



Unit 6: Procuring and Managing Resources

CERT Program Manager



FEMA





Unit Objectives



- At the conclusion of this unit, the participants will be able to establish a process for acquiring and managing program resources:
 - Identify types of resources needed to coordinate a CERT program
 - Identify types of data that need to be collected and maintained for the program
 - Develop strategies for locating and managing resources
 - Identify program funding options and tips for approaching funders
 - Develop a draft program budget



PM 6-1



Unit Topics



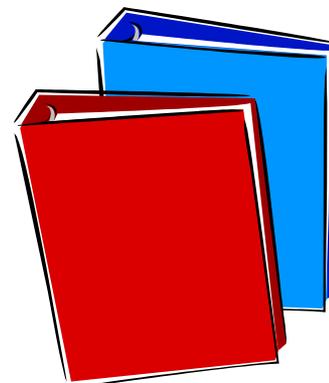
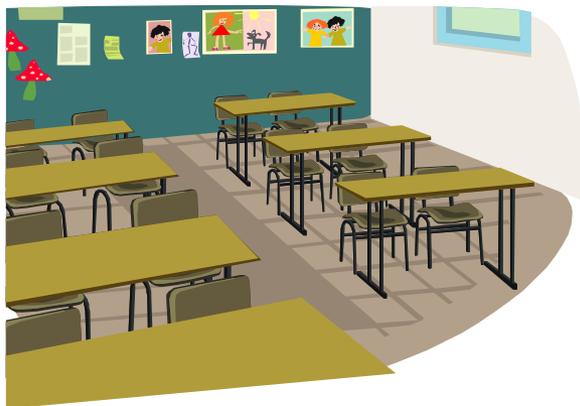
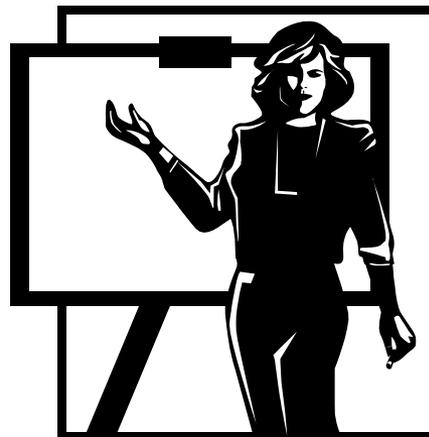
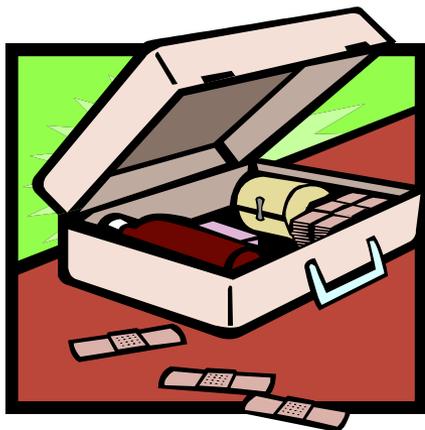
- Identifying Physical Resource Needs
- Managing Data
- Budgeting and Funding



PM 6-1



Physical Resources?



PM 6-1



Identifying Physical Resource Needs

- Unit will address these topics
 - What those resources are
 - Where to find them
 - What they will cost
- Plans will be collected and copied to share with others



PM 6-1



Activity



Identify Physical Resources



PM 6-2



Physical Resource Needs

- Anything required to complete task
 - People
 - Equipment
 - Materials
 - Supplies
 - Facilities
- Be as thorough as possible



PM 6-7



Be Thorough



- Don't just say that you need training supplies or a Unit 5 instructor
- List exactly what you need



PM 6-7



Good Training Facility

- What do you need to have in a good training facility?
 - Easy to find
 - Disability access
 - Parking
 - Bathrooms
 - Good lighting and heating/AC
 - Contact names for AV support, facility support
 - Chairs and tables
 - Easels and easel pads or whiteboard
 - Computer and projection system
 - Space for hands-on exercises
 - Space for burning
 - Burn permit
 - Backup location

PM 6-7





Activity



Locate Resources



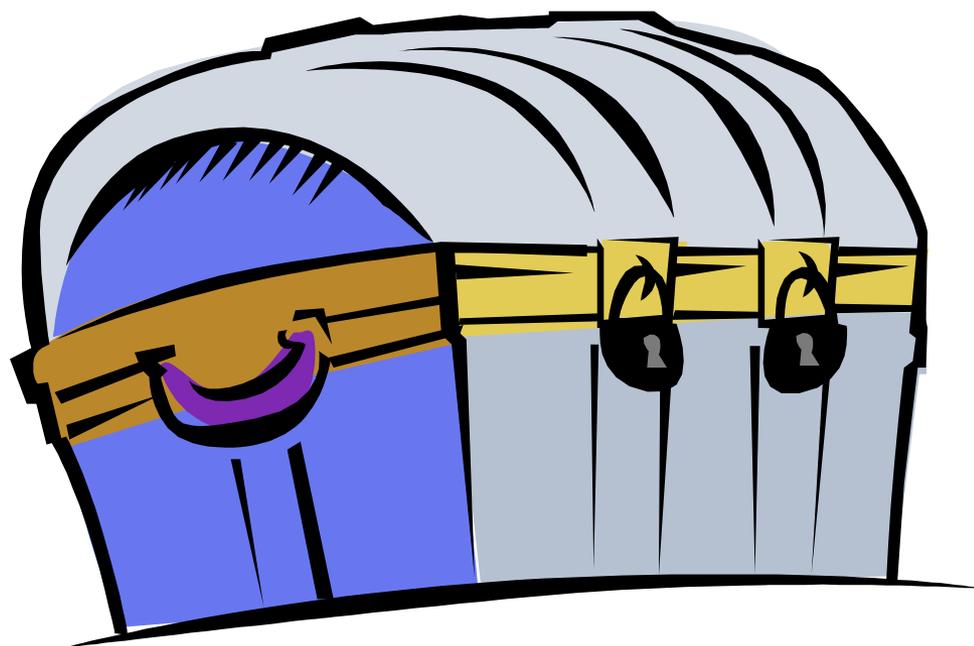
PM 6-8



What Do You Think?



- Did anyone talk about needing to store a resource?





Storage



- What might need to be stored? Where would you store it?
 - What to store
 - Training equipment
 - Materials for CERT kits
 - Storage considerations
 - Should be at or close to training facility
 - Storage options
 - Get it free
 - Use a trailer
 - Keep list of inventory in storage



PM 6-8



Storage (cont'd)



PM 6-8



Activity



Identify Costs



PM 6-9



Instructor Costs



- Will vary depending on how jurisdiction pays for instruction
 - Instructor may be on salary with department; department absorbs cost
 - Contract with instructors individually; CERT program funds instructor



PM 6-9



Activity



Draft Program Plan:

Identify Physical Resource Procurement Factors to Consider



PM 6-10



Information and Data



- Significant resources for local CERT program
- Support most aspects of the program
 - Recruitment
 - Training
 - Emergency operation
- Need to be collected and maintained in organized manner



PM 6-10



Instructor Knowledge



- What types of data need to be collected for a CERT program?
 - Information on each volunteer (Unit 4)
 - Information on each instructor (Unit 5)
 - Administrative information
 - Training information
 - Program activities
 - Budget information
 - Outreach information
 - Location(s) of individual members and/or teams



PM 6-10



Importance of Recordkeeping

- Must keep good and accessible records
- **Operational** reasons
 - For reliable and quick information when teams are activated
 - Where teams are
 - Size of teams
 - The teams' contact personnel
 - To locate CERT members with particular skills



PM 6-11



Importance of Recordkeeping (cont'd)

- **Administrative** reasons (some examples)
 - To know about current volunteers and instructors
 - To communicate with volunteers, instructors, partners, and supporters
 - To show CERT member eligibility for benefits and insurance
 - To maintain good fiscal records



PM 6-11



Importance of Recordkeeping (cont'd)

- **Political** reasons (some examples)
 - To generate statistics
 - To prove value of program



PM 6-11





Reduce Liability



- Ways to reduce liability
 - Provide training in how to respond safely and effectively in an emergency
 - Maintain accurate and complete records so that you can document what you have done
- Visit CERT Web site to learn more:
www.fema.gov/cert



PM 6-12



Recordkeeping Tips



- Set up a good system early; keep current
- Only keep data critical to program
 - Consult your attorney for what to track and what not to track
- Safeguard personal information
 - Get permission to share information
- Don't reinvent the wheel
 - CERT Web site
 - Other Program Managers



PM 6-12



Activity



Draft Program Plan:

Record Data Collection and Recordkeeping Ideas



PM 6-14



Budgeting and Funding

- Once resources and costs are identified, Program Manager needs to:
 - Put together budget
 - Find funding to implement budget



PM 6-14





Budgeting Factors



- What will CERT program do?
 - Disaster response
 - Public service
 - Community education
- What resources are needed to accomplish that?
 - Equipment for CERT members
 - Training supplies, materials, instructors
 - Team maintenance requirements



PM 6-14



Develop a Budget



- Identify costs, both per unit and total
- Total the costs
- Divide total cost by number of people trained to identify per participant cost
 - This number is useful when looking for funding



PM 6-15



CERT Web Site Resources

- One companion document
 - CERT Program Costs Worksheet
- Document is primarily for putting on *CERT Basic Training* course and not for a broader program
- Can be expanded for any CERT program configuration
- Also link to access Excel Spreadsheet version of CERT Program Costs Worksheet tool



PM 6-17



Sponsoring



- All local CERT programs must be recognized by or acknowledged by a local government agency in their area
 - Usually fire department or police
- Local Program Manager should be affiliated with sponsoring agency
- Sponsoring is not the same as funding



PM 6-17



Funding



- Many local governments use Federal grant funding to support local CERT program, in addition to local funding
 - Only governmental agencies may receive Federal funding that supports CERT
- Most funding comes through States
 - In some metropolitan areas it is through Urban Area Security Initiative (UASI) region





Funding (cont'd)



- Grant money may be available under Federal Department of Education's Safe and Drug Free Schools Program
 - CERT program partnering with school district
- REMS grants
 - Awarded on competitive basis to local school districts
 - Encourage partnerships with other programs to promote school safety



PM 6-17



Funding Sources



- In addition to the sponsoring agency and other government sources, what are some other sources of funding or support for a CERT program?
 - Solicit donations
 - Charge a fee
 - Ask for in-kind donations
 - Apply for a grant
 - Establish or align with a not-for-profit organization



PM 6-18



Approach a Funder



- See Unit 3, How to Initiate and Foster Partnerships
 1. Create a program description
 2. Develop plan for approaching each partner
 3. Schedule one-on-one meeting
 4. Maintain contact



PM 6-21



Unit Summary



- Identifying Physical Resource Needs
- Managing Data
- Budgeting and Funding



PM 6-23