



REQUEST FOR PROPOSAL
COMMUNITY EMERGENCY RESPONSE TEAM (CERT)
2017 MINI-GRANT

**Deadline for Submission:
Friday, June 30, 2017**

*CERT Mini-Grant RFP
March 2017*

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

MINI-GRANT

The CERT Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community.

Serve Alabama, in partnership with the Alabama Law Enforcement Agency (ALEA) through the Homeland Security Grant Program, is issuing a Request for Proposal for counties interested in starting or maintaining a CERT Program.

Application Criteria

The following items must be included in order for your application to be considered for funding. Incomplete applications will not be reviewed.

Eligible Applicants include:

- Local Homeland Security Point of Contact

Cover Sheet

- Agency Name
- Address
- County
- Agency Contact (Program Contact and Local Homeland Security Point of Contact)
- Authorizing Signatures
- Phone, Fax, and E-mail
- Amount Requested

Narrative (not to exceed 3 double spaced pages, 12-point font)

- Demonstrate Need – Explain in detail the scope of the project
- Operational Plan with a Timeline - Explain how the project will be implemented and monitored.

Budget

- Complete the Budget Request Form (attached)
- A Budget Narrative must be completed for each line item requested on the Budget Request Form
- There is no match requirement for this grant.

Allowable Activities for CERT Mini-grants include:

- Any supplies purchased with Homeland Security Grant Program funds must be used for specific preparedness or volunteer training or by volunteers in carrying out their response functions.
- Developing or reproducing public education, outreach, and/or training materials (must include CERT logo)
 - Outreach activities and public events

- Promotional materials
- CERT manuals are not allowed. All manuals can be obtained through the FEMA Publications Warehouse at no cost. (See attached order form.)
- Training
 - Developing, Delivering, and Evaluating Training – Includes costs related to administering the training, planning, scheduling, materials and supplies. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills.
 - Accommodations for persons with functional and access needs.
 - Travel – Costs (e.g., mileage, per diem) are allowable as expenses by employees who are on travel status for official business related to approved training.

Grantee Requirements

- Grantees will be required to submit a mid-project and final progress and financial report. All reporting requirements will be included in detail in the grantee award contract. Grantees must comply with all applicable state and federal laws.
- Grantees must submit any budget revision requests in writing to Serve Alabama for approval prior to the spending of grant funds.

Award Process

- Proposals will be reviewed by a committee comprised of peer reviewers, as well as staff from Serve Alabama, ALEA, and the Alabama Emergency Management Agency.
- Awards are given based on: application, population, and merit.
- Anticipated awards up to \$750 per grant.
- Anticipated grant start date is August 1, 2017 and anticipated end date is December 31, 2017. This is a 4 month award.
- Applications must include:
 - Cover Sheet
 - Narrative
 - Line Item Budget
 - Budget Narrative
- All applications **must be received by Serve Alabama** no later than Friday, June 30, 2017 at 4:00pm CST. No faxed or emailed applications will be accepted. Only hard copies will be accepted at address below.

Mailing Address

**Serve Alabama
Attn: Brooke Mills
8 Commerce Street, Suite 1000
Montgomery, AL 36104**

For questions, please contact:
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