

FY 2003 Guidance
Community Emergency Response Team (CERT)

- I. **Purpose:** The Community Emergency Response Team (CERT) program provides a structured opportunity for citizens to augment local emergency response activities. Using CERT materials, local communities train teams of neighborhood volunteers and employees in the workplace in emergency preparedness and response skills. CERT members partner with local emergency management in preparing for and responding to natural or man-made disasters. Trained teams can help in saving lives and protecting property when communities' professional response resources are stretched thin. By the end of 2004, FEMA's goal is to have 400,000 people complete the 20-hour training program in their local communities.
- II. **Authorities and Background:** The program's authority is the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. §§5121 – 5206. This statute was enacted to provide an orderly and continuing means of assistance by the Federal Government to State and local governments in carrying out their responsibilities to alleviate the suffering and damage, which result from natural catastrophes and any fire, flood, or explosion regardless of cause. The Act further states that the Federal Government shall provide necessary direction, coordination, and guidance, and shall provide necessary assistance so that a comprehensive emergency preparedness system exists for natural disasters or an accidental or man-caused event.
- III. **Objectives and Emphasis:** For fiscal year (FY) 2003, the following objectives for the Program have been identified:
- a. For Grantees to conduct a CERT Train-The-Trainer (TTT) course(s) to prepare program managers and instructional teams from communities who will initiate or expand the CERT training program.
 - b. For local governments to initiate, organize, train, and maintain CERTs and to use these teams as an emergency management resource and as a volunteer pool to perform special projects that improve a community's preparedness.
 - c. For communities with established CERT programs to continue, maintain, and expand these programs.
- IV. **Funding Uses:** The Program funds will be used to conduct CERT TTT(s) at the State level to prepare program managers and instructional teams to return to their home areas to implement the training. Funds can also be used for grants to communities to support CERT start-up efforts and expand efforts in existing programs.

Grants are to be used to conduct the Emergency Management Institute's CERT program, which is a 20 hour course including the new "CERT and Terrorism" Module. The standard for the CERT concept and training material can be viewed on the Internet at <http://training.fema.gov/EMIWeb/CERT/>. The goal of this

grant program is to train and involve members of the community in emergency management using CERT training as a vehicle to initiate this goal.

Possible sources for delivery of this program at the local level include local emergency management and response agency personnel, education training centers, schools of higher education, and other training sources. Funding may also be used to pay for contractual services acquired for the specific purpose of training and educating CERT members. Regardless of the training source, the program shall be sponsored by a public sector emergency management or response agency or the local Citizen Corps Council that will manage and maintain the CERT volunteer resource. Categories for grant funding include:

- a. Instructor preparation and delivery time,
- b. Program administration of CERT,
- c. Creation and maintenance of CERT database,
- d. Rental of a training facility,
- e. CERT equipment, including hard hats, safety vests, goggles, and gloves, which shall remain the property of the State or local jurisdiction,
- f. Printing CERT material to include instructor guides, student manuals, brochures, certificates, handouts, newsletters and postage (preference is for an electronic newsletter with e-mail addresses as part of database)
- g. Other items applicable to CERT as explained in jurisdiction's work plan, and
- h. Non-expendable classroom equipment for CERT delivery, limited to 10 percent of the grant award.

V. **Grantee Eligibility:** States are eligible to apply for the assistance under this program. For purposes of this program and consistent with the Stafford Act, 42 U.S.C. 5122(4), "State" means any State of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. Local governments may receive assistance as subgrantees of the States in which they are located. The term "local government" as used in this program has the meaning set forth in the Stafford Act, 42 U.S.C. 5122(6), and includes any county, city, village, town, district, or other political subdivision of any State, any Indian tribe or authorized tribal organization, or Alaska Native village or organization, including any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by a State or political subdivision thereof.

VI. **Application Information:** In its grant application for CERT funding, the State must include a timeline for conducting CERT Train the Trainer (TTT) course(s) for its jurisdictions, its criteria for awarding subgrants, and a description of the procedure it will use to meet the reporting requirements to the FEMA Regional office. The application must also include a process for soliciting, evaluating, and awarding subgrants to local governments that will establish or continue a CERT program as part of its community preparedness efforts. The application should include:

- a. A timeline for the use of the funds within the performance period.
- b. Proposed number of trained CERT instructors.
- c. Proposed number of people who will be trained using the CERT program.
- d. The plan to maintain CERT members, indicating how they can be used to supplement emergency management activities in disaster and non-disaster situations.
- e. The procedure based on State guidance for reporting information to meet the State's reporting requirement to the Region. The Region will require a quarterly report from grant recipients on the number of CERT members trained during the reporting period, total number trained since receiving the grant (note: communities that have existing CERT programs can also include a category on the number of people trained in CERT since September 2001), portion of the grant spent during that reporting period, and the total amount of funding used to date.
- f. A commitment to submit reports outlining CERT activation for emergency and non-emergency situations. This will include situations where CERT members have augmented a community's emergency management capability. Examples of non-emergency would be any special project or activity that enhanced a community's preparedness.
- g. A commitment to require jurisdiction accepting a subgrant to list its program on the Directory of Community Emergency Response Teams by State. Submission link on the CERT web site is located at <http://training.fema.gov/EMIWeb/CERT/dir.asp> with a link to [Submit information about your program.](#)

VII. Eligible/Ineligible Costs: Allowability of costs is governed by Office of Management and Budget Circular A-87, Cost Principles for State, Local and Indian Tribal Governments. Non-expendable classroom equipment for CERT training delivery is limited to 10% of the grant award.

VIII. Match and Pass-Through Requirements: There is no cost-share or match requirement associated with this funding. It is 100 percent Federal funding for all grants and subgrants. Each grantee is required to pass through at least 75 percent of the grant award to local governments. Grantees are not required to match CERT funding and may not impose a match or cost-share requirement on subgrantees.

IX. Other Information:

- a. Performance Period. The performance period for grants to support CERT activities is 12 months from the date of the grant award.
- b. Reporting Requirements. Grantees are required to submit quarterly financial and performance reports. The progress of each subgrant award will be included in the grantee's quarterly reports as required by 44 CFR 13.40 and 44 CFR 13.41. Reports are due 30 days after the end of each quarter. Report dates are January 30, April 30, July 30, and October 30. Final financial and performance reports are due 90 days after the expiration or termination of

grant support as required by 44 CFR 13.50. Reports are to be submitted to the FEMA Regional Director. When the Department of Health and Human Services (HHS) Payment Management System (SMARTLINK) is used for advanced or reimbursement payments, the grantee is required to submit a copy of Federal Cash Transaction Report (HHS/PMS 272) to FEMA when it is submitted to HHS.

Quarterly program performance reports must include grantee and subgrantee activities for the reporting period and for the cumulative period from the grant award date. Reports shall include the following information:

1. Total amount of grant funds used to date and for what activities,
 2. Number of CERT trainers and members trained, by location,
 3. Concerns regarding a jurisdiction using its grant allocation or meeting its training targets (Include any suggested remedies), and
 4. Examples of emergency and non-emergency use of CERT in the community.
- c. Sources of Additional Guidance and Information. CERT basic training material promoted by FEMA is on the CERT website:
<http://training.fema.gov/EMIWeb/CERT/>.