

APPLICANT PROFILE



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FY 2005 Homeland Security Grant Program: Urban Areas Security Initiative	
PROJECT TITLE:	5-D: NCR Volunteer Outreach, Recruitment, Coordination, Training (includes former concept papers 5-4; 8-9; 15-1, 15-2, 15-4)
EMERGENCY SUPPORT FUNCTION:	R-ESF 5 Planning and Information R-ESF 15, Volunteer and Donations Management
PROJECT PERIOD:	July 1, 2005 – January 31, 2007
PROJECT SYNOPSIS: This proposal implements our national and regional strategy to engage citizens in emergency preparedness and, specifically, seeks (1) assist emergency managers in use of volunteers by making the region's emergency operation plans relating to volunteers more transparent, and consistent with emerging national standards; (2) to develop a regionally-coordinated plans for recruitment, call-up and deployment of these volunteers (3) to recruit affiliated volunteers and to develop reception centers for spontaneous unaffiliated volunteers; and (4) train an increased number of volunteers affiliated with Citizen Corps and other volunteer programs.	
IMPLEMENTING JURISDICTION:	Virginia, Maryland, the District of Columbia, and Montgomery County (separate profiles included in appendix)
AGENCY: _____	
ADDRESS: _____	

AUTHORIZATION OFFICIAL	
NAME: _____	
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Signature of Authorized Official	Date

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Certifications and Assurances from Maryland and Virginia
are being delivered directly to the S.A.A.

**URBAN AREA SECURITY INITIATIVE
REQUEST FOR APPLICATION
Combined Volunteer Proposal**

R-ESF Submitting Application: 5 – Emergency Management and 15 – Volunteer and Donation Management

Proposal Summary

This proposal implements our national and regional strategy to engage citizens in emergency preparedness and, specifically, seeks (1) assist emergency managers in use of volunteers by making the region’s emergency operation plans relating to volunteers more transparent, and consistent with emerging national standards; (2) to develop a regionally-coordinated plans for recruitment, call-up and deployment of these volunteers (3) to recruit affiliated volunteers and to develop reception centers for spontaneous unaffiliated volunteers; and (4) train an increased number of volunteers affiliated with Citizen Corps and other volunteer programs.

The R-ESF 15 partners -- consisting of all segments of the volunteer community (Citizen Corps, VOAD's and volunteer centers) -- have made significant initial strides in the past three years to upgrade the capacity of their disaster-related volunteer organizations and, in the case of some segments of volunteers, to develop regional coordination plans. However, the current level of regional coordination varies widely among the segments. Some have set up new structures, while others have crafted regional memoranda of understanding and uniform protocols for mutual aid. Some have not yet taken any steps toward regional coordination. Some of those achievements were facilitated by a 2003 UASI grant, and other work was supported by the organizations’ own budgets. In addition to finalizing some of their individual coordination plans, all volunteer segments need to come together to deal with issues they have in common, such as duplicate counting of volunteers, credentialing, mutual aid and liability, and their working relationship with the emergency managers and other ESFs.

Even where plans for regional coordination are in place, they have not been tested nor refined in the context of the specific needs of each jurisdiction in the Metro Washington area created by realistic scenarios. If a large-scale terrorism event were to occur in the near future, it is not clear that the partners, working with their emergency managers in R-ESF 5, would be able to efficiently mobilize the thousands of trained and untrained volunteers that would be needed, particularly in support of specific tasks related to R-ESF 4 (fire) R-ESF 6 (mass care), R-ESF 7 (resources), R-ESF 8 (health), R-ESF 11(food), and R-ESF 13 (law enforcement).

These needs for well-exercised regional coordination plans for trained and untrained volunteers become more acute in an incident (or simultaneous incidents) of regional dimension. If such events were to occur in multiple MWCOG jurisdictions simultaneously, local resources would be depleted very quickly and the need for coordination of efforts with strained and limited resources even more acute.

This proposal will build on previous efforts and fill identified gaps by delivering the following:

- An inventory of current practices for utilizing volunteers
- A catalog of available volunteer resources for emergency managers

5-D Combined Volunteer Proposal (includes 5-4; 8-9; 15-1;15-2)

- A model for aligning volunteer capabilities with emerging national standards for disaster-related tasks, capabilities and performance
- A coordinated network of volunteer organizations and their client ESFs within the NCR UASI/homeland security structure
- A strategic plan for coordination of volunteer and donation management
- NCR coordination plans for VOAD and Citizen Corps
- A media campaign which will recruit 4000+ volunteers
- Targeted recruitment resulting in 1000 additional MRC volunteers
- Training for 3000 Medical Reserve Corp volunteers
- Training for 1330 CERT Volunteers
- Eight or more disaster volunteer reception centers through out the region

Ensuring that the R-ESF 15 partners are able to provide sufficient numbers of volunteers and identifying areas for improvement in efficiently mobilizing spontaneous and affiliated volunteers will significantly improve the region’s ability to realistically plan its strategies for response and recovery, taking into account the human resources that will be available

This condensed and comprehensive proposal compresses five concept papers which totaled \$5.6 million and achieves economies of scale by re-organizing them into four areas at a cost of less than \$2.6 million.

The five original concept papers are:

- 5-4 CERT
- 8-9 Medical Reserve Corps
- 15-1 Spontaneous unaffiliated volunteers
- 15-2 VOAD

This comprehensive approach will be very regional and all parties from RESF 5 and RESF 15 have agreed to the delegation of fiscal responsibility to five jurisdictions on behalf of the region Maryland, District of Columbia, Virginia, Montgomery and Arlington (through Virginia) will all have grantee roles. The four areas of focus are:

- I. Emergency Managers Use of Volunteers** \$80,000
- II. Coordination** \$655,583 (overarching coordination \$150,000; Citizen Corp coordination \$423,582; and VOAD coordination \$82,000.)
- III. Recruitment** \$699,562
- IV. Training** \$1,150,844 (CERT \$376,149; and MRC \$774,695)

Budget Category	Amount
A. Personnel	\$ 702,500.00
B. Fringe Benefits	\$ -
C. Travel	\$ -
D. Equipment	\$ 317,500.00
E. Supplies	\$ 112,775.00
F. Consultants/Contracts	\$ 1,249,250.00
G. Other	\$ 205,964.00
Total Direct Costs	\$ 2,587,989.00
H. Indirect Costs	0
TOTAL PROJECT COSTS	\$ 2,587,989.00

GOALS, Objectives and Implementation Steps

The time line is expressed in terms of quarters beginning from the date of award of the grant.

Part I Emergency Managers Use of Volunteer Resources

Goal 1. Make available an inventory of current practices of utilizing volunteers and volunteer organizations

1.1 Objective 1. To produce an inventory of current practices

1.1.1 Implementation Step 1. Interview all jurisdictional emergency managers and document the information using a uniform template *Quarter I and II*

1.1.2 Implementation Step 2 Compile the information into a hard copy and a web-accessed format *Quarter II and III*

1.1.3 Implementation Step 3 Present and share the inventory with all emergency managers and volunteer organizations in the NCR region *Quarter IV and V*

Goal 2. A catalogue of available volunteer resources will be available for the NCR region

2.1 Objective 1. To create a catalogue of volunteer resources available to emergency managers

2.1.1 Implementation Step 1. Interview all identified volunteer organizations to create the catalogue. *Quarter I*

2.1.2 Implementation Step 2 – Compile the information into a hard copy and a web-accessed format *Quarter II and III*

2.1.3 Implementation Step 3. Present and share the inventory with all emergency managers and volunteer organizations in the NCR region. *Quarter IV and V*

Goal 3. A template with tasks, capabilities, and metrics for tasks that may be performed by volunteers in emergencies

3.1 Objective 1. To create a template with tasks, capabilities, and metrics for tasks that may be performed by volunteers in emergencies (see also: 6.3.1)

3.1.1 Implementation Step 1. Using the National Preparedness Goal model, identify the specific tasks with defined capabilities to accomplish these tasks that may be performed by volunteers in an emergency. *Quarter I*

3.1.2 Implementation Step 2. Present the template to local emergency managers

Part IIa Overarching Coordination

Goal 4 – In concert with ESF 5, plan overarching coordination of ESF-15 Volunteer and Donations Management plans across the NCR, including the RECP, across the varied constituencies of ESF-15.

4.1 Objective 1 Increase coordination and cohesion across the various partners of ESF-15

4.1.1 Implementation Step 1 Conduct ESF-15 coordination meetings, in conjunction with the objectives of this goal, starting in *Quarter I and continuing throughout the life of this grant*

4.1.2 Implementation Step 2 Identify opportunities to refine best practices and other cohesion/ coordination issues and opportunities across ESF-15 starting in *Quarter I and continuing throughout the life of this grant*

4.1.3 Implementation Step 3 Draft report re: results/progress to date by *Quarter VIII*

4.2 Objective 2 – Use identified opportunities as the basis of an updated RECP and a “Model” revised ESF-15 designed to meet the needs of local Offices of Emergency Management in the local Emergency Operations Plans

4.2.1 Implementation Step 1 Review the inventory of current practices and the catalogue of resources developed in Goal #1 of this grant for issues/opportunities in ESF-15 operations plans by *Quarter IV*

4.2.2 Implementation Step 4 Draft these issues & opportunities as a discussion documents for review by all partners by *Quarter IV*

4.2.3 Implementation Step 2 Conduct meetings of key partners to review & discuss the results from the inventory and catalog and the meetings from objective 1, on how to turn those suggestions into updates to the key plans by *Quarter V*

4.2.4 Implementation Step 2 Draft revised RECP by *Quarter VI*

4.2.5 Implementation Step 3 Draft “Model” revised ESF-15 by *Quarter VI*

4.2.6 Implementation Step 3 Circulate Draft Plans for review and comment by *Quarter VII*

4.2.7 Implementation Step 4 Conduct Meeting to finalize draft documents by *Quarter VII*

Part IIb VOAD

Goal 5– Develop and implement NCR VOAD Regional Response Plan

Local emergency managers within the National Capital Region (NCR) have available to them the demonstrated resources of the DC, Maryland, and Northern Virginia VOADs - the consortium of voluntary disaster organizations working in conjunction with federal, state, and local governments. While the current organizational system is proven effective at the national and state level, there is currently no established regional coordination. The DC, Maryland and Northern Virginia VOADs have taken the initial step towards regional coordination by adopting “Principles of Coordinated Response.” This proposal will finalize this action by developing a regional organizational structure capable of coordinating the collective resources of the VOADs in support of the local and regional Emergency Operation Plans (EOPs) within the NCR.

The outcome will produce a NCR VOAD Regional Response Plan, a bridging mechanism that will:

- 1) leverage the aggregate capabilities of 63 VOAD member organizations with approximately 26,000 affiliated volunteers,
- 2) promote citizen involvement in emergency preparedness and response through buildup in NCR VOAD member organizations and
- 3) deliver to local emergency managers more diversity in emergency response and recovery organizations.

5.1 Objective 1 Produce NCR VOAD Regional Response Plan

5.1.1 Implementation Step 1 Select consultant. Time allocation: 60 days; complete in *Quarter I*

5.1.2 Implementation Step. 2 Analysis of interoperability; identify commonality and variances with the three unique response plans and

responsibilities within the state(s) response plans. Time allocation: 60-90 days; complete in *Quarter II*

5.1.3 Implementation Step 3 Produce draft of response plan

Time allocation: 60 days; complete in *Quarter III*

5.1.4 Implementation Step 4 Disseminate plan for comment (VOADS, state & local EMA's)

Time allocation: 60 days; complete *Quarter III*

5.1.5 Implementation Step 5 Deliver product and training for VOAD membership

Time allocation: 90 days Complete *Quarter IV*

Part IIc Citizen Corps Coordination

Goal 6. To promote collaboration among the Citizen Corps Councils and Citizen Corps programs to build local CC program operational capacity and to provide support for areas for potential regional collaboration.

6.1 Objective 1 Establish mechanisms for NCR Citizen Corps collaboration.

Implementation Step 9.1.1 Select project contract coordinator using the established personnel procedures of the implementing jurisdiction based on the job criteria and recommendation of representatives designated by the NCR Emergency Managers and the three State POCs. *Quarter I*

6.1.2 Implementation Step 2 Establish an NCR Citizen Corps Coalition Council to consist of the Council Chairs and/or the Council's POC's, an EMA representative and/or the EMA representative POC for each of the Councils, a representative of each State POC and, as needed, the POC's for individual Citizen Corps programs *Quarter II*

6.1.3 Implementation Step 3 Convene NCR CCCC and submit minutes for minimum of quarterly meetings and additional meetings as needed to complete NCR CCC Work plan. *Quarters I,II,III,IV*

6.2 Objective 2 Share NCR CC Program and Training Information by documenting jurisdiction level training for CC related programs with training areas, content and standards to identify common elements and differences.

6.2.1 Implementation Step 1 Develop format for documentation (contract coordinator) *Quarter I*

6.2.2 Implementation Step 2 Complete program and training descriptions by jurisdiction (by jurisdiction with follow up by coordinator to complete) *Quarter II*

6.2.3 Implementation Step 3 Create regional compendium of local CC programs and training with materials developed above (contract coordinator) *Quarter II*

6.3 Objective 3 Identify high priority areas and criteria for potential local EOP Mutual Aid agreements for CC volunteers in the region.

6.3.1 Implementation Step 1 Survey NCR jurisdiction EMA's using a checklist (National Preparedness Goal – see goal 3) to identify 1) tasks that they plan for local CC volunteers, 2) tasks they would consider for mutual aid by CC volunteers, and 3) their jurisdiction's priorities for the potential mutual aid tasks *Quarter II*

6.3.2 Implementation Step 2 Identify/develop by priority task the capabilities and metrics that would be required for CC volunteers to meet a standard for

eligibility for deployment to other jurisdictions within the region (coordinator draft reviewed by jurisdiction CC program experts, EMA) *Quarter III*

6.3.3 Implementation Step 3 Identify, by CCC program, the high priority tasks where CC trained volunteers currently meet the capabilities specified above (coordinator comparison of products above to ID gaps to be presented to EMA and NCR CCC for approval) *Quarter III*

6.4 Objective 4 Develop Plan for CC Regional Collaboration for Training to Support Mutual Aid by CC volunteers

6.4.1 Implementation Step 1 Identify areas where training is available within the region that meets the standard for regional mutual aid and identify areas where there are training gaps (based on deliverables above) *All Quarters*

6.4.2 Implementation Step 2 Develop proposal for delivering pilot regional training for areas where training is currently available to support regional standards, common language, and tools (coordinator with NCR CCC, EMA, program POCs) *Quarter IV*

6.4.3 Implementation Step 3 Prepare priority list of training required to meet gaps and the potential number of volunteers who would be eligible and recruited for the training (coordinator with NCR CCC, EMA, program POCs) *Quarter IV*

6.5 Objective 5 Share best practices and procedures for background checks, badging, for local programs and to support requirements for potential NCR mutual aid by CC affiliated volunteers. (coordinator with NCR EMA)

6.5.1 Implementation Step 1 Research and report on current methods in use by jurisdictions and states for checking and badging CC (or other) volunteers *Quarter II*

6.5.2 Implementation Step 2 Research and report feasibility of establishing a CC volunteer badging system as part of the planning for meeting the 2005 requirement for federal agency badging *Quarter II*

6.5.3 Implementation Step 3 Based on the feasibility study, develop a proposal for clearing and badging a pilot group of regional CC program volunteers for either CERT or MRC *Quarter IV*

6.6 Objective 6 Identify and share practices for CC program volunteer tracking and communication systems to support local, and potential regional, interoperability

6.6.1 Implementation Step 1 Survey NCR volunteer centers and CC programs to identify and report on the volunteer management systems currently in use (coordinator interview/research with data provided by volunteer centers, CC programs, State POCs for Volunteer Centers and CC) *Quarter III*

6.6.2 Implementation Step 2 Survey NCR volunteer centers and CC programs (including those in use or development by States and NCR jurisdictions) to identify, and document the technology, functions, costs of community-based communication systems *Quarter III*

6.6.3 Implementation Step 3 Based on Step 3.1.1 above, report options available for adoption that would be capable of interoperability among programs and jurisdictions (coordinator interview/research with data provided by volunteer centers, CC programs, State POCs for Volunteer Centers and CC) *Quarter IV*

6.6.7 Objective 7 Develop CC program promotion and recruitment requirements to support participation in NCR CC promotion and program recruitment

6.7.1 Implementation Step 1 Interview/survey NCR CC POCs and program POCs to document their program descriptions and contact information for prospective volunteers (coordinator) *Quarter I*

6.7.2 Implementation Step 2 Prepare and present the draft content for an NCR CCC program promotion campaign to NCR CC Coalition (coordinator) *Quarter II*

6.8 Objective 8 Provide support for operationalizing CC programs at local level and potentially regional level through sample CC section for EOP template (see Goal 3)

6.8.1 Implementation Step 1 Prepare a sample an EOP template section for potential CC tasks for presentation to regional EMA for local EOP use. Template will identify potential CC volunteer tasks, derived from the cumulative list (9.3) from the region, and provide a sample EOP section for CC volunteers based on a local jurisdiction selection from among those tasks *Quarter III*

Part III Regional Outreach and Recruiting

Goal 7 – In consultation with emergency managers and other identified clients, a regional volunteer recruitment campaign will be developed to increase the number of affiliated volunteers who work on a regular basis in a nonprofit or governmental agency whose mission involves emergency preparedness, response, mitigation or recovery.

7.1 Objective 1 Recruit and place at least 4000 volunteers for local Emergency Operation Centers, CERT, Medical Reserve Corps, Neighborhood Watch, Volunteers in Police, the American Red Cross, etc.

7.1.1 Implementation Step1 Develop campaign materials in a variety of formats including print media, website, PSAs for both radio and TV. During *Quarter I and II*, materials will be developed.

7.1.2 Implementation Step 2 Identify markets for distribution and saturation; distribute recruitment materials to appropriate media *Quarter II and III*

Goal 8 – Establish a region-wide network of a minimum of 8 disaster volunteer reception centers which will fall under the guidance and in conformity with and activated under the direction of each respective jurisdiction’s local emergency management office, will direct convergent, unaffiliated volunteers into an organized system of deployment based on real time requests.

8.1 Objective 1. Develop a region-wide network of regional volunteer reception centers

8.2 Implementation Step 1 Create a unified plan for design and activation of a volunteer reception center which can be modified to meet local needs. *Quarter I and II*

8.2 Implementation Step 2 Design and produce a unified system to identify convergent, unaffiliated volunteers disaster *Quarter II and III*

8.3 Implementation Step 3 Purchase equipment needed to operate a reception center including laptop computers, bullhorns, LCDs. Walkie-talkies, etc. The completed list of equipment needed will be defined when the plan is finalized.

8.4 Implementation Step 4 Plan and run a tabletop exercise to test the plan, *Quarter IV*

8.5 Implementation Step 5 Participate with emergency management officials in regional and local exercises *Quarter IV*

Goal 9 - To conduct a targeted recruitment campaign to add at least 1000 additional specialized volunteers to identified programs

9.1 Objective 1 Recruit 1000 health care skilled volunteers for the medical reserve Corps in the NCR region

9.1.1 Implementation Step 1 Working with the administrative bodies for the MRC's in all of the NCR localities, devise a targeted recruitment campaign to reach key audiences such as physicians, physician assistants, nurses, nurse practitioners, pharmacists and other medical personnel, *Quarter I*.

9.1.3 Implementation Step 3 Project personnel will begin targeted recruitment efforts such as presentations before professional groups, direct phone contacts, direct mail, selected advertisements in professional newsletters and publications, *Quarter II and onward*.

9.1.4 Implementation Step 4 While conducting targeted recruitment efforts, project personnel will also educate the audiences regarding emergency preparedness; such information will be provided in cooperation with local emergency managers, Citizen Corps Councils, and the local Red Cross chapters. This outreach education will be done in conjunction with UASI 03 public education campaign. *All quarters*

9.2 Objective 8.2 Recruit other targeted volunteers as the need is identified by local emergency management officials

9.2.1 Implementation Step 7.2.1 Establish and maintain relationships with local emergency management officials to identify needs for additional targeted volunteers, *Quarter I, II, III, IV*.

9.2.2 Implementation Step 2 Project will collaborate with the efforts of the area Volunteer Centers and Citizen Corps Councils on community-level recruitment of volunteers for the Medical Reserve Corps and other Citizen Corps programs; information about the targeted recruitment campaign will be continuously shared so as not to duplicate efforts. *All quarters*

Part IVa Training/MRC

Goal 10– Develop a common suite of training curricula that will be utilized by MRC's in the NCR; such a common training approach will provide portability of volunteers across jurisdictional boundaries; training approaches will consist of a range of modalities including: 1) web-based self guided learning, 2) training content for in-person provided courses, and 3) video/CD/DVD courses. Train 3000 volunteers in these competencies.

10.1 Objective 1 Identify competencies required for MRC volunteers based upon the functions of how the localities plan to utilize MRC volunteers and develop a common suite of training curricula and train 3000 volunteers over the term of the project

10.1.1 Implementation step 1 – MRC coordinators will establish a Project Council and work to identify the core competencies their MRC volunteers must have to perform the duties required in the respective localities in the NCR; this will include developing a compendium of local courses now offered or envisioned. *Quarter I*

10.1.2 Implementation step 2 The scope of work for recruiter will be developed within 30 days of project start. *Quarter I*

10.1.3 Implementation step 3 - Project personnel, either temporary, limited term or contract, will engaged/hired by end of Quarter 1.

10.1.4 Implementation step 4 – Project personnel will survey other MRC’s around the country for available training materials and approaches; also, internet research for existing training resources will also be completed; agreement will be reached during this process of those identified resources to be utilized in the NCR. *Quarter II*

10.1.5 Implementation step 5 – Project personnel will begin training utilizing the approved suite of training materials. The goal will be to train 1000 volunteers each quarter utilizing the approved curricula over *Quarters III, IV, and V.*

10.1.6 Implementation step 6 – Project quarterly progress reports on deliverables will be submitted to the SSA and participating MRC’s. *All Quarters*

10.1.7 Implementation step 7 - The MRC Training Project will work with NCR health and medical training work group collaborate closely with the efforts of the area Volunteer Centers and Citizen Corps Councils on community-level and targeted recruitment of volunteers for the Medical Reserve Corps and other Citizen Corps programs; information about the targeted recruitment campaign will be continuously shared so as not to duplicate efforts.

Part IVb Training/ CERT

Goal 11 Deliver basic CERT and Advanced training to 1330 volunteers. Planning goals are approximately 250 in D.C., 120 in Alexandria, 150 in Arlington, 225 in Montgomery County, 225 in Prince Georges County, 10 in Manassas Park, 120 in Prince William County and 240 in Fairfax County and 75 in Loudon County.

11.1 Objective 1 Local government CERT coordinators will provide training for volunteers.

11.1.1. Implementation Step 1 – The training will be delivered periodically throughout the entire project term based on local schedules. *All Quarters*

11.1.2. Implementation Step 2 - Existing public safety staff, project personnel, either temporary, limited term or contract, will be utilized as training staff during the courses. *All Quarters*

11.1.3. Implementation Step 3 – local CERT coordinators will provide training and materials for each volunteer. *All Quarters*

11.1.4. Implementation Step 4 – Local CERT coordinators will provide equipment in accordance with local protocols to each volunteer. *All Quarters*

11.1.5 Implementation Step 5 – Local CERT coordinators will provide project quarterly progress reports on deliverables to the states who will collate the information and send it to the SAA. *All Quarters*

11.1.6 Implementation Step 6 - Advanced CERT training will be delivered to the volunteers in accordance with local guidelines *All Quarters*

Project Description

Part I Emergency Managers Use of Volunteer Resources

While many local jurisdictions in the NCR have emergency plans that include meeting surge capacity needs by involving targeted community members as volunteers and organizing donations management, there has been no systematic sharing of best practices among emergency managers. Several jurisdictions have had outstanding experiences in using volunteers in disasters and other small-scale emergencies and understand how essential it is to involve the community in an organized way. Others have given the subject little or no thought. This proposal will remedy the situation by providing a detailed description of how each jurisdiction incorporates volunteers and volunteer organizations into their emergency plan. The end result will be an inventory of current best practices and will include a catalogue of available resources that will be given to emergency managers in each NCR jurisdiction.

Part IIa Overarching Coordination

The R-ESF 15 partners have each developed, or are in the process of developing operationally coordination plans within each organization and coordination plans across the Region. There is a need for greater coordination among the partners. This project would facilitate such coordination. It will also address the gap that exists from the lack of any current formal plans in the NCR that incorporate coordination across all the ESF-15 partners, either on the local or regional level to address the issues they have in common, such as duplicate counting of volunteers, credentialing, mutual aid and liability.

The volunteer arena contains at least 5 individual sectors that must be able to work together within their jurisdictions and across the regions, and with each other. These 5 constituencies include:

- The Citizen Corps who organize government sponsored corps of trained volunteers in specific areas, including Community Emergency Response Teams (CERT), Medical Reserve Corps (MRC), Volunteers in Police Service (VIPS) EMT Reserve Corps, Fire Corps, Neighborhood Watch, among others
- VOADs- Voluntary Organizations Active in Disaster – Coordinating Consortia of independent organizations that provide disaster assistance to individuals and government
- Volunteer Centers who recruit volunteers for other organizations, including Citizen Corps and VOAD Members, including the management of spontaneous volunteers in an emergency
- Financial Donations Managers – Organizations that collect and manage financial donations from the public to be used for disaster assistance
- In-Kind Donations Managers - Organizations that collect and manage donations of goods and services from the public to be used for disaster assistance

These sectors differ in progress on coordination. For example, on December 10, 2004, a meeting was held to approve and sign a Mutual Aid Agreement between the members of the Volunteer Center Coordination Working Group. This agreement establishes a common vision for providing unaffiliated/ spontaneous volunteer assistance in times of emergency or disaster and the

procedures by which the group will administer such aid. It serves as the crux for further collaboration including standardized needs assessment, strengthening coordination with government agencies, and building capacity as well as any future planning. The signatories agree to develop a coordinated effort in times of need and maintain communication and updated mutual aid activation procedures. This proposal would support development or completion of coordination plans for VOAD, Medical Reserve Corps and Citizen Corps Councils.

Major deficiencies remain as formal coordination needs to be established to bring all the sectors together as well as work on how the partners would be able to efficiently mobilize the thousands of volunteers and manage the donations that would be needed for a major terrorist event, particularly in support of R-ESF 5, R-ESF 6, R-ESF 7, R-ESF 8, R-ESF 9, and R-ESF 13. These needs become more acute if the incident is not limited to a small geographic area. If such an event were to occur in multiple MWCOG jurisdictions simultaneously, local resources would be depleted very quickly and the need for coordination of efforts grows as resources are scarcer.

The deliverables of this project will include:

- A revised MWCOG Regional Emergency Coordination Plan R-ESF-15 or annex
- A “Model” Volunteer and Donations Management Annex to be used by Emergency Managers in the NCR for updating their Emergency Operations Plans.
- A report of coordination efforts and impacts to be compiled at the end of the grant period

This project would expand and integrate the regional coordination mechanisms’ capacity to mobilize large numbers of volunteers (spontaneous and affiliated) and donations to respond to a catastrophic terrorism event

This project would be managed by the Montgomery County Volunteer Center, which is one of the few agencies within the National Capital Region with the responsibility for coordinating all aspects of ESF-15 within their jurisdiction. The project will be conducted in concert with the MWCOG; with The ESF-15 committee of the MWCOG will serve as the coordinating body across the various ESF-15 partners. Accordingly staffing and support are needed to facilitate this extremely robust role for a MWCOG ESF-Committee

Establishing that the R-ESF 15 partners are able to provide sufficient numbers of volunteers, identifying areas for improvement in efficiently mobilizing spontaneous and affiliated volunteers and coordinating donations will significantly improve the region’s ability to realistically plan its strategies for response and recovery, taking into account the human resources that will be available.

The deliverables of this project will include:

- A revised MWCOG Regional Emergency Coordination Plan R-ESF-15 annex
- A “Model” Volunteer and Donations Management Annex to be used by Emergency Managers in the NCR for updating their Emergency Operations Plans.
- A report of coordination efforts and impacts to be compiled at the end of the grant period

This project would expand and integrate the regional coordination mechanisms’ capacity to mobilize large numbers of volunteers (spontaneous and affiliated) and donations to respond to a catastrophic terrorism event

Part IIb VOAD Coordination

Goal –Develop and implement NCR VOAD Regional Response Plan

Local emergency managers within the National Capital Region (NCR) have available the demonstrated resources of the DC, Maryland, and Northern Virginia and Virginia VOADS- the consortium of voluntary disaster organizations working in conjunction with federal, state, and local governments and identified as a Cooperating Agency in the National Response Plan-Volunteer and Donations Management Support Annex.

While there are operational response plans at the state and national levels , there is no established regional coordination. The DC, Maryland and Northern Virginia VOADS have taken the initial step towards regional synchronization by adopting “Principals of Coordinated Response”. This proposal will finalize this action by developing a regional organizational structure capable of coordinating the collective resources of the VOADS in support of the local and regional EOPs within the NCR. The outcome will produce a NCR VOAD Regional Response Plan, a bridging mechanism that will

- leverage the aggregate capabilities of 63 VOAD member organizations with approximately 23,00 affiliated volunteers,
- promote citizen involvement in emergency preparedness and response through buildup in NCR VOAD member organizations and,
- deliver to local emergency managers more diversity in emergency response and recovery organizations.

Expected completion time required is 12 months.

Objective – Produce NCR VOAD Regional Response Plan

Task 1 Select consultant.

Time allocation: 60 days

Task 2 Analysis of interoperability; identify commonality and variances with the three unique response plans and responsibilities within the state(s) response plans.

Time allocation: 60-90 days

Task 3 Produce draft of response plan

Time allocation: 60 days

Task 4 Disseminate plan for comment (VOADS, state & local EMA’s)

Time allocation: 60 days

Task 5 Deliver product and training for VOAD membership

Time allocation: 90 days

Part IIc Citizen Corps Coordination

The primary goal of this project is to promote collaboration among the NCR Citizen Corps Councils and Citizen Corps programs to build local CC program operational capacity and to provide support for areas for potential regional collaboration.

Citizen Corps was established by the President in 2002 with the broad mission of bringing citizens and first responders together at the local level to build citizen awareness and participation in all phases of preparedness including prevention, planning, response and recovery. The Citizen Corps also brings together multiple programs sponsored by the diverse

government partners that plan and manages disasters. NCR member jurisdictions in Maryland, Virginia, and the District of Columbia have recruited, trained and mobilized thousands of volunteers through CC programs sponsored by local emergency management, police, fire, public health, and volunteer offices. Programs include Community Emergency Response Teams (CERT), the Medical Reserve Corps (MRC), Neighborhood Watch (NW), Volunteers in Police Service (VIPS) and Fire Corps.

As programs have grown it is clear that, as a reflection of their communities and the different government agencies that sponsor them, Citizen Corps programs in the NCR are implemented through considerable diversity in programs, management, training, operating procedures and methods of deployment.

There is currently no vehicle for NCR regional collaboration, planning, or regional mobilization of CC resources. In order to build local capacity by sharing best practices and to develop plans for potential regional mutual aid using CC trained volunteers, there is the need to document local jurisdiction programs and standards, to develop regional relationships, and to consider the regional standards of training, equipping, and operational capabilities for identified potential regional tasks

The national Citizen Corps strategy is based on a national mission and program models with flexible local implementation. The CC is linked directly to the national preparedness mission, standards, and first responder initiatives with a strong emphasis on partnerships with first responders, civic leaders, and community based organizations. NCR CC volunteers have supported special events like the Marine Corps Marathon, the Presidential Inauguration, and immunization exercises; provided damage assessment and ice distribution for recovery following hurricane Isabel, and deployed to Florida and other states as FEMA employees for recovery after hurricanes Frances and Charley. As NCR jurisdictions build their programs and increase the use of Citizen Corps volunteers to support local emergency planning and response, NCR emergency managers have indicated that planning for coordination of emergency management and mutual aid should include planning and coordination for the regional use of these trained volunteers in special events and emergencies.

This project provides funding to Arlington County, via Virginia, to hire a full time contract Citizen Corps Coordinator and a part time assistant coordinator to serve the region and support an NCR coalition of Citizen Corps and funding through the State POCs for Citizen Corps to the NCR jurisdictions to fund part time contract staff and/or overtime hours to support local jurisdiction CC participation in this project. The project coordinator will be selected using the established personnel procedures of the implementing jurisdiction (Arlington) based on the job criteria and recommendation of representatives designated by the NCR Emergency Managers and the three State POCs. The Coordinator will be managed by the implementing jurisdiction and report monthly on project status to the NCR Emergency Managers (or their designees) and to the State Citizen Corps POC's. All project deliverables will be presented to and reviewed by representatives of the State POCs, the NCR Emergency Managers, and the local jurisdiction CC POCs.

Part III Regional Outreach and Recruiting

Research shows that in the time of a disaster, the current number of affiliated volunteers, including those in specialized programs, such as CERT, Medical Reserve Corps, Neighborhood Watch and Volunteers in Police, and government Emergency Operations Centers, will not be great enough to meet the need. Thus, we are proposing a regional campaign to recruit and refer 5000 volunteers for all of the above affiliated programs

Citizen participation is essential in the prevention, response, mitigation and recovery from all sorts of disasters including small incidents and large-scale catastrophes. Volunteer management practices indicate that three kinds of volunteers are needed to respond to the full range of emergency management situations from prevention to recovery. These are: affiliated volunteers who work regularly with nonprofit and governmental organizations; unaffiliated or spontaneous volunteers who come forward at the time of a disaster and who can help meet surge capacity or who can be disruptive if not handled properly; and specialized volunteers such as medical or emergency personnel who will be needed under specific situations.

The eight volunteer centers in the NCR UASI region regularly recruit volunteers for more than 3000 nonprofit and public agencies in the region. These organizations include schools, hospitals, health care providers, the American Red Cross and a host of others. Many of these volunteers will be available to help in an emergency situation but many will not because the volunteer functions that they regularly perform are not related to disasters.

A region-wide network of disaster volunteer reception centers must be designed in order to direct convergent, unaffiliated volunteers into an organized system of deployment based on real time requests. These centers will fall under the guidance and in conformity with and activated under the direction of each respective jurisdiction's local emergency management office. Each volunteer reception could have the capacity to process over 10,000 people over a seven day period. The centers would be manned by both paid and volunteer staff. It takes approximately 50 people per 8 hour shift to man a reception center totaling 150 individuals in a 24 hour period or 1050 individuals to process 10,000 volunteers. The recruitment campaign will address this staffing need as part of the foundation for the coordinated early response for every jurisdiction in the NCR. A campaign to greatly increase the number of affiliated volunteers is essential to the safety of the region. However, it is impractical to think that every potential volunteer that may be needed in a disaster will choose to affiliate beforehand. While citizen activism will visibly increase because of the campaign, the challenge remains as to how best to harness this incredible force, especially when the events are sudden and widespread. The integration of the convergent, unaffiliated volunteer into coordinated response and recovery plans is something that needs to be addressed. The surge of well-meaning citizens has the potential to; divert the attention and strain the management resources of emergency managers; impede the work of first responders; and place both volunteers and those they are attempting to assist in harms way. Planning and designing of the function of volunteer receptions centers needs to be addressed before a disaster occurs. The NCR volunteer centers will work to design and plan for the operation of the reception centers.

Several Citizen Corps programs have specific specialized requirements for their volunteers. In order to address this, targeted recruitment campaigns need to be developed and implemented. The Medical reserve Corps is a prime example. Medical Reserve Corps have a need for licensed, trained medical personnel who are willing to volunteer at a moments notice. Region-wide only a little more than 5000 volunteers have been recruited for these efforts to date, largely because of growing demands on existing public health services in the face of decreasing human resources.

Another targeted population will be current county employees who work in nonessential jobs to assist with the staffing of the volunteer reception centers and other critical volunteer needs.

The NCR UASI region is filled with people who have skills and talents and may be willing to volunteer in an emergency if asked. These people need information about how to help. At the same time, there may be a need for thousands of people to help in a disaster. The purpose of this grant will be to organize a system to match appropriate people with needs while assuring that volunteers do not go unasked to the scene of a disaster and cause additional confusion.

Part IVa Training/MRC

Response to a large biological incident requiring mass prophylaxis of 100% of the population in the NCR in a short timeframe would quickly overwhelm the 2400 public health staff in the region. Up to 40,000 volunteers would be required to augment the public health response capacity necessary to staff dispensing sites that would operate throughout the NCR. Although it is understood that spontaneous volunteers will present themselves to assist at the time of the incident, having a cadre of trained volunteers will expedite the mobilization and ensure operational consistency of the public health response. Region-wide only a little more than 5000 volunteers of the 40,000 needed have been recruited for these efforts to date, largely because of growing demands on existing public health services in the face of decreasing human resources.

Part IVb Training/CERT

The CERT program has experienced significant growth over the past few years. CERT trained volunteers are recognized as a very valuable resource by local emergency management agencies and have integrated these volunteers into their response to disaster situations. Hundreds of volunteers throughout the National Capital Region have received the basic training. However it is important to continue to increase the numbers of citizens engaged and trained. As we increase the number of trained volunteers, we help ensure that our cities and counties have the resources necessary to launch an effective emergency response. Many communities have a waiting list for citizens and businesses that wish to receive this training. This project will provide direct funding to local governments and the District of Columbia to provide CERT training, equipment and materials to 1330 volunteers.

The CERT program, a national model endorsed by FEMA, was adopted by local governments to provide the basic training citizens need to respond to emergencies until first responders arrive. CERT training includes modules on disaster preparedness, disaster fire suppression, light search and rescue operations, disaster psychology, team organization and terrorism. The sixteen hours of training provides the average citizen with a basic understanding of what to do in the event of a natural disaster or terrorism attack. CERT trained volunteers learn how to work together and depend on each other during emergencies. The training helps bring communities and neighbors together, giving them the skills and confidence to direct an emergency response at the community level. CERT training moves people to a higher level of preparedness well beyond what basic public education campaigns can achieve. CERT trained volunteers are not only prepared, they are empowered to be part of the solution. More importantly, CERT trained volunteers are valuable to the first responder community. They have the knowledge to control a scene until first responders are available.

5-D Combined Volunteer Proposal (includes 5-4; 8-9; 15-1;15-2)

The CERT program has been extremely successful in engaging the citizens in being personally prepared. Many businesses have expressed the need to train their employees in CERT to prepare in the event a disaster strikes during work hours. There is a desire to continue offering this training to all interested citizens and businesses. Our citizens will be prepared in their homes, in their workplaces, and in their communities.

Existing CERT trained volunteers desire more advanced training such as Train-the-Trainer, CPR, Advanced First Aid, traffic management and others, which allows a CERT trained volunteer to lead training and provide additional services in his/her community.

There are active CERT programs in the following NCR localities: City of Alexandria, Arlington County, District of Columbia, Fairfax County, Loudoun County, Manassas Park, Montgomery County, Prince Georges County, and Prince William County.

Organization, Experience and Qualifications of Applicant

This comprehensive approach will be very regional. All participants from RESF 5 and RESF 15 have agreed to delegation of fiscal responsibility as follows:

Part I Emergency Managers Use of Volunteer Resources

Montgomery County

Part IIa Overarching Coordination

Montgomery County

Part IIb VOAD

Montgomery County

Part IIc Citizen Corps Coordination

Maryland, Virginia (and Arlington County) and the District of Columbia

Part III: Regional Outreach and Recruiting

Montgomery County

Part IVa Training/MRC

Montgomery County

Part IVb Training/CERT

Maryland, Virginia and the District of Columbia

Staffing Plan

Part I Emergency Managers Use of Volunteer Resources

Montgomery County will hire a consultant to produce all deliverables.

Part IIa Overarching Coordination

Montgomery County will hire a consultant to work with the R-ESF committee.

Part IIb VOAD

Montgomery County will hire a consultant to work across the region.

Part IIc Citizen Corps Coordination

This project provides funding to Arlington County, via Virginia, to hire a full time contract Citizen Corps Coordinator and a part time assistant coordinator to serve the region and support an NCR coalition of Citizen Corps and funding through the State POCs for Citizen Corps to the NCR jurisdictions to fund part time contract staff and/or overtime hours to support local jurisdiction CC participation in this project. The project coordinator will be selected using the established personnel procedures of the implementing jurisdiction (Arlington) based on the job criteria and recommendation of representatives designated by the NCR Emergency Managers and the three State POCs. The Coordinator will be managed by the implementing jurisdiction and report monthly on project status to the NCR Emergency Managers (or their designees) and to the State Citizen Corps POC's. All project deliverables will be presented to and reviewed by representatives of the State POCs, the NCR Emergency Managers, and the local jurisdiction CC POCs.

Part III: Regional Outreach and Recruiting

The project will be executed by the Montgomery County Volunteer center, an office of the Montgomery County government in conjunction with all of the volunteer centers, Citizen Corps Council programs, and VOADs in the NRC region. Staff will be hired by each volunteer center.

Part IVa Training/MRC

A project team consisting of representatives of all the participating jurisdictions will be comprised of several professionals working either on a limited term, temporary basis, or on a contracted basis will accomplish the work of this project. Staff selected by the participating MRC's for this effort will be well experienced in volunteer development and adult learning techniques, and generally have worked in similar programs, conducting similar activities.

Part IVb Training/CERT

Staffing will be provided by existing local and state staff.

Contract staff will provide jurisdiction level documentation under the supervision of the project coordinator and the jurisdiction POCs.

Project Budget and Budget Justification (not counted)

Budget Summary

Budget Category	Amount
A. Personnel	\$ 702,500.00
B. Fringe Benefits	\$ -
C. Travel	\$ -
D. Equipment	\$ 317,500.00
E. Supplies	\$ 112,775.00
F. Consultants/Contracts	\$ 1,249,250.00
G. Other	\$ 205,964.50
Total Direct Costs	\$ 2,587,989.50
H. Indirect Costs	\$ -
TOTAL PROJECT COSTS	\$ 2,587,989.50

5-D Combined Volunteer Proposal (includes 5-4; 8-9; 15-1;15-2)

<p>A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.</p>		
Name/Position	Computation	Cost
Outreach & Recruiting		
Volunteer outreach and training	4/5 FTE @ 6 volunteer centers and 1 FTE @ 1 volunteer center (to coordinate)	\$ 362,500.00
Coordination of volunteers during exercises	1/5 FTE @ 7 volunteer centers	\$ 70,000.00
Citizen Corp		
Contract staff or overtime hours (base)	per jurisdiction for 9 jurisdictions	\$ 180,000.00
Contract staff or overtime hours (addition to base related to population)	To be allocated based on current COG populations for each jurisdictions	\$ 90,000.00
	Total	\$ 702,500.00
<p>B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.</p>		
Name/Position	Computation	Cost
Volunteer outreach and training	included in personnel cost above. If funded will provide break out	
	Total	\$ -

5-D Combined Volunteer Proposal (includes 5-4; 8-9; 15-1;15-2)

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization’s own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the “Supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Part III - Recruitment		
Laptop computers	16 x \$2000 per	\$ 32,000.00
Back-up batteries	16 x \$500 per	\$ 8,000.00
Battery chargers	8 x \$500 per	\$ 4,000.00
Screens	8 x \$200 per	\$ 1,600.00
Blackberries including service	24 x \$3000 per	\$ 72,000.00
Signage for volunteer reception centers	8 x \$250 per	\$ 2,000.00
To-go boxes	16 x \$500 per	\$ 8,000.00
ID Bands	24,800 x \$.50	\$ 12,400.00
Total Equipment for reception centers		\$ 140,000.00
Part IVa - MRC		
7 Laptop computers*	7 x \$2200	\$ 15,400.00
7 LCD projectors*	7 x \$2800	\$ 19,600.00
Part IVb - CERT		
CERT Personal Protective Equipment	\$100 per student/1425 students	\$ 142,500.00
	Total	\$ 317,500.00
* For use by trainers throughout NCR in providing in person training courses		

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization’s own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Computation	Cost
Part IIIc - Citizen Corps		
Supplies		\$ 3,000.00
Part IVa - MRC		
Training supplies	3000 vols x \$3.00/vol	\$ 9,000.00
Postage - 12,000 pcs -1st class	12,000 x \$.37	\$ 4,440.00

5-D Combined Volunteer Proposal (includes 5-4; 8-9; 15-1;15-2)

Commercial printing	50,000 x \$.10/item	\$ 5,000.00
Photocopying	6,000 copies/mo. x 14mos x \$.04/copy	\$ 3,360.00
Films, DVD's, other materials	3000 vols. x \$2.00/vol	\$ 6,000.00
Part IVb - CERT		
Printing CERT manual	\$10 per student	\$ 14,250.00
Identification supplies	\$5 per student	\$ 7,525.00
Classroom supplies	\$40 per student	\$ 60,200.00
	Total	\$ 112,775.00

F. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from ODP.

Name of Consultant	Service Provided	Computation	Cost
Part I - Catalog			
To be determined	Catalogue & Template deliverables	fixed price	\$ 80,000.00
Part IIa - Overarching Coordination			
TBD	Draft model ESF 15 template; draft regional volunteer plan annex	Fixed price	\$ 146,250.00
Part IIb - VOAD			
Northern Virginia VOAD	Produce NCR Regional Response Plans	Fixed price	\$ 80,000.00
Part IIc - Citizen Corps			
TBD	NCR CCC project Coordinator		\$ 140,000.00
Part III - Recruitment			

5-D Combined Volunteer Proposal (includes 5-4; 8-9; 15-1;15-2)

TBD	Media campaign, including development of message and paid advertising		\$ 110,000.00
Part IVa - Training/MRC			
Trainers selected by participating MRC's	Train 3000 volunteers to perform tasks in MRC required by each jurisdiction	\$231/volunteer *	\$ 693,000.00
* Based upon regional average of 10 hours per volunteer/yr			
		<i>subtotal</i>	\$ 1,249,250.00
<p><i>Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)</i></p>			
Item	Location	Computation	Cost
		<i>subtotal</i>	\$ -
<p><i>Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.</i></p>			
Item			Cost
		<i>subtotal</i>	\$ -

5-D Combined Volunteer Proposal (includes 5-4; 8-9; 15-1;15-2)

<p>G. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.</p>		
Description	Computation	Cost
Part I - Catalog		
A & M	2.5% of 80,000	\$ 2,000.00
Part IIa - Overarching Coordination		
A & M	2.5% of 150,000	\$ 3,750.00
Part IIb - VOAD Coordination		
A & M	2.5% of 80,000	\$ 2,000.00
Part IIc - Citizen Corp		
A&M	2.5% of 442,500	\$ 10,583.00
Part III - Recruitment		
A & M	2.5% of 682,500	\$ 17,062.50
Part IVa - Training MRC		
A & M	2.5% of 755,800	\$ 18,895.00
Part IVb - Training CERT		
Overtime reimbursement for instruction or outside instruction fees	\$100 per student x 1,425 students	\$ 142,500.00
A & M	2.5% of 366,975	\$ 9,174.00
Total		\$ 205,964.50
<p>H. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.</p>		
Description	Computation	Cost
Total		

APPLICANT PROFILE



APPLICANT PROFILE

FY 2005 Homeland Security Grant Program: Urban Areas Security Initiative	
PROJECT TITLE:	
EMERGENCY SUPPORT FUNCTION:	ESF 5 Planning and Information ESF
PROJECT PERIOD:	July 1, 2005 - September 30, 2006
PROJECT SYNOPSIS:	Community Emergency response Team Training Program and Citizens Corps Coordination
IMPLEMENTING JURISDICTION:	Virginia, Maryland and the District of Columbia
AGENCY:	Maryland Emergency Management Agency on behalf of the Maryland NCR local jurisdictions
ADDRESS:	5401 Rue Saint Lo Drive Reisterstown, MD 21136
AUTHORIZATION OFFICIAL	
NAME:	John W. Droneburg, III
TITLE:	Director
ADDRESS:	s/a
TEL:	410-517-3600
FAX:	410-517-3610
EMAIL:	jdroneburg@mema.state.md.us
PROJECT DIRECTOR	
NAME:	Russell J. Strickland
TITLE:	Deputy Director - Operations
ADDRESS:	s.a
TEL:	s/a
FAX:	s/a
EMAIL:	rstrickland@mema.state.md.us
FINANCIAL OFFICER	
NAME:	Walter Mueller
TITLE:	Deputy Director - Finance / Logistics
ADDRESS:	s/a
TEL:	s/a
FAX:	s/a
EMAIL:	wmueller@mema.state.md.us
Signed original will be delivered directly to the S.A.A.	
Signature of Authorized Official	Date

APPLICANT PROFILE



GOVERNMENT OF
THE DISTRICT OF
COLUMBIA

APPLICANT PROFILE

FY 2005 Homeland Security Grant Program: Urban Areas Security Initiative	
PROJECT TITLE:	
EMERGENCY SUPPORT FUNCTION:	ESF 5 Planning and Information
PROJECT PERIOD:	July 1, 2005 - September 30, 2006
PROJECT SYNOPSIS:	Community Emergency response Team Training Program and Citizens Corps Coordination
IMPLEMENTING JURISDICTION:	Virginia, Maryland and the District of Columbia
AGENCY:	Virginia Department of Emergency Management on behalf of the Virginia NCR local jurisdictions
ADDRESS:	
AUTHORIZATION OFFICIAL	
NAME:	Michael Cline
TITLE:	Coordinator
ADDRESS:	10501 Trade Court Richmond, VA 23236
TEL:	804-897-6501
FAX:	804-897-6506
EMAIL:	michael.cline@vdem.virginia.gov
PROJECT DIRECTOR	
NAME:	Suzanne R. Simmons
TITLE:	Citizens Corps Coordinator
ADDRESS:	10501 Trade Court Richmond, VA 23236
TEL:	804-897-6518
FAX:	804-897-6506
EMAIL:	suzanne.simmons@vdem.virginia.gov
FINANCIAL OFFICER	
NAME:	Linda Coleman
TITLE:	Fiscal Director
ADDRESS:	10501 Trade Court Richmond, VA 23236
TEL:	804-897-6500 ext. 6549
FAX:	804-897-6546
EMAIL:	linda.coleman@vdem.virginia.gov
Signed original will be delivered directly to the S.A.A.	
Signature of Authorized Official	Date

APPLICANT PROFILE



APPLICANT PROFILE

FY 2005 Homeland Security Grant Program: Urban Areas Security Initiative	
PROJECT TITLE:	
EMERGENCY SUPPORT FUNCTION:	5-D: NCR Volunteer Outreach, Recruitment, Coordination, Training (includes former concept papers 5-4; 8-9; 15-1,15-2,15-4
PROJECT PERIOD:	July 1, 2005 – January 31, 2007, 2006
PROJECT SYNOPSIS:	Combined Volunteer proposal Part I Emergency Managers Use of Volunteer Resources; Part IIa Overarching Coordination of Regional Volunteer Programs Part IIb VOAD coordination; Part III Regional Outreach and Recruitment of Volunteers; Part IVa Training/ MRC
IMPLEMENTING JURISDICTION:	Montgomery County, Maryland
AGENCY:	Montgomery County Volunteer Center
ADDRESS:	401 Hungerford Drive Rockville, Md. 20850
AUTHORIZATION OFFICIAL	
NAME:	Bruce Romer
TITLE:	Chief Administrative Officer
ADDRESS:	101 Monroe Street
TEL:	240-777-2500
FAX:	240-777-2517
EMAIL:	bruce.romer@montgomerycountymd.gov
PROJECT DIRECTOR	
NAME:	Andrea Jolly
TITLE:	Director, Montgomery County Volunteer Center
ADDRESS:	401 Hungerford Drive
TEL:	240-777-2613
FAX:	240-777-2601
EMAIL:	andrea.jolly@montgomerycountymd.gov
FINANCIAL OFFICER	
NAME:	Sonetta Neufville
TITLE:	Administrative Services Coordinator
ADDRESS:	101 Monroe Street
TEL:	240-777-2516
FAX:	240-777-2517
EMAIL:	sonetta.neufville@montgomerycountymd.gov
Signed original will be delivered directly to the S.A.A. by March 3, 2005	
Signature of Authorized Official	Date

5-D Combined Volunteer Proposal (includes 5-4; 8-9; 15-1;15-2)

Certifications and Assurances

Attached to the Original submission are the Certifications and Assurances from:

Montgomery County