California For All CERT and LISTOS Capacity Building Grant RFP EP18-004
Frequently Asked Questions (FAQ) updated April 30

NEW Questions

1. Q – Where do we send the completed application?
   A – Please send the completed Grant application to:

   Attention: Suu-Va Tai
   CaliforniaVolunteers
   1400 10th Street, Room 205
   Sacramento, CA 95814

2. Q - What documents are required for the application? The RFA says Attachment F and G but that doesn't look right?
   A – Sorry that was a typo. Please submit a completed Attachment G, Grant Application Form, and Attachment H, Grant Budget Workshop Template. Also include resumes for the Program Manager and lead instructor and complete the online surveymonkey at: https://www.surveymonkey.com/r/CERTRFP

3. Q – When are the applications due? The RFA says May 9 but the FAQ says May 6?
   A – The applications are due by 5pm on May 9.

Old questions from previous FAQ

1. Q – Will we be able to make any grant modifications?
   A - For budgeting purposes, there will be **NO Amendments** allowed. You will be held to the total budget for each category noted in the budget worksheet of your grant application. The categories are:
   - A – Personnel Expenses
   - B – Personnel Fringe Benefits
   - C – Staff Travel
   - D – Training Equipment, Supplies, and Materials
   - E – Other (Background checks, Liability Coverage, CERT Helmet and Vest, etc.)
   - F – Contractual and Consultant Services

   Example:
   If you budgeted 10,000 for category *D, Training Equipment, Supplies, and Materials*, you will not be able to move any of that money to another category such as *C Staff travel*. **You can** change how you spend the training dollars, by increasing the number of trainings, or the type of trainings. As long as the **total budget** for each category is the same, you will be in compliance.

2. Q - Is this for new volunteers or existing volunteers?

A – This grant can be to support current volunteers or new volunteers for a program. The program can decide which volunteers to equip with PPE, Background Checks, and Liability, and utilize for preparedness activities.

3. Q – How much funding can I request?
A – Each eligible program can request support for between 20-50 CERT volunteers. Approved applications will be at $500 per CERT support slot requested. Eligible programs can request up to $5,000 for a new or existing LISTOS program. The max amount of funding a program can request is $30,000. $25,000 for 50 CERT volunteers plus $5,000 for LISTOS.

4. Q – Can we use the funding to support additional volunteers?
A – Yes, you can use your surplus funding to support additional volunteers. For example, if you are requesting support for 50 CERT Volunteers, but have remaining budget, you can buy PPE for more than 50 CERT Volunteers.

5. Q – If a sponsoring agency supports more than one CERT program, can we request for more than one program's worth of support?
A – Yes, if your program is a sponsoring agency for more than one program, you can request support for up to 50 volunteer slots per program. For example, if you a county that supports 5 programs, you can request between 20-50 slots of funding per program and $5,000 for LISTOS for each program. Please note each program's name in the application.

6. Q – If our program currently conducts background checks, will we need to do them again?
A – If your background check meets all the requirements noted in the Background Check Attachment, Attachment C, then you will not need to redo the background check. Please note that you will need to background check the volunteers that are utilized for the preparedness events.

7. Q - If our program currently has Personal Protective Equipment (PPE) for our volunteers, do we need to buy more?
A – At minimum, all the volunteers that you requested support for will need the established standard CERT Helmet and vest. Programs can at their discretion buy and/or replace other PPE items such as backpacks, gloves, googles, etc. We established a standard helmet and vest for a few reasons including:
- Ensuring that the CERT helmet and vest met a minimum safety standard
- As we work to establish a stronger identity and recognition for CERT, it is important that they are recognizable statewide. Currently CERT programs have different color/designed vests and helmets and it is hard to ensure that they are instantly recognized. By establish a standard, we will ensure that anyone seeing CERT during a disaster or in a picture will instantly recognize those individuals as CERT volunteers. Because this project is part of the California For All Emergency Preparedness campaign, we wanted to brand the helmets and vests with the California For All logo.

8. Q – If we currently use the Disaster Service Worker Volunteer Program (DSWVP) to provide liability coverage for our volunteers will we still need to purchase additional coverage?

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A – Yes. The DSWVP does not cover a volunteer during a preparedness activity, such as staffing a booth at a preparedness fair. We want to make sure that if we are using CERT volunteers for preparedness events, they are at minimum covered for any medical costs resulting from an injury during a preparedness activity.

9. Q – What are the reporting requirements for the grant?
A – There is a quarterly activity report and a bi-annual grant report. The quarterly report is a recap of the preparedness activities and disaster response activities. The bi-annual grant report will be a recap of expenditures and grant deliverable completion status.

10. Q – Is the preparedness engagement goal individual volunteer based or by program?
A – The engagement goal is program-wide. Each grant applicant will be required to engage 20 Californians per CERT Volunteer support slot required. As long as the program reaches the total goal, the number of engagement per volunteer is irrelevant.

11. Q – Is this one time funding?
A – Yes, this is a one-time grant.

12. Q – Are the exhibits (Standard 213 and 204 due at the time of the grant application submission?
A – No, these exhibits are to be filled out after the intent to award has been sent.

13. Q – What is due at the time of the grant application submission?
A – Applicants need to send in a completed Grant Application Form (Attachment G), Budget Worksheet Template (Attachment H, and resumes for the Program Manager and Lead instructor. Applicants will also need to complete the following survey by the submission deadline: https://www.surveymonkey.com/r/CERTRFP

14. Q – Can this funding be used to increase training capacity/number of trainings?
A – Yes, once the minimum requirements of PPE, background checks, liability coverage, and preparedness engagements have been met, programs can use the remaining funds for training.

15. Q – Can this funding be used for a volunteer recognition event?
A – Yes, however the funding can not be used to purchase food. The funds can be used to purchase awards and certificates.

16. Q – Is there a standard engagement activity?
A – Engagement activities can include"
- Short preparedness training/lectures
- CERT and LISTOS training
- Holding a preparedness fair (people need to sign the engagement form to be counted)
- Teaching neighbors how to create a preparedness kit

A running list of engagement activities will be posted to our website. Programs can summit engagement activities in their applications for approval.

17. Q – Can new programs request funding?

A – Yes, as long as the new programs will be able to meet the requirement of a registered CERT program and promise to complete the same deliverables

18. Q - Where can we buy the helmet and vests and how much will the helmet and vests costs?
A – As a resource, we are compiling a list of vendors that may sell the helmet and vests and will make that available. We will make that available after the grants are awarded.

19. Q - Can the county be the fiscal agent for a team they do not sponsor?
A – Pretty much any organization can be a fiscal agent, whether or not they sponsor the program.

20. Q – County currently pays for fingerprinting and our Arson/Investigations Unit does the background. Can I hold back or request that portion of the grant?
A – As long as the background checks meet the requirements noted on Attachment C than you can note that in your application and not spend money to do the same background checks.

21. Q - A couple of the teams have not done training yet, but their trainers are too new, so I gave them a pass this year. You OK with that?
A – According to FEMA, CERT programs are required to conduct at least 1 training per year to qualify as a program. If they do not conduct at least one training they become a team rather than a program. In order to be registered as a program and meet our vetting requirements, programs will need to conduct at least one training per year. For new programs, they will need to conduct as least one training during the grant period (July 1, 2019 through December 2020).

22. Q – Confirming that the first $ won't be available until the first quarterly report since this is a reimbursement based grant.
A – As a grant, everything is reimbursement based. Once the grant has been awarded, the applicant can start spending against the grant and then send invoices. We are unable to advance any funds.

23. Q - What's the penalty for the Teams not doing the prescribed reporting and tracking on Sigma?
A – Programs will not be reimbursed for expenditures if they do not complete the requirements. If a program sends in an invoice for background checks they will need to show that the CERT volunteers have been tracked using the Sigma app and that they have been marked as background checked.

24. Q - Do all preparedness events have to be preapproved?
A – Programs can list their proposed preparedness events on their application for approval. They can also send in events after the grant has been awarded. Individual events do not need to be approved, just the event type.

25. Q - Photo/jpg ok for the sign-in sheets for engagement activities? Does it have to be your form or is my form based off the ICS 211 OK?
A – The California For All Engagement tracking form is required to track the engagement activities.

26. Q – Are we purchasing the PPE through CaliforniaVolunteers?

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A – No, you will be purchasing these items directly from a vendor. We will provide a list of vendors that may provide the items.

27. Q - Page 3, Eligible Applicants: SB County CERT Collaborative is looking at applying for the grant as a County under the Aware & Prepare Initiative. However, because the initiative is under a non-profit, would they be considered a Sponsoring Agency? Should we try and submit the grant this way, since most of the jurisdictions are part-time in our positions? I have heard from three of the eight jurisdictions that are not comfortable committing to this grant on their own.
A - Sponsoring agencies should apply for the grant and list Aware & Prepare as the fiscal agent.

28. Q - Page 4, Medical coverage may be an issue for us unless the volunteers become affiliated, which may not be easy for a small jurisdiction to take on the Risk Management responsibility, since DSW doesn't cover the preparedness aspect. If the volunteer can prove they have their own medical insurance and sign a waiver; would that suffice?
A – We require that all volunteers supported by this grant have medical coverage for preparedness events. If the program itself does not want to provide this directly, they can ask the volunteers to get this on their own and reimburse them for the cost.

29. Q - Page 9, under I Project Design/Approach (40%) – did you mean complete Attachment G and not F? Attachment F is the Activity Sign-In Form?
A – Yes

30. Q - Page 10, under II Qualifications (30%) – same as above you have Attachment F instead of G?
A – Yes

31. Q - Attachment B speaks of the List of Engagement Activities and the link takes you to the main CalVolunteer page, but I couldn't find the list?
A – This is not available yet.

32. Q - Our city provides Workers Compensation coverage for out volunteers. Does that suffice for the liability coverage you are looking for?
A – If it provides medical coverage for preparedness events then yes this is sufficient

33. Q - I'm reading the grant proposal and it states you need to be a 501 c 3 and be listed on attorney general charitable organizations. Well, Gardena CERT is not and TRI-CITY CERT is the umbrella organization and we are currently applying for 501 c 3 status. How do we proceed from here?
A – You may not be eligible for the grant you are referring to. You may be eligible to apply to the CERT/LISTOS Capacity Building grant found here: https://californiavolunteers.app.box.com/s/ra0zk9rbbp2qdkwvmuhl7dxgolysk9kl

34. Q - One of the eligibility requirements is that the "Basic Course Manager" has taken the Train the Trainer Course. Our program, which consists primarily of volunteers, has brought in qualified outside trainers for our Basic CERT Training classes. Would that person brought in from the outside be considered Basic Course Manager? We are planning on having a new Program Manager position where this person would also have completed the Train the Train Course, but that person will not be in place until the end of

May, which is after the grant application date. We want to make sure we are meeting the eligible requirements one way or another.
A - Yes the outside person you work with can be noted as the Course manager and as long as they have taken the CERT Train-the-Trainer course that would qualify.

35. Q - Because the grant was pushed out late, we have less than one month to complete it. I want to work with my team to collectively come to a decision on what we want to do. I am asking we extend the due date by one week, to reflect the one week delay.
A – All applications need to be delivered to our office by 5pm on May 9, 2019. Grants require at least two working weeks for applications. The period for applications for this grant was longer than that.

36. Q - When listing what we want to do in the next 18 months, can we list ideas only, or is this an absolute? It is impossible to predict what we will do in the next 18 months. I can give ideas and recommendations, but we cannot promise we will attend the events suggested or the trainings we want to conduct. Will I be reimbursed if I do something that is not listed on the application?
A - Please propose a plan for how you plan to leverage the funding. If changes need to be made at a later point, we can discuss a grant amendment.

37. Q - If we go to a neighborhood event where group community preparedness/training is presented, do we need to get a name/signature on everyone in the crowd? Unless in a classroom setting, people are not going to sign their name to something. Can we just give numbers of people in attendance?
A – We require that at minimum you get the names of everyone in attendance. You can leave the sign-in sheets at a table and ask everyone to remember to sign the sheet.

38. Q - I have no idea of the cost of instructors for classes, I have no idea we are teaching. I also don't have any idea of the supplies that will be needed for preparedness events we may or may not conduct. Is the budget a cost estimate, or an absolute?
A – Cost estimates are expected.   You will be able to change your trainings as long as the total budget for the training category stays the same.

39. Q – Liability – is there specific medical coverage we need to provide? I would like a breakdown of absolutes to ensure we are providing what is required. Will the cost of liability only be provided to up to 50 members?
A – The coverage needs to be at minimum for medical expenses incurred during a preparedness event. You can use the grant to provide liability coverage for more than the number of volunteers supported by the grant, provided there is funding remaining after meeting all other grant requirements.