

## NEBRASKA CITIZEN CORPS & CERT BILLING POLICIES AND COSTS ELIGIBLE FOR REIMBURSEMENT

Effective January 1, 2010

**ALL OF THE FOLLOWING SPECIFIC COSTS MUST BE APPROVED BY THE STATE CITIZEN CORPS PROGRAM BEFORE SHOWING UP ON A BILLING IN THE FOLLOWING WAYS:**

- A. *In the regional citizen corps program's annual contract based on its approved annual grant application;*
- B. *In the regional citizen corps program's annual contract based on an amended contract that includes an additional State approved CERT class & budget; or*
- C. *In the regional citizen corps program's annual contract based on an amended contract that includes an additional State approved special project application & budget.*

### I. CERT CLASS DOCUMENTATION

1. When reimbursement for costs related to a CERT training are submitted for payment, **the Lead Trainer for the Basic CERT Class must have entered the following required data in the ServeNebraska Online Volunteer Registry for CERT** prior to the Region requesting payment for the CERT Class.
2. The following data MUST be included on the roster submitted with the expense documentation for payment:
  - a. The CERT class training agenda,
  - b. The summary of CERT class evaluations of the class and trainers/instructors,
  - c. CERT class sign-in sheet with day/date/time for each day of class to include student attendee's printed name and actual signature, and
  - d. A CERT class roster that includes the following information:
    - a. First Name
    - b. Last Name
    - c. Citizen Corps Region (Panhandle, Southwest, So. Central, No. Central, Northeast, Central, Southeast, East)
    - d. Street Address
    - e. City
    - f. County
    - g. State
    - h. Zip Code
    - i. Phone #1 (primary)
    - j. Phone #2 (secondary)
    - k. Phone #3 (there will be a field for an optional third telephone number if available)
    - l. Email address
    - m. Basic CERT Class Lead Trainer's name
    - n. Date Completed Basic CERT class
    - o. CERT TEAM: Date Approved for CERT Team membership
    - p. CERT TEAM: Date of Background check, if applied/approved for CERT Team membership (completed at local level)

### II. TRAINERS/INSTRUCTORS

1. Lead Trainers and Support Instructors must be from the CCP Region holding the CERT class if paid with State Citizen Corps funding unless a waiver is requested in writing and approved by ServeNebraska **PRIOR to scheduling the class**. A waiver will be granted if it can be documented that no regional CERT trainers/instructors/provisional instructors are available. If a waiver is approved, trainers from an adjacent CCP Region to the training location should be used.
2. A limit of up to four trainers may be paid per CERT class. There should be a CERT trainer for every 6-7 students in the class.
3. Lead Trainers will be paid a teaching fee up to a maximum rate of **\$15 per hour for a 20-hour** CERT class not to exceed \$300 total. All Citizen Corps Program CERT requirements must also be met.
4. Support Instructors will be paid a teaching fee up to a maximum rate of **\$10 per hour for a 20-hour** CERT class not to exceed \$200 total. All Citizen Corps Program CERT requirements must also be met. Subject matter experts (i.e. firefighter, EMT) may be used to teach individual modules and will only be paid a teaching fee for the actual hours taught.

5. Lead trainers and support instructors must teach the entire 20-hour class to be eligible for the training fee.
6. Provisional Instructors may serve as Support Instructors but may not serve as Lead Trainers.
7. Lead CERT Trainers, Support Instructors and Provisional Instructors **are not eligible to be paid a teaching fee with Citizen Corps funds** for any CERT class or activity if they receive funding from any source for payment as a full-time or part-time worker with an organization, a government agency or a business that has emergency management, preparedness, response, recovery, mitigation or preparedness training as its mission.
8. Lead CERT Trainers, Support Instructors and Provisional Instructors who are pre-approved to teach a Basic CERT Class in another CCP Region **are eligible for travel reimbursement** including mileage, lodging and meals per the travel cost requirements in these Citizen Corps Billing and Payment Policies.

### III. SIZE OF CERT CLASS

1. A CERT class must be held for a minimum of six students (1 Lead CERT Trainer paid) up to a maximum of 24 (up to four CERT trainers paid). For any class paid wholly, or in part, with CCP grant funds, the Regional POC is the final authority for decisions to cancel a class when less than six students registered.
2. If the same number of students does not attend all 20 hours of the CERT Class, the student has not successfully completed the Basic CERT class and is not eligible to be a member of the CERT Team.

### IV. CERT KITS

1. Costs for CERT kits are limited to no more than \$25 per kit up to a maximum of 30 kits for Basic CERT classes. This is a one-time purchase per calendar year if reimbursed from Citizen Corps funds and there is a need to replace unusable kit(s). A CERT class attendee should reimburse the Region for the full cost of the kit if it is not returned after the class and the person is not approved to be a member of the local CERT Team.
2. The Regional Citizen Corps Program may choose to purchase in bulk the supplies that are in a kit up to a maximum of \$750. This is a one-time purchase per calendar year if reimbursed from Citizen Corps funds. The Region Citizen Corps Program may refresh the kit supplies if they are a consumable supply, if purchased in bulk, one time annually.
3. The Region Citizen Corps or CERT Program should maintain 30 kits to be reused for all classes held in a year. CERT kits and equipment used for the basic CERT class must be returned after the class is completed.

### V. CERT TEAMS

1. Persons who have successfully completed a Basic CERT Class may apply to the County CERT Program to become a member of a local CERT Team that is deployable.
2. Members of Local CERT Teams are persons who have been approved to be on the local CERT Team, participate in ongoing active training and exercises, and are willing to be deployed to an emergency or disaster site when called, primarily local, regional or in Nebraska.
3. Official CERT kits and manuals may only be given to persons who have successfully completed a Basic CERT Class **AND** who have applied and been approved to be a member of the Local CERT Team.

### VI. CERT MANUALS

1. The CERT program should maintain a set of 30 CERT manuals to be given to CERT class attendees for use during the class only. One CERT manual should be given to each student and returned after the class.
2. When the CERT class completed, the program should collect all CERT manuals after the CERT training. The Region Citizen Corps should give the students the manual on a CD for them to print out, if they request one.
3. The printing cost of the program's base 30 CERT manuals will be reimbursed at a rate of no more than \$10 per manual per year. CERT manuals should be maintained so they don't have to be reprinted more than once a year.

## VII. FACILITY

1. The Region Citizen Corps Program should place a priority on finding local resources and arranging for a facility at no cost to the Program. Up to a maximum of \$200 for a complete a 20-hour class in the facility will be reimbursed if donated space is unavailable.

## VIII. FOOD COSTS

1. CERT class food costs will only be reimbursed if it is clearly shown on the CERT class training agenda.
2. The CCP Region may request reimbursement for (1) working lunches **OR** (2) for snacks – **not for both**.
  - a. Up to \$12.00 per person will be reimbursed for a working lunch on each day that an eight-hour class is held for all students and trainers/instructors. Funds will be reimbursed only if there is educational activity documented during lunch on the agenda. The same number of attendees should attend each day of the class. If the number of lunches billed is significantly different between day one and day two, the additional lunches may not be allowed since all students must attend all 20 hours to have successfully completed the class.
  - b. If no lunch reimbursement is requested, up to \$3 per person may be reimbursed for breaks one time during a four-hour education period. If the number of break costs billed is significantly different between four hour educational periods, the additional number may not be allowed since all students must attend all 20 hours to have successfully completed the class.
  - c. The ServeNebraska Citizen Corps grant will **NOT** reimburse breakfast, dinner, mid-morning or mid-afternoon snacks and drinks when lunches are reimbursed.
  - d. No reimbursement for food costs will occur without an **itemized and dated receipt. The receipt should be from the restaurant or caterer for meal costs and must be submitted with billing. A charge receipt alone will not be accepted.**
3. Local options for food costs is to secure other community resources, donations or attendees purchase their own refreshments.

## VIII. ITEMS NOT REIMBURSED

1. No computers, LED projectors or fax/copiers will be purchased with state Citizen Corps funding.
2. No recurring (monthly) charges will be reimbursed. Example: personnel costs, telephone service monthly charges.

## IX. TRAVEL COSTS FOR IN-STATE AND OUT-OF STATE CITIZEN CORPS APPROVED ACTIVITIES

1. MEALS:
  - NO TIPS for food service will be reimbursed. Actual itemized and dated receipts must accompany billing. The receipt should be from the restaurant for meal costs and must be submitted with billing. A charge receipt alone will not be accepted.
  - TRAVEL MEAL COST LIMITS: Up to the current Federal CONUS per diem for meal costs will be approved for approved travel. Meals will be approved only if travel occurred within the following time frames. The departure and arrival times must be documented on the billing.
    - Breakfast - Overnight travel at or before 6:30 a.m.
    - Lunch - Overnight travel at or before 11:00 a.m. or returns from overnight travel after 2:00 p.m.
    - Dinner - Returns from overnight travel at or after 7:00 p.m.
2. LODGING COSTS: All hotel rooms must be reserved at the current Federal CONUS rate for the location of the training or conference. The Nebraska rate is \$70.00 (outside of Omaha). Out-of-state lodging costs must be no more than the current Federal CONUS rate for the location of the training or conference. If the room costs more than this amount or more than the federal rate for the location of the event, the entire room costs will not be reimbursed. No incidentals charged to the room will be reimbursed including internet costs.
  - 3.
4. MILEAGE COSTS: Personal Vehicle Mileage is an allowable expense at the current Internal Revenue Service rate of reimbursement per mile when the use of a personal vehicle is necessary to attend Citizen Corps meetings, activities or events.

**NOTE:** ServeNebraska Commission reserves the right to make revisions to these policies at any time. Contact Janet Schmidt, Fiscal/Operations Officer, ServeNebraska, 402-471-6212 or e-mail: [Janet.Schmidt@nebraska.gov](mailto:Janet.Schmidt@nebraska.gov) with questions regarding these policies.