for this grant funding** as provided in the approved budget. If the Grantee is unable to meet the dollar-for-dollar match, Volunteer Florida reserves the right to hold payments and utilize the Grantee's reimbursement request to meet the required match.
- B. Match must be stated as expenditures on the PER Form as provided in the approved budget and will also require the same supporting documentation as noted for reimbursable expenditures. Grantees shall be required to document the source of any cash and/or in-kind contributions. Volunteer hours (valued at \$33.00/hour), that are directly related to Training, Outreach, Deployment or Exercise, may be used to meet match requirements and must be in the approved budget. Documentation noting the volunteer's name, date of service, hours of service, and an authorized signature will be required to be submitted.

V. **AUDITS.**

- A. The 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 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 (5) 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 have been requested.
- C. If the 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 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 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	Approved Program Budget
Attachment B	Allowable Cost and Eligible Activities
Attachment C	Reports
Attachment D	Required Reporting Forms
Attachment E	Contract Amendment Form
Attachment F	Program Statutes and Regulations
Attachment G	Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
Attachment H	Criminal History Check Status Form
Attachment I	Budget Revision Request 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 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 Grantee, cause the termination of this Contract and the release of Volunteer Florida from all its obligations to the 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 Grantee which is not a local government or State agency, and which receives funds under this Contract, 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 Grantee is unable to certify to any of the statements in VIII.D above, then the Grantee shall attach an explanation to this Contract.
- F. **In addition, the 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 Grantee plans to fund under this Contract.**
- G. **The Grantee shall send to Volunteer Florida by email the completed Attachment H**

titled: “Criminal History Check Status Form.” Volunteer Florida shall require the 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.

- i. All deployment paperwork and proof of level 2 background checks cleared must be completed prior to team deployment. Deploying outside of your community is considered self-deployment. Teams who deploy without a WebEOC mission number issued by Volunteer Florida and do not adhere to deployment requirements set by Volunteer Florida and The Florida Division of Emergency Management are subjected to cancellation of contract and future funding opportunities through Volunteer Florida.
 - ii. Grantee must also notify Volunteer Florida in writing of any disaster deployments of staff and resources, and submit situation reports that may include the location(s) and the type(s) of services and resources being provided, and numbers of volunteers involved.
- H. Volunteer Florida reserves the right to unilaterally cancel this Contract if the 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 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.
- I. 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 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.
- J. 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.
- K. 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.

- L. The 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 Grantee also certifies that the undersigned person has the authority to legally execute and bind 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 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 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, 2025. 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: _____
Title: _____
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:

Robin Bridges, State of Florida CERT Program Manager
1545 Raymond Diehl Road
Suite 250
Tallahassee, FL 32308
(850) 414-7400, ext. 119
Robin@volunteerflorida.org

OR

Christy Rojas, Emergency Management Director
1545 Raymond Diehl Road
Suite 250
Tallahassee, FL 32308
(850) 414-7400, ext. 106
Christy@volunteerflorida.org

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

Name:

Address:

Phone:

E-mail:

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

Name:

Address:

Phone:

E-mail:

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 is intended for use by the Grantee to perform eligible activities 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 your official approved budget which outlines eligible categories and costs and their allocations under this award for both the reimbursable and grantee shares.
- III. The transfer of funds between the categories listed in the Program Budget is not permitted, unless approved by Volunteer Florida.
 - a. A Budget revision can be requested by the Grantee in order to request a transfer of funds between budget categories, to request new allowable costs, or to adjust a line item by 10% or more of the total budget collectively. All requests must be completed using the Budget Revision Request Form (Attachment I) and be submitted to the CERT Program Manager.
 - b. The Budget Revision Requests may only include costs for expenditures and match from the date of the Budget Revision Request Form approval to support the remaining grant period, no retroactive costs will be allowable.
 - c. All Budget Revision Request Forms must be approved by the CERT Program Manager and/or Finance Staff prior to expending any funds under the new request.
 - d. Grantees will be allowed to submit up to two (2) revisions during the contract year with the last revision due no later than June 30, 2026.

Attachment A PROGRAM BUDGET

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)					
			-		-
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					

Attachment B ALLOWABLE COSTS AND ELIGIBLE ACTIVITIES

I. CATEGORIES AND ELIGIBLE ACTIVITIES.

Allowable costs are divided into the following categories: **Planning, Organizational, Equipment, Training, Exercise and Deployment, 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, such as Community Outreach, Disaster Expos, and other Community related events that integrate a whole community approach
 - iii. Planning to foster public-private sector partnerships, including innovation for disaster 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
- 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. ORGANIZATIONAL.

- A. 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 continue to 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. 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 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 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.
- B. 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
- C. 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
- D. The following are required items for the CERT Basic Training Course to be taught under this grant:
 - i. Use of the Full FEMA/EMI 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 who is vetted through the Florida Division of Emergency Management and Volunteer Florida) 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 who is vetted through the Florida Division of Emergency Management and Volunteer Florida) as Program Manager
 - iv. Use of an adequate training facility.
- E. It is the responsibility of the Grantee to arrange and compensate course managers for CERT trainings and course manuals.
- F. Grantees must maintain and monitor a database to track the number of trained volunteers (Merit, MS Excel, or another similar volunteer management database)

V. **EXERCISE AND DEPLOYMENT.**

- A. Allowable exercise-related costs include:
 - i. Funds used to design, develop, conduct and evaluate an exercise
 - ii. Funds used for a State Supported Web-EOC Mission
 - iii. Hiring of a full or part-time staff or contractors/consultants
 - iv. Overtime and backfill
 - v. Travel
 - vi. Supplies
 - vii. Other Items - These costs are limited to items consumed in direct support of exercise and or deployment activities, such as the rental of space/locations for planning and conducting an exercise, rental of equipment for an exercise or deployment, and the procurement of other essential non-durable 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 and access and functional needs are allowable. When conducting an exercise that shall include meals for the attendees, the recipient shall submit a request for approval to Volunteer Florida no later than twenty-five (25) days. 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 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 funds as provided to property owned by the non-Federal entity.

VII. **MANAGEMENT & ADMINISTRATION (M&A).**

- A. M&A activities are defined as directly relating to the management and administration of 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

Grantees shall provide Volunteer Florida with a Quarterly Program Report (found on page 15) and a quarterly Periodic Expenditure Report (PER) (found on page 17).

- 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. **Grantees shall expend and request reimbursement for: 50% of the grant agreement funds no later than June 30th; and 100% of the grant agreement funds no later than August 31, 2026.** Volunteer Florida reserves the right to reallocate funds from Grantees that have not expended 50% before June 30th. Failure to expend 50% by June 30th may also impact consideration of Grantees' future CERT/CC grant applications.
- III. Match is required to be reported on a quarterly basis and Grantees must meet the required match or payments will be held until the match is met. Failure to meet the required match will result in a reduction of the amount of reimbursable funds allowed.
- IV. **The Grantee shall provide Volunteer Florida with complete supporting documentation for all expenditures with the quarterly PER Form.** The PER Form (also known as the Reimbursement Invoice) along with all quarterly invoice documentation should be submitted in one PDF file to the Volunteer Florida Grantee Portal located at <https://volunteerfl.mccicloud.io/Forms/SGP/>. **At least one (1) Periodic Expenditure Report (PER) must be submitted by Quarter 3. Failure to submit at least (1) PER by Quarter 3 may result in withholding of funds, reallocation of funds, or the requirement to payback already disbursed grant funds.** Failure to submit (1) PER may also impact consideration of Grantees' future CERT/CC grant applications.
- V. **The Grantee will submit supporting documentation for all expenditures related to performance under the agreement on a quarterly basis for both the CERT reimbursable expenditures and the Match Expenditures for the 2025-2026 contract year.** Errors in the Reimbursement Invoices, or any supporting documentation, will result in the delay of payment. Volunteer Florida reserves the right to review any documents related to Reimbursement Invoices at any time during the program period. The required supporting documentation will include, but not be limited to: timesheets, payroll documentation, invoices, proof of payments, credit card statements, volunteer sign-in sheets, etc.
 - A. **Planning Costs:** copies of completed plan, contracts or agreements with consultants or sub-contractors providing services and documenting hours worked and proof of payment (copies of certified timesheets with employee and supervisor signature documenting hours worked and proof employee was paid (paystubs, earning statements, payroll expenditure reports, etc.), Expense items need to have copies of invoices, detailed 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 and costs must be in the approved budget. (i.e., highlighted, underlined, and/or circled on the required supporting documentation).
 - 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, detailed 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 and costs must be in the approved budget. (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. Expense items need to have copies of invoices, detailed 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 and costs must be in the approved budget. (i.e., highlighted, underlined, and/or circled on the required supporting documentation).
- 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). Expense items need to have copies of invoices, detailed 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) and costs must be in the approved budget.
- E. **Equipment Acquisition Costs:** Provide copies of invoices, detailed receipts and cancelled checks, credit card statements, bank statements for proof of payment. Provide the Authorized Equipment List (AEL) Number (#) for each equipment purchase from the FEMA Authorized List as required and be in the approved budget.
- F. **Management and Administration Costs:** Copies of certified timesheets with employee and supervisor signature documenting hours worked. 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 and must have documentation and be in the approved budget.**
- G. For travel and conferences related to CERT 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. Travel forms and proof of payment are also required for all travel and conferences. Any travel costs that exceed the allowable amounts stated in section 112.061(6)(b), Florida Statutes (\$6 for breakfast, \$11 for lunch, and \$19 for dinner for meals/per diem or mileage at a rate higher than \$.445 per mile) may be used as match.
- H. Failure to submit reports in a timely manner will cause reimbursements to be withheld or delayed.
- I. The last quarter report is due no later than thirty (30) days after termination of this Contract. Funds provided under this contract must be matched by the 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, detailed receipts and cancelled checks, and/or credit card statements, bank statements for proof of payment) as previously noted in this contract

Attachment D
REQUIRED REPORTING FORMS

- A. Quarterly Program Report page 15
- B. Quarterly Periodic Expenditure Report (PER) page 16

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

* Please provide a brief description of how volunteers have been engaged in meaningful activities.

* Discuss at least one success you have encountered during this period.

* Volunteer Florida wants to share more of your story! Please share 2-3 unique outcomes.

Pictures

* ☐ 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](#).

Please right click [HERE](#) to upload the pictures in a different tab or copy and paste this link: <https://www.volunteerflorida.org/emdropbox/>

QUARTERLY PERIODIC EXPENDITURE REQUEST (PER)

VOLUNTEER FLORIDA Periodic Expenditure Report			
LEGAL APPLICANT (LEAD AGENCY):			
PROGRAM:			
INVOICE DATES		TO	
PROGRAM YEAR:	2025-2026		
	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

City of Pompano Beach
Attn:
Address
Address
Phone Number

- 1. Section __, Paragraph __ is hereby amended to read:
- 2. This amendment shall begin _____, or on the date on which the amendment has been signed by both parties, whichever is later.
- 3. All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform with this amendment.
- 4. All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.
- 5. This amendment and all its attachments are hereby incorporated into and made a part of the above-cited contract.

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

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
- XXVI. 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- XXVII. To the extent that 2 C.F.R. Part 200 supersedes any provision outlined above, 2 C.F.R. Part 200 shall apply
- XXVIII. 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 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 Grantee’s subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

SUBCONTRACTOR:

By: _____

Signature

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 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, _____, 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

VOLUNTEER FLORIDA FOUNDATION
Attachment III - Budget Revision Request Form

[illegible]



Office of Emergency Management

201 NW 84th Avenue, • Plantation, Florida 33324 • 954-831-3900 • FAX 954-382-5805

August 5, 2025

Volunteer Florida
1545 Raymond Diehl Road, Suite 250
Tallahassee, FL 32308

Subject: Letter of Support for City of Pompano Beach CERT FY 2026 Application

To Whom It May Concern,

As a long-standing partner of the City of Pompano Beach Fire Rescue Department, we are pleased to offer this letter of support for their FY 2026 Volunteer Florida CERT grant application.

The Pompano Beach CERT Program, established in 1996, has been a vital contributor to regional preparedness efforts for nearly three decades. Through ongoing training, community engagement, and emergency response support, their team has consistently strengthened resilience throughout Broward County.

The FY 2026 proposal seeks to enhance CERT capabilities by equipping new volunteers, expanding outreach to underserved communities, and assembling emergency starter kits for public distribution. These efforts directly align with regional preparedness goals and will support coordinated response efforts across jurisdictions.

We value the leadership and commitment demonstrated by the Pompano Beach Emergency Management team and fully support their application for continued CERT program development.

Sincerely,

A handwritten signature in black ink, reading "Reson L. Holloway".

Reson L. Holloway, FPEM
Outreach and Preparedness Coordinator
Broward County Office of Emergency Management
rholloway@broward.org





Application ID	1844373
Submitted	Aug 7, 2025
Status	Awaiting review
Applicant(s)	Karen Santen (karen.santen@copbfl.com) 100 W. Atlantic Blvd. Finance Pompano Beach, FL, 33060, US 7542352614 Krystal Aaron (krystal.aaron@copbfl.com)
Organization	City of Pompano Beach 59-6000411 100 W. Atlantic Blvd. 4th Floor, Pompano Beach, FL, 33060, US
Program and cycle	2025 - 2026 CERT/Citizen Corps Grant 2025 - 2026 CERT/Citizen Corps Application
Tags	No tags
Forms	2025- 2026 CERT/Citizen Corps Application

Cover Page

Volunteer Florida is proud to announce the availability of FY 2025-2026 Community Emergency Response Team (CERT)/Citizen Corps (CC) Program funding. Volunteer Florida is anticipating awarding up to \$100,000 in 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 grant application may request a minimum of \$5,000 or a maximum of \$10,000. Applications are due to Volunteer Florida by **5:00 PM EDT August 7th, 2025** via Blackbaud.

For questions on how to complete the CERT/Citizens Corps Grant Application, please contact: Christy Rojas at 850-363-5349 or christy@volunteerflorida.org.

Before You Begin

Letter of Support

Letter of Support or acknowledgment from the corresponding County Emergency Management Office (except in the case where the applicant is the County Emergency Management Office).

See PompanoCERT_LetterofSupport.pdf

Organization Name

Organization Name*	Other Name(s)
City of Pompano Beach	No answer

Emergency Management Director Contact Details

Records: 2

First name: Kimberly
Last name: Cristiano
Email address: kimberly.spill-cristiano@copbfl.com
Mobile telephone: 954-242-0565
Title: Employee

First name: Krystal
Last name: Aaron
Email address: krystal.aaron@copbfl.com
Mobile telephone: 9545472471
Title: Employee

Applicant Contact Details

Records: 1

First name: Krystal
Last name: Aaron
Email address: krystal.aaron@copbfl.com
Mobile telephone: 9545472471
Title: Employee

Physical Address*

100 W Atlantic Blvd, Pompano Beach, FL 33060, USA

Fiscal Information

Fiscal Agent Name (as applicable)

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

City of Pompano Beach

Request Fiscal Contact Details

Records: 0

Fiscal Address*

The physical/mailling address where financial and administrative records are maintained.

100 W. Atlantic Boulevard, Pompano Beach, FL 33060

General

Organization

Type of Organization*

Expansion

CERT/Citizen Corps*

CERT

County Served*

Broward County

Total Amount Requested*

Each subgrant application may request what they anticipate is needed (\$5,000 or \$10,000).

\$10,000.00 USD

General (Maximum 5 Points)

1. Program Geographical Area*

The City of Pompano Beach, located in northeastern Broward County, Florida

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

City of Pompano Beach – Fire Rescue Department

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

Local Government- Fire Rescue

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. *

True

**a. How will you pay for these background checks? (i.e. in-kind, match, etc.)
Please explain.** *

The City of Pompano Beach will cover the cost of Level 2 background checks through in-kind contributions or as part of the required match funding for the grant. Background check services are coordinated through the city's Human Resources and Fire Rescue departments, ensuring all personnel and volunteers meet eligibility and safety requirements before deployment.

Program Narrative

Program Narrative (Maximum 40 Points)

Are you a previous CERT/CC grantee?*

No

Is this applicant a new CERT or 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. *

The City of Pompano Beach CERT Program is an established emergency preparedness initiative managed by the Fire Rescue Department and led by the Emergency Management Division. This existing program focuses on training residents to be self-reliant and support emergency response efforts in times of disaster. The program leverages the experience of certified Fire Rescue personnel as instructors, ensuring high-quality instruction aligned with FEMA and state training standards. CERT volunteers also support community outreach, disaster preparedness events, and public education.

2. Describe your organization's history with CERT/CC. Briefly describe how you intend to use the awarded funds. *

Pompano Beach CERT was established in 1996, making it one of the more tenured programs in the region. Over the years, it has trained hundreds of residents, supported local emergency operations, and remained active through partnerships with law enforcement, community groups, and Broward County Emergency Management. The awarded funds will be used to: Conduct two CERT basic training classes, purchase CERT equipment (backpacks, PPE, manuals, etc.) for trained members, assemble and distribute up to 200 emergency preparedness starter kits with materials in English, Spanish, and Creole.

A. How will you track and utilize volunteer hours?*

Volunteer hours will be tracked using a standardized sign-in/log sheet system, maintained by the Emergency Management Coordinator. Volunteers will log hours during:

- Training and events
- Kit assembly and distribution
- Outreach efforts

These hours will be documented and included in reports as part of our in-kind match, following Volunteer Florida guidelines. CERT volunteers will also be recognized through certificates and inclusion in after-action briefings and events.

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

This program directly supports the City of Pompano Beach Emergency Management operations and complements county-level efforts by Broward County Emergency Management. Additional partners include:

- Faith-based organizations
- Civic/neighborhood associations
- Spanish- and Creole-speaking community centers

Targeted populations include residents in flood-prone zones, elderly individuals, non-English-speaking households, and neighborhoods with historically lower emergency preparedness levels.

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

The success of this project will be measured by:

- Number of CERT participants trained (goal: 30)
- Number of starter kits assembled and distributed (goal: 200)
- Number of events hosted (goal: 1 major event + presentations)
- Volunteer engagement hours logged
- Strength and diversity of community partnerships

These metrics will demonstrate both quantitative and qualitative impact by the end of the performance period.

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

The City of Pompano Beach is committed to maintaining the CERT program beyond the grant period through:

- Ongoing city funding and budgeted staff support
- Applying for future grant opportunities through Volunteer Florida, FEMA, and local sponsors
- Continued integration with city preparedness efforts and local outreach

Additionally, trained CERT members will remain active through annual drills and refreshers to sustain readiness.

Cost Effectiveness

Cost Effectiveness (Maximum 10 Points)

1. Does the applicant's program 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/subgrant agreements from USAI, SHSGP, MMRS, etc.)

*

In-Kind Match:

- City of Pompano Beach – Fire Rescue Department Staff Time:
 - o Over 600 hours of Fire Rescue personnel time for CERT training, logistics, outreach, and kit assembly
 - o Estimated value: \$19,800 (at \$33/hour)
 - Use of City Facilities & Equipment:
 - o Training rooms, equipment storage, meeting space
 - o Estimated value: \$2,000
 - Printing and Outreach Materials (City-funded):
 - o Flyers, banners, presentation materials
 - o Estimated value: \$500
- Total In-Kind Match: ~\$22,300

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 listed. 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 the following: laptops, LCD projectors, video screens, etc. Non-expendable equipment should be entered in the Equipment category.

[CERT Budget Worksheet](#)

Budget*

Please attach budget. Describe how budgeted costs relate to program narrative. Points will be deducted if program goals do not match budget.

See CERT Budget Worksheet.xlsx

Proposed Budget Narrative*

Summarize how your budget supports your project design and activities.

The proposed budget directly supports the goals and activities outlined in the Pompano Beach CERT FY 2026 project, including training delivery, volunteer equipment, and expanded community outreach.

- CERT Equipment & Supplies (\$4,000):

Funds in this category will be used to purchase CERT deployment gear for newly trained volunteers. Each CERT member will receive a backpack, hard hat, gloves, goggles, face shield, safety vest, flashlight with batteries, CERT patch, training manual, and first aid kit to ensure they are properly equipped for response.

- Training Supplies & Outreach (\$1,000):

This covers the cost of instructional materials, printing, signage, and light refreshments for two CERT Basic Training classes. This category also includes a small allocation for targeted social media advertisements to promote CERT training opportunities and the community preparedness event. These ads will help reach a broader and more diverse audience, including younger residents and underserved populations who may not be reached through traditional outreach methods.

- Community Starter Kits (\$4,000):

Funds will be used to assemble and distribute up to 200 Emergency Preparedness Starter Kits for residents. Kits will include flashlights, hygiene items, safety information, and basic first aid materials. CERT volunteers will assist with assembling and distributing these kits during outreach events, helping residents take initial steps toward preparedness.

- Management and Administration (5%) (\$1,000):

This covers administrative coordination, volunteer hour tracking, reporting, and other tasks associated with managing the grant and supporting program compliance.

This budget supports a balanced and impactful project by combining direct volunteer support with strong community engagement. Every expense ties directly to a planned activity, ensuring that all funds contribute to CERT expansion, training, and public safety education.

Key Activities

Please provide a description of quarterly milestones that will lead to the milestone event(s) over the FY 2025-2026 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.

Key Activities - Quarter 1*

1. Project Kickoff & Planning Meeting

Confirm timeline, responsibilities, and grant goals with Fire Rescue & Emergency Management.

Start: Oct 1 – End: Oct 15

2. Purchase CERT Gear & Training Materials

Order backpacks, PPE, manuals, and classroom items for upcoming training.

Start: Oct 15 – End: Nov 15

3. Recruitment Campaign Launch

Promote training through flyers and targeted social media ads.

Start: Nov 1 – End: Dec 1

4. Conduct First CERT Basic Training Class

Fire Rescue-led class, with full gear issued upon completion.

Key Activities - Quarter 3*

1. Distribute Starter Kits During Neighborhood Outreach

Focus on underserved areas with preparedness presentations.

Start: Apr 1 – End: May 15

2. Host Hurricane Season Kickoff Community Preparedness Event

CERT-led event with demonstrations, resources, and public education.

Start: May 20 – Event Date: June 8 (example) – End: June 15

3. Continue CERT Volunteer Engagement

Additional outreach presentations (Spanish/Creole-speaking audiences).

Start: June 15 – End: June 30

Key Activities - Quarter 2*

1. Evaluate First Class & Document Volunteer Hours

Log training hours and gather participant feedback.

Start: Jan 2 – End: Jan 10

2. Conduct Second CERT Basic Training Class

Engage new recruits; issue gear and log hours.

Start: Jan 15 – End: Jan 31

3. Order Supplies for Emergency Starter Kits

Purchase items for public preparedness kits.

Start: Feb 1 – End: Feb 20

4. Assemble Emergency Starter Kits

CERT volunteers assist with kit packing.

Start: Feb 20 – End: Mar 15

Key Activities - Quarter 4*

1. Compile Final Volunteer Hour Logs & In-Kind Match

Review logs and finalize documentation.

Start: July 1 – End: July 15

2. Submit Final Reports and Grant Close-Out

Submit financials, outcomes, and performance report.

Start: Aug 1 – End: Aug 31

Community Integration

Community Integration (Maximum 15 Points)

The CERT program is critical in the effort to engage everyone in the United States in making their communities safer, more prepared, and more resilient when incidents occur. Community-based preparedness planning allows us all to prepare for and respond to anticipated disruptions and potential hazards following a disaster. 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 Pompano Beach CERT program promotes strong, ongoing partnerships between emergency services and the community by building trust, sharing knowledge, and providing real-world, hands-on training. CERT participants are trained directly by Pompano Beach Fire Rescue personnel, which strengthens coordination, fosters two-way communication, and ensures residents understand how to operate effectively alongside professional responders. This collaboration enhances mutual preparedness and enables residents to act as force multipliers during emergency incidents.

CERT members are also invited to assist with drills, community events, and outreach campaigns further embedding them in the city's emergency management network and reinforcing their connection to public safety operations.

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. *

The CERT program helps families, neighborhoods, and small businesses prepare for, respond to, and recover from disasters through a neighbor-helping-neighbor approach. Trained CERT volunteers are taught how to assess risks, perform light search and rescue, provide basic medical assistance, and organize spontaneous volunteers in the aftermath of an incident.

In Pompano Beach, CERT members also conduct outreach activities and distribute emergency starter kits, especially in underserved areas. They support public preparedness campaigns and encourage the development of personal and family emergency plans, helping individuals become more self-sufficient during emergencies.

By building a network of trained residents embedded in local communities, CERT increases the overall resilience of the city and enables faster, more coordinated recovery efforts.

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. *

The CERT program is fully integrated into the City of Pompano Beach Emergency Management strategy. The program's mission aligns directly with the city's broader goals of public education, hazard mitigation, and emergency response support.

The Emergency Management Division incorporates CERT by:

- Including CERT participation in drills and training exercises
- Using CERT members to expand the city's public education reach year-round

CERT's presence in high-risk and multilingual neighborhoods also supports the city's strategic objective of equitable preparedness. The mission and methods of CERT/Citizen Corps are clearly adopted in both practice and policy within the city's resilience planning efforts.

Florida Registered Citizen Corps Program

Do you have a Florida Registered Citizen Corps Program within your community/jurisdiction?*

False

Submission

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 will 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*

Krystal Aaron

Application Submission Date*

Aug 7, 2025

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 –Pompano Beach Fire Rescue CERT					
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)					
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Subtotal Organization			\$ -	\$ -	\$ -
3. Equipment Acquisition Costs (Please refer to FEMA's Authorized Equipment List and specifically refer to it in your request for equipment. For example, First Aid Equipment and Supplies (03OE-03-KITS))					
21-GN-00-CCEQ CERT Backpack (Propac CERT Kit Pro 5)	30	\$ 58.00	\$ 1,740.00	\$ -	\$ 1,740.00
21GN-00-OCEQ 3-Ply Disposable Face Masks (50-pack)	28	\$ 10.00	\$ 280.00	\$ -	\$ 280.00
21GN-00-OCEQ Adult and Infant CPR Manikin (4-pack)	1	\$1,500.00	\$ 1,500.00		\$ 1,500.00
09TR-01-CSIM Simulaids Full-Body Adult CPR Manikin	2	\$1,900.00	\$ 3,800.00		\$ 3,800.00
21 GN-00-OCEQ CERT Uniform Shirts	60	\$ 10.00	\$ 600.00		\$ 600.00
21-GN-00-OCEQ First Aid Kit	260	\$ 8.00	\$ 2,080.00	\$ -	\$ 2,080.00
			\$ -	\$ -	\$ -
Subtotal Equipment			\$ 10,000.00	\$ -	\$ 10,000.00
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)					
Match-Volunteers hours	310	\$ 33.00		\$ 10,230.00	\$ 10,230.00
Subtotal Training			\$ -	\$ 10,230.00	\$ 10,230.00
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)					
M&A			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Subtotal M&A			\$ -	\$ -	\$ -
Total					
Total Budget			\$ 10,000.00	\$ 10,230.00	\$ 20,230.00
Signature of Applicant <i>Kaystal Aaron</i>					
Date of Application 7-Aug-25					
VF Approval Tracie Lambright					
Date of Budget Approval 9/18/2025					