

REQUEST FOR ADDITIONAL APPROPRIATION

Instructions: Complete all information in Parts A and B. Have Director/ Department Head sign and date on appropriate lines in Part C. Forward original to OPM Director, 10th Floor. OPM Director will forward to the Boards. Submit to OPM by the 20th of the month in order to be included on the next Board of Finance and Representatives meeting agendas.

Part A - Account Information

		FY 21-22	
Project #	F32XXX	Dept. Name	MRC-COVID
Revenue #	243F0003316000	Account Title	Federal Assistance
Expend. #	See Below	Account Title	See Below
Source:	100% Grant Funded		

Request Amount **\$ 50,000**

Previous Year's Expenditure	\$ -
Department Request	\$ -
Approved by Mayor	\$ -
Approved by Finance Board	\$ -
Approved by Board of Reps.	\$ -
Revised Budget	\$ -
Balance in Account	\$ -
Projected Exp. & Enc.	\$ -

Part B - Request Description and Supporting Calculations

This project will improve volunteer capacity to respond to public health emergencies for the Medical Reserve Corps. This funding is supplemental funding to support the MRC as a result of the pandemic.

2440117XXXX	Medical Reserve Corp/Part Time	\$	16,000
2440117XXXX	Medical Reserve Corp/ Social Security	\$	1,224
24401173202	Medical Reserve Corp/Conf & Trainin	\$	12,075
2440117XXXX	Medical Reserve Corp/Supplies	\$	15,181
24401175500	Medical Reserve Corp/Copying & Prin	\$	975
2440117XXXX	Medical Reserve Corp/ Indirect Cost	\$	4,545
Total			\$ 50,000

Part C - Approvals

Anita Carpenter Apr 28, 2022

Anita Carpenter
Grants Officer

JODY BISHOP-PULLAN Apr 28, 2022
JODY BISHOP-PULLAN (Apr 28, 2022 15:55 EDT)

Jody Bishop-Pullan
Acting Director, Public Health

Lee Berta

Apr 29, 2022

Lee Berta
Acting OPM, Director

Sandra L. Dennies Apr 29, 2022
Sandra L. Dennies (Apr 29, 2022 11:13 EDT)

Sandra L. Dennies
Director of Administration

Caroline Simmons
Caroline Simmons (Apr 29, 2022 12:03 EDT)

Apr 29, 2022

Caroline Simmons
Mayor

Program Workplan and Timeline

Applicants are to upload a draft of this document with their applications. If awarded, the final approved due versions are by June 10, 2022.

MRC COVID-19 RISE Awards <i>Respond, Innovate, Sustain, and Equip</i>	
MRC Unit Name & Number:*	Stamford Medical Reserve Corps, 1533
Point of Contact Name:	Brittany Dube
Point of Contact Email:	bdube@stamfordct.gov

*State coordinators, please enter your state here.

Program Workplan and Timeline	
<p>Goal(s): Address at least one category and describe the goal of the program and the measurable outcomes expected.</p> <ul style="list-style-type: none"> ● Respond: Build the capacity of a trained and ready corps of volunteers to respond to the COVID-19 pandemic. <ul style="list-style-type: none"> ○ Examples include volunteer training opportunities, recruitment efforts to expand volunteer capacity, volunteer onboarding expenses such as background checks/liability coverage, deployment related expense such as supplies. ● Innovate: Adopt technology and processes to support evolving volunteer management requirements. <ul style="list-style-type: none"> ○ Examples include purchase or expand technology platforms to manage and track volunteer databases, deployment activities, communications with volunteers/partners during emergency/non-emergency operations, technology requirements during deployments, etc. ● Sustain: Maintain staffing and infrastructure needed to meet the operational requirements of the unit. <ul style="list-style-type: none"> ○ Examples include staffing needs to support to support ongoing operational requirements, recruitment of volunteers, management of volunteers, developing training curriculum for volunteer deployments, developing plans and processes for volunteer management, etc. Staffing needs may include supplementing full or part-time equivalents. ● Equip: Attain supplies to support volunteer deployments and meet mission requirements. <ul style="list-style-type: none"> ○ Examples include supplies to support MRC deployment requirements, such as deployable tents, materials/supplies to support POD operations, volunteer PPE or deployment gear, supplies for volunteer training events, etc. 	
Goal(s):	Measurable Outcomes:
Improve volunteer capacity to respond to public health emergencies	<ul style="list-style-type: none"> ● 50%+ of MRC volunteers will be trained on first aid and CPR basics by the end of the performance period. ● 50%+ of MRC volunteers will be trained in mental health first aid by the end of the performance period. ● Provide deployment gear to support visual identification to all active volunteers by the end of the performance period. ● Provide translation devices to support limited English speaking individuals during response and at events.
Improve volunteer retention	<ul style="list-style-type: none"> ● Provide engaging trainings that benefit volunteers' professional development goals, once monthly during performance period. ● Host yearly recognition event during performance period. ● Engage volunteers in community events during the performance period.

Increase number of active volunteers in unit		<ul style="list-style-type: none"> • Increase enrollment by 10% by end of contract
Objectives to support goals:	Timeline:	Key Tasks:
Hire part time MRC coordinator	First 4 weeks of grant cycle	<ul style="list-style-type: none"> • Seasonal worker will focus on supporting recruitment, administrative needs, onboarding new volunteers, and volunteer management
Offer mental health first aid training to all volunteers	Summer-Fall 2022 (Projected: September)	<ul style="list-style-type: none"> • Ensure trainer and certification process is in place for all volunteers • Schedule classes for volunteers to sign up for and receive certification
Offer first aid and CPR training to all volunteers	Summer-Fall 2022 (Projected: October)	<ul style="list-style-type: none"> • Ensure trainer and certification process is in place for all volunteers • Schedule classes for volunteers to sign up for and receive certification
Host volunteer recognition event	December 2022	<ul style="list-style-type: none"> • Recognize volunteer contributions throughout 2022 • EMD to perform loyalty oath for all volunteers present
Support volunteer participation in community events	Throughout the performance period	<ul style="list-style-type: none"> • Engage volunteers to participate in health fairs, pop up events, and community events that will support opportunities to educate and carry out health related activities.
Host monthly trainings (already in place)	Monthly	<ul style="list-style-type: none"> • MRC currently attend monthly training over Zoom or through FEMA website • This additional funding would allow for more seamless volunteer management and engagement