

**Missouri State Emergency Management Agency  
2016 Public Health Volunteer Award for MRC  
Application**

**Due by 5:00 p.m. February 19, 2016 via Email or United States Postal Service (USPS)**

**Return to:**

Brandy Halbert  
Missouri State Emergency Management Agency  
PO Box 116  
Jefferson City, MO 65102-0116

Brandy.Halbert@sema.dps.mo.gov  
Telephone: (573) 526-0577

If you do not receive confirmation of receipt within seven business days, please call 573-526-0577. Applications are being received at this time and this offer is not a guarantee of award.

**I. Designated Representative (Point of Contact)**

Please note: All correspondence regarding this application will be conducted with this point of contact person.

Point of Contact Name and Title: Rebecca Estes  
MRC Name: Columbia/Boone County Medical Reserve Corps  
MRC Sponsoring Organization: Columbia/Boone County Department of Public Health and Human Services  
Address: 1005 W. Worley St, POO Box 6015  
City, State, Zip: Columbia, MO 65203  
Applicant E-mail: rlestes@gocolumbiamo.com  
Telephone: 573-817-6401 Fax: 573-874-7756

Is the MRC a member of the local citizen corps council and/or the community organizations active in disasters (COAD) committee and/or the local emergency planning committee (LEPC)? If yes, please specify: No, the MRC is not a member with any of these organizations, however, the MRC Coordinator is a member of the LEPC

**II. Please list any organizations that are MRC key partners (these may be local, regional and/or state).**

Boone County Office of Emergency Management, City of Columbia CERT, City of Columbia Office of Neighborhood Services, SEMA, MO DHSS

**III. Please describe how your unit partners with the organizations you listed above.**

City of Columbia CERT- Through mutual understanding and conversation of the MRC Coordinator and the City of Columbia CERT's coordinator, there is agreement that the CERT will make trainings available to MRC members, additionally, CERT has worked with MRC in a recent Flu Clinic that doubled as a POD exercise

Boone County Office of Emergency Management – Our close relationship with the local OEM helps to quickly identify volunteer trainings and opportunities.

City of Columbia Office of Neighborhood Services – This city office has experience and engaging volunteers during non-emergent times and offers a monthly newsletter which highlights volunteer opportunities, including non-medical activities, throughout our community.

SEMA and MO DHSS – Staff from these state organizations provide Boone County MRC staff liaisons with valuable training and guidance

**IV. Project Selection**

Check the categories for which you are applying. Multiple categories may be selected.

- Dedicated staff time for volunteer program development (state clear justification for dedicated staff time)
- Equipment (use the narrative portion of the application to describe this equipment and how it enhances the volunteer program)\*
- Purchase of local media marketing time
- Printing of recruitment and program promotion materials
- Travel allowance to attend training on the Show-Me Response database
- Travel allowance to attend conferences or workshops (use the narrative portion of the application to describe the meetings and who will attend) +
- Travel to support MRC activities+
- Other (please describe)\*

**\*These funds may not be used for food or incentive items.**

**+ Only travel occurring prior to the June 30, 2016 deadline will be funded.**

**V. Project Narrative**

Please provide a project narrative not to exceed five 8.5" x 11" pages that discusses:

- o How the funds will be utilized to sustain and/or enhance the MRC
- o Statement and timeline of intended activities to be conducted by **June 30, 2016.**

**VI. Proposed Budget for \$2,500.00 (total amount of all invoices must match proposed budget amount below.)**

Employee time (hourly wage(s) x proposed hours)	\$
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Equipment: Camera and GO Kit Supplies	\$450.00
Media marketing time	\$
Material development (printing cost, supplies, etc.)	\$
Travel: To attend NACCHO Preparedness Summit	\$1958.24
Other: Training Supplies to host POD course	\$90.00
<b>Total</b>	<b>\$2498.24</b>

**VII. Proposed Budget for additional funds, should any be available. This budget should not exceed \$400.**

Employee time (hourly wage(s) x proposed hours)	\$
Equipment:	\$400.00
Media marketing time	\$
Material development (printing cost, supplies, etc.)	\$
Travel	\$
Other (specify what constitutes other such as background checks, ID badges, volunteer identification shirts/vests, meetings space rental)	\$
<b>Total</b>	<b>\$400.00</b>

**VIII. Original Signature\***

I certify that the information presented herein is accurate. I understand that this application is not a guarantee of funding. I understand that, if selected for award, I must meet all eligibility requirements, complete the project by June 30, 2016 and invoice the State Emergency Management Agency no later than July 15, 2016 in order to receive payment.

Signature Stephanie Browning

Name and Title Stephanie Browning, Director

Organization Columbia-Boone Co. Public Health  
and Human Services

Date

2-18-16

\*For applications submitted via email please take the following steps:

- Print completed signature page
- Sign and scan the signature page
- Include the signed, scanned signature page as one of the attachments in the email submission

## PROPOSED BUDGET NARRATIVE for \$2,500

### **Equipment:**

Digital Camera: The digital camera that was purchased for use when creating identification badges for MRC volunteers is broken and a replacement camera is needed, this award would be used to purchase a replacement camera, not to exceed \$200.00. This was requested in 2015's Award Application, but was not purchased due to time limitations and funds were used, with approval on another item.

Digital Camera	\$200.00
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Replacement Go Kits/ Go Kit Supplies: To strengthen the preparedness and response capabilities of volunteers and staff, Columbia/Boone County MRC staff would like to replenish outdated supplies in the emergency kits of current volunteers and staff as well as purchase emergency kits for new volunteers and staff. The estimated cost for replenishing current kits with MREs, water, batteries, and other items which have expired is approximately \$10 per kit. The estimated cost for purchasing new kits is approximately \$50 per kit. We would purchase replacement supplies for 15 kits (\$150) and purchase 2 new kits (\$100). These will be purchased before June 30, 2015 while abiding to City of Columbia procurement policies.

Item	Cost
Replacement Supplies	150.00
Replacement Kits	100.00
TOTAL	250.00

### **Travel:**

The Medical Reserve Corps Coordinator for Columbia/Boone County is in her second year in the position and is still seeking additional education and knowledge building opportunities. During the 2016 Preparedness Summit that NACCHO is hosting in April, there are several opportunities through attending learning sessions and workshops on how to better utilize MRCs, engage MRC volunteers, and enhance MRC programs. In addition, the Columbia/Boone County MRC is focusing on Point of Dispensing Support in 2016, and there will be opportunities made available at the Summit the will also enhance the Coordinator's ability to support the MRC in this endeavor.

Item	Cost
Registration	685.00
Flight	405.00
Meals	232.00
Hotel	636.24
Total:	1,958.24

**PROPOSED BUDGET NARRATIVE for \$2,500**

Other:

The MRC Coordinator will be attending the Point of Dispensing Train the Trainer in March at the State Emergency Management Agency. Following the training the MRC Coordinator will be hosting POD Dispenser Training and will require a budget for printing material and purchasing support supplies for the training.

Item	Estimated Cost
Printing Costs and Supplies	\$90.00

## **PROPOSED BUDGET NARRATIVE for Additional Funds**

### Equipment:

The Medical Reserve Corps is updating its membership and as a result the identification for the membership will be updated. This will require printing of new badges and an increased use of the Elliott Data machine. Additionally, the Medical Reserve Corps will be reviewing its role in support of Point of Dispensing in Columbia/Boone County and how to work with the Elliot Data machine during trainings and exercises to prepare them for a real life event. Likely more lanyards, printer ribbon, and possibly a software upgrade will be considered. The MRC Coordinator would purchase these supplies from Elliott and will not exceed \$400.00

Item	Estimated Cost
Accessories and Software	\$400.00