

Department of Homeland Security
Office for Domestic Preparedness

Homeland Security Grant Program

State Administering Agent: Ohio Emergency Management Agency

Fiscal Year 2005 Citizen Corps Program Grant Guidance



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Section 1 – Grant Guidance

Overview

Citizens are a critical component of homeland security, and to have a fully prepared community, citizens must be fully aware, trained, and practiced on how to detect, deter, prepare for, and respond to emergency situations. Recent surveys indicate that citizens are concerned about the threats facing the nation and are willing to participate to make their communities safer, yet most Americans have low awareness of federal, state, and local emergency preparedness plans, are not involved in local emergency drills, and are not adequately prepared at home.

Informed and engaged citizens are an essential component of homeland security and the mission of Citizen Corps is to have everyone in America participate in making their community safer, stronger, and better prepared. To achieve this, state, county, local, and tribal Citizen Corps Councils have formed nationwide to help educate and train the public, and to develop citizen/volunteer resources to support local emergency responders, community safety, and disaster relief.

The FY05 CCP funds will be used to support Citizen Corps Councils with all-hazards planning, public education and communication, training, exercises, equipment, management of Citizen Corps programs and activities, and equipping volunteers who have a role in disaster response. The FY05 CCP funds provide resources for communities to:

- Bring together the appropriate leadership to form and sustain a Citizen Corps Council
- Develop and implement a plan for the community to engage all citizens in hometown security, community preparedness, and family safety, and incorporate citizen participation in existing plans and activities
- Conduct public education and outreach in order to inform the public about their role in crime prevention, mitigation, emergency preparedness for all hazards, and public health measures, including bioterrorism, and to encourage personal responsibility and action
- Develop and implement Citizen Corps programs offering public education, training, and volunteer opportunities to support emergency management and emergency responders, disaster relief organizations, and community safety efforts, to include: CERT, Neighborhood Watch, VIPS, MRC, Fire Corps, Ohio's Terrorism Awareness & Prevention presentations, "Are You Ready?" (IS22), "Ready.gov," Citizen Corps affiliate programs and other related opportunities; and
- Enable citizens to participate in exercises and receive training and equipment.

Project Timeline

The following general timeline has been established for FY05 CCP.

<i>Date</i>	<i>Milestone</i>
July 15, 2005	Performance period begins
September 10, 2005	First Program Report due (and every 2 months thereafter*)
September 30, 2005	Council and charter programs must be registered**
November 10, 2005	Second Program Report due
January 10, 2006	First Spending Implementation Report (BSIR) due Third Program Report due
March 10, 2006	Fourth Program Report due
May 10, 2006	Fifth Program Report due
July 10, 2006	Second BSIR due Sixth Program Report due
September 10, 2006	Seventh Program Report due
September 30, 2006	Performance period ends
October 31, 2006	Close-out Program Report due*
January 10, 2007	Final BSIR due*

*Grant recipients that have expended all funds and have reported the final status of the grant on a previous BSIR and program report do not have to reenter the same information for the final BSIR or later bi-monthly program reports.

See **Section 2 – Resource Information for charter-program websites where programs should be registered. If you have questions relating to the registration of programs, please call the SAA contact. Any charter programs that develop during the grant period should be registered as they form.

Allowable Project Costs

Expenditures must advance the Citizen Corps mission to have everyone participate in hometown security through preparedness education, training, exercise, and volunteer service.

1. Planning

a. Establish and/or enhance Citizen Corps Councils, to include planning and evaluation.

Costs associated with activities to develop and implement a state, regional, local, or tribal Citizen Corps all-hazards strategic plan to engage the entire community in hometown security. Citizen Corps implementation plans are essential tools to guide new and existing Citizen Corps Councils in achieving their goals and objectives for the community. Citizen Corps implementation plans should include:

- Evaluate the community's existing all-hazards plans, vulnerabilities, needs, and citizen preparedness and participation
- Implement Citizen Corps programs at the community level to support local emergency responders, which include CERT, MRC, Neighborhood Watch, VIPS, Fire Corps, Ohio's Terrorism Prevention and Awareness program, and affiliate programs
- Conduct public education campaigns, including promoting the "Ready.gov" preparedness message
- Provide training for citizens, trainers, and Council members
- Develop targeted outreach for all ages, ethnic and cultural groups persons with disabilities, and special needs populations
- Provide opportunities for volunteers with special skills and interests
- Ensure residents are connected to emergency alert systems
- Utilize citizens/volunteers for surge capacity
- Organize special projects and community events
- Encourage cooperation and collaboration among community leaders
- Cross-leverage Citizen Corps programs
- Leverage existing resources and other DHS programs, Special Volunteer Grants from the Corporation for National and Community Service, or those issued at the community level, to include private sector funding; and
- Capture smart practices, and evaluate and report accomplishments.

In addition, support for efforts to include public communication and citizen participation in jurisdiction plans, such as Emergency Operations Plans, and to have citizen advocates sit on existing advisory councils and task forces is allowable.

It is also critical to evaluate the impact of Citizen Corps Councils and Citizen Corps programs have on the community. Expenditures to evaluate Citizen Corps Council programs and activities are allowable, to include assessing the effectiveness in

engaging citizens, the impact on the community safety and quality of life, and a cost/benefit analysis.

b. Public Education and Outreach.

Citizen Corps Councils may develop or reproduce public education and outreach materials to educate and engage the public; conduct outreach and hold community events; and develop alerts, warning, and communications systems to the public, to include tailored materials and communications to special needs populations.

Allowable expenditures include materials to support a public awareness campaign, media coverage, outreach activities, and public events, such as:

- Public safety announcements
- Printed advertising
- Billboards
- Promotional flyers
- Booth displays
- Conference backdrops and podium signs
- Recognition pieces for Citizen Corps participants
- Informational buttons, pins, key chains
- Clothing, badges, and magnets
- Newsletters, posters, buck slips; and
- Other materials that either educate the public, encourage the public to participate, or recognize and support Citizen Corps partners and participants. All materials must include the Citizen Corps logo whenever possible.

c. Citizen Participation and Volunteer Programs.

One of the goals for Citizen Corps Councils is to provide volunteer service opportunities across all emergency prevention, preparedness and response disciplines, for community safety efforts, and for disaster relief. Citizen Corps funding may be used to establish or enhance volunteer program and volunteer recruitment efforts for:

- Neighborhood Watch, CERT, VIPS, MRC and Fire Corps
- Citizen Corps affiliate programs
- Other homeland security efforts at the state and local level
- Outreach and training activities.

To assist local communities with engaging volunteers, Citizen Corps funds may be used for costs including but not limited to:

- Recruiting, screening/assessing, training, retaining/motivating, recognizing and evaluating volunteers

- A system to track activities and participants (in compliance with applicable privacy laws)
- The purchase of or subscription to identification/credentialing systems to support the tracking of volunteers.

2. Equipment

Equipment for citizen participants is critical. Allowable equipment costs include equipment related to specific training or volunteer assignments and outfitting trainees and volunteers with program-related materials and equipment, e.g. issuing CERT kits, credentials/badges, and identifying clothing.

3. Training

Training is a central component of the Citizen Corps mission and training funding by these grants can include all-hazards safety such as emergency preparedness; basic first aid; life saving skills; crime prevention and terrorism awareness; public health issues; mitigation/property damage prevention; safety in the home; CERT; search and rescue skills; principles of NIMS/ICS, community relations, volunteer management; any training necessary to participate in volunteer activities; or other training that promotes community safety.

Training should be delivered in venues throughout the community, to include schools, neighborhoods, places of worship, private sector, NGO, and government locations with specific consideration to include all ages, ethnic and cultural groups, persons with disabilities, and special needs populations.

Jurisdictions are also encouraged to incorporate non-traditional methodologies such as the Internet, distance learning, home study, and to leverage existing training provided via educational/professional facilities. Pilot courses and innovative approaches to training citizens are encouraged.

Instruction for trainers and training to support the Citizen Corps Council members in their efforts to manage and coordinate the Citizen Corps mission is also an allowable use of the FY05 Citizen Corps funding.

Allowable costs include:

- Hiring of full or part-time staff or contractors/consultants to conduct the training and/or managing the administrative aspects of setting up the training (to include overtime)
- Quality assurance and quality control of information
- Creation and maintenance of a student database
- Rental of training facilities
- Printing course materials to include instructor guides, student manuals, brochures, certificates, handouts, newsletters and postage (although preference is for an electronic newsletter with email addresses as part of the database unless the individuals or areas to be served have limited access to electronic communications)
- Course materials specific to the subject matter, such as instructor guides, student manuals, bandages, gloves, fire extinguishers, mannequins; and outfitting trainees and

volunteers with program-related materials and equipment, e.g. issuing CERT kits, credentials/badges, identifying clothing.

4. Exercises

Exercises specifically designed for or to include citizens are allowable activities and may include testing public warning systems, evacuation/shelter in place capabilities, family/business preparedness, and participating in table-top or full scale emergency responder exercises at the local, state, or national level.

Examples of appropriate volunteer citizen support for emergency preparedness and response exercises include, but are not limited to assisting with planning the exercise, implementation, to include CERT participation, back filling non-professional tasks for first responders deployed on exercise, administrative and logistical assistance with exercise implementation, and providing simulated victims, press, and members of the public; and participating in the after-action review.

Allowable costs include the costs associated with design, development, and conduct of exercises specifically for citizens or to support the citizen component of emergency responder exercises, to include preparing and debriefing citizens regarding their role in the exercise.

5. Unauthorized Program Expenditures

Unauthorized program expenditures include:

- Hiring of sworn public safety officers or supplanting traditional public safety positions and responsibilities
- Construction or renovation of facilities
- General-use software (word processing, spreadsheet, graphics, etc.)
- General-use vehicles
- Licensing fees
- Weapons systems and ammunition; and
- Activities unrelated to the completion and implementation of the Citizen Corps program

Reporting Requirements

In addition to federal reporting requirements (i.e. – BSIRs), grant recipients must submit an e-mail every two months to the program coordinator for the State Administering Agency and highlight recent FY05 CCP accomplishments as well as plans/upcoming events for the following two months.

Grant recipients must also, if they have not already done so, list their Council in the directory of Citizen Corps Councils on the National Citizen Corps website (www.citizencorps.gov) within 30 days of the receipt of the Notice of Award and Grant Agreement. Citizen Corps charter programs (i.e. – CERT, Neighborhood Watch, Volunteers in Police Service, Medical Reserve Corps, Fire Corps) must also be registered with the appropriate entity at that time or as they are established – see **Section 2 – Resource Information** for charter-program websites where programs should be registered. If you have questions relating to the registration of programs, please call the SAA contact. Any charter programs that develop during the grant period should be registered as they form.

Budget Worksheet

A budget worksheet has been sent to all FY05 CCP awardees as an Excel file. The budget worksheet must be completed and returned with the signed Notice of Award and Grant Agreement, and federal restriction/assurances forms within 30 days of receipt of the Notice of Award in order to begin drawing funds. The budget worksheet main categories reflect the language in the BSIR reports required by the federal government. An explanation of these categories can be found the table provided below. Any changes to the initial budget worksheet must be approved by the SAA.

Solution Area	Sub-Categories	Explanation
Planning	Public Education/Outreach	Your calculated total will include the sum of all costs associated with developing Citizen Corps public education and outreach materials, including materials to support a public awareness campaign, media coverage, outreach activities, presentations such as TAP and public events, INCLUDING full and part-time staff, and contractor costs associated with performing these activities.
	Develop, Coordinate, Implement or Evaluate Programs, Groups, Councils or Teams	Your calculated total will include the sum of all costs associated with the development, coordination, and sustainment of a Citizen Corps Council, INCLUDING the full and part-time staff, and contractor costs associated with performing these activities.
	Develop and Enhance Plans and Protocols	Your calculated total will include the sum of all costs associated with the development and implementation of a state, regional or local Citizen Corps plan including information collection on community resources and volunteer activities, implementation meetings, tracking Citizen Corps Program activities and participants, website maintenance, surveying methodologies, INCLUDING the meeting, staff and volunteer meeting/training travel, full and part-time staff, and contractor costs associated with performing these activities.
	Develop or Conduct Assessments	Leave Blank – This sub-category is not applicable to Citizen Corps Program.

Planning (continued)	Establish, Enhance or Evaluate Citizen Corps-related Volunteer Programs	Your calculated total will include the sum of all costs associated with the establishment, enhancement, or evaluation of volunteer program and recruitment efforts for Neighborhood Watch, CERT, VIPS, and MRC; for the Citizen Corps affiliate programs; for other DHS funded programs and initiatives; for outreach and public education/awareness; and to support the Citizen Corps Council, INCLUDING full and part-time staff, and contractor costs associated with performing these activities.
Organization	Leave Blank – These are not allowable costs for Citizen Corps Program	
Equipment	CERT Team Member and Volunteer Responder Equipment	Includes CERT kits and supplemental equipment for specialized volunteer assignments.
Training	Overtime	Your calculated total will include the sum of all costs associated with overtime funding for instructor preparation and delivery. Overtime for volunteers is not allowable.
	Training Course and Program Development, Delivery, or Evaluation	Your calculated total will include the sum of all costs associated with the development, delivery and evaluation of citizen and volunteer training (specific skills and knowledge based on an established curriculum; e.g. – CERT, first aid, life saving skills, crime/terrorism prevention and reporting, WMD awareness, public health issues, mitigation, home safety, NIMS/ICS, community relations, donations and volunteer management, etc.) including instructor preparation and delivery time, curriculum development, creation and maintenance of a student database, rental of training facilities, printing course materials, and course materials specific to the subject matter, INCLUDING full and part-time staff, and contractor costs associated with performing these activities.
Exercises	Exercise and Program Design, Development, Conduct or Evaluation	Your calculated total will include the sum of all costs associated with the design, development and conduct of exercises specifically for citizens or to support the citizen component of first responder exercises, INCLUDING full and part-time staff, and contractor costs associated with performing these activities.
	Overtime	Your calculated total will include the sum of all costs associated with overtime funding for staff directly involved in coordinating Citizen Corps related events for an exercise. Overtime for volunteers is not allowable.
Management & Administration (Restriction: 2.5% of Total Award)	Hiring of Contractors/Consultants	Your calculated total will include the sum of all costs associated with the hiring of contractors/consultants to assist with the management of the FY2004 SHSP and CCP, and implementation and administration of the State Homeland Security Strategy.
	Hiring of Full or Part-Time Staff	Your calculated total will include the sum of all costs associated with the hiring of full or part-time staff to assist with the management of the FY2005 SHSP and CCP, and implementation and administration of the State Homeland Security Strategy.
	All Other M&A Expenses	Your calculated total will include the sum of all remaining costs associated with the management and administration of this grant program including travel and meeting expenses, office equipment acquisitions, recurring fees/charges for specific equipment, and leasing/renting of space for newly hired personnel.

Request for Cash

Upon return of a signed copy of the Notice of Award & Grant Agreement, Assurances and Lobbying Restriction forms, and finalized Budget Worksheet, the county EMA will be approved to draw grant funds for project payments.

The Citizen Corps Council and/or County EMA will first procure the eligible goods and services reflected in the approved Budget Worksheet. Once the eligible goods are received and/or services have been rendered, the Citizen Corps Council will submit invoices/orders/bills to the County EMA. The County EMA will submit a Request for Cash to Ohio EMA in order to draw down funds. Ohio EMA will process the request via ODP. The funds will be transferred to the County EMA which will pay the bills. As designed, this method should support contractor/supplier payments in less than thirty days.

This is a minimum cash-on-hand program. Grantees are permitted to drawdown funds either with the intent to disburse within ten (10) business days after receipt, or up to **120** days prior to expenditure. In the latter case, funds may be placed in either an interest-bearing or non-interest bearing account. ***Interest earned on funds placed in an interest-bearing account must be treated as program income and reinvested into allowable activities within the respective program area in which it was earned. Grantees and subgrantees must retain detailed documentation showing which funding stream(s) interest/program income was earned and how it was reinvested. Grantees must also report all interest earned at the local level on the quarterly Financial Status Reports. This information must be made available to DHS upon request for programmatic and/or audit purposes.***

An electronic copy of the Request for Cash (MS Excel) has been sent to you for your convenience (located in the same file as the Budget Worksheet). You can use the file to create your RFCs and then print them out and sign them. If you prefer, you may simply print it out and fill it all in neatly by hand. The Request for Cash mirrors your Budget Planning Worksheets for the grant, but cost categories have been simplified.

To complete the request:

1. Identify a request by indicating the county or agency of origin on the top left corner of both pages next to **County:** _____. The director or an authorized individual should sign and date the form on the second page. Please make sure to indicate the **Agreement Number** applicable to this grant (shown in the upper left-hand corner of the sub-grantee's "Notice of Award").
2. For each subcategory of allowable costs:
 - a. Identify the Personnel and Material costs expended for the given tasks to include a brief description. Please indicate if there is an all-inclusive contract that covers personnel and materials for a particular project.
 - b. Identify the Total Cost of the task and Cost Each if applicable (for example: CERT kits, manuals, etc.).
 - c. Identify each payment recipient (vendor, contractor, staff member, department, etc.) by name.

d. Identify “discipline type” spending, or direct beneficiary of, the funds as follows: **AG** Agriculture **CS** Cyber Security **EMA** Emergency Management **EMS** Emergency Medical Services **FS** Fire Service **GA** Governmental/Administrative **HM** HazMat **HC** Health Care **LE** Law Enforcement **NP** Not-for-Profit/Non-Profit **PH** Public Health **PSC** Public Safety Communications **PW** Public Works.

e. Provide details on what tasks have been accomplished or planned with the money requested in the Tasks Accomplished section. This information will not substitute for bi-monthly program reports or BSIRs, however you may find it a useful reference for yourself when you do compile those reports.

Example:

	Cost Description	Recipient(s)	Discipline(s)	Total Cost	Cost Each (if applicable)	Tasks Accomplished
EQUIPMENT	CERT Team Member and Volunteer Responder Equipment					Trained 34 citizens of XYZ county in CERT weekend course Aug. 21-22
	CERT Kits: 34 kits	Packatron, Inc.	EMA	\$1598	\$47	
	Non-CERT Volunteer Equipment:					
	Equipment for specific training or volunteer assignments:					
TRAINING	Training Courses and Program Development, Delivery, or Evaluation					(see note for Equipment)
	Personnel: CERT Instructors	Bob Smith Jane Doe	NP	\$500	\$250	
	Material: CERT Manuals	Jay's Copies Inc.	EMA	\$340	\$ 10	

3. On the second page:

- a. Provide the total amount currently obligated by the county from the FY05 CCP Grant. Obligated differs from ‘budgeted’ – obligated funds are committed to existing orders, invoices, salaries, contracts, etc. So although your entire award is budgeted, it may not be obligated. Include the Total Request for Cash amount on the cash request in the Total Obligations/Commitments space.
- b. Indicate whether the lead time on liquidation of funds by checking one (See # 4 and 5, below).

4. The grant recipient may “request” cash at any time to pay the cost of purchases. However, federal funds *must be liquidated in one of two ways*:

- a. **Within ten (10) business days** upon receipt of the funds for immediate disbursement to pay for goods and services already rendered or being rendered in the next day(s) and a final invoice/bill is ready to be paid; OR
- b. **Within 120 calendar days** upon receipt of the funds and will be disbursement once the goods and services are rendered and a final invoice/bill is to be paid within this timeframe.

5. **The grant recipient MUST COMELETE A SEPARATE “request” depending on the above method of disbursement to be used (10 or 120 day). Thus all equipment reflected on the “request” will be paid for by the method indicated on the request form. DO NOT use the one request form funds to drawdown funds that will in fact be disbursed by both methods.**

To submit the request:

1. Fax the “Request for Cash” form to **Ohio EMA’s Plans Branch, Attention: FY05 Citizen Corps, at (614) 799-3652.**
2. Ohio EMA will verify that funds requested are available, costs expended are within scope of the award and on the sub-grantee’s approved budget worksheet. Discrepancies will be resolved before the request is processed.
3. Ohio EMA will process the request to State Accounting, Office of Budget & Management (OBM). Upon receipt of the electronic fund transfer (EFT) or warrant, Ohio EMA’s Fiscal office will notify the agency that funds are being forwarded.
4. If your agency or local fiscal office does not receive the requested funds or a notification that funds were forwarded within fifteen (15) business days, please contact the Ohio EMA Fiscal Dept. at (614) 889-7182.

Section 2 – Resource Information

State Administering Agent Contact for FY05 CCP Grant

Please address inquiries regarding the grant implementation and related issues to:

Patrick C Sheehan
Ohio Emergency Management Agency, Plans Branch
2855 W. Dublin-Granville Rd
Columbus, Ohio 43235

Phone: (614) 799-3693
E-mail: pcsheehan@dps.state.oh.us
Fax: (614) 799-3652

Useful Websites

The following are just some of the Citizen Corps and Citizen Corps Charter Program websites that will provide useful programmatic and contact information.

www.citizencorps.gov – Provides background on Citizen Corps, its affiliates and partners. Includes a directory of local Citizen Corps Councils as well as VIPS, MRC, and Neighborhood Watch programs (Note: USAonWatch has not yet been able to upload all registered Neighborhood Watches to the national Citizen Corps website. To view registered Watch programs by zip code, go to www.usaonwatch.org.)

training.fema.gov/emiweb/CERT/dir.asp – Directory of registered CERT programs by state. CERT curriculum and supplemental information can be accessed through the menu on the left-hand margin of the page.

www.naem.com/connection.html – National newsletter on CERT and other Citizen Corps preparedness initiatives.

www.volunteersinpoliceservice.org – National VIPS website.

www.medicalreservecorps.gov – National MRC website.

www.usaonwatch.org – National Neighborhood Watch Program website.

www.firecorps.org – National Fire Corps website.

www.serveohio.org – Contains information on Ohio Citizen Corps, news and events, and Ohio contact information. Both volunteers and volunteer programs can be registered through this website. Also, visitors can search a database of volunteer opportunities in their area.

www.training.fema.gov/emiweb/IS/crslist.asp – List of EMI Independent Study courses in emergency management-related topics, including “Are You Ready: An In-depth Guide to Citizen Preparedness (IS-244).”

www.ready.gov – DHS website for citizens on the basics of personal and family preparedness.

Online Documents

The following documents are available to download from the internet and pertain to Citizen Corps, its programs and related initiatives:

<http://www.ojp.usdoj.gov/odp/docs/fy05hsgp.pdf> – Fiscal Year 2005 Homeland Security Grant Program federal guidance, full document.

www.citizencorps.gov/councils/ – Download a guide to establishing a Citizen Corps Council and charter programs as well as a PowerPoint presentation that can be customized for local use. Guidance on each charter program can be accessed through the respective program's website (see above).

training.fema.gov/emiweb/CERT/new_CERT/index.htm – A comprehensive resource for starting and maintaining a CERT program (deemed a “must have” by many program coordinators). Can be viewed online or downloaded by clicking on the “Printable Version of all Resources” icon.

www.serveohio.org/CitizenCorps/2005-VRC-Manual.pdf – Electronic copy of the Volunteer Reception Center manual developed by members of the State of Ohio Security Task Force.

www.volunteerflorida.org/publications/Unaffiliated%20Volunteer%20Management%20-%20Florida%27s%20Record-breaking%202004%20Hurricane%20Season.pdf – Report on the implementation of Volunteer Reception Centers in Florida during the 2004 hurricanes, including recommendations for improving operations in the future.

www.pointsoflight.org/programs/disaster/ – The two documents accessible on this page deal with the issue of unaffiliated volunteers: “Preventing a Disaster within a Disaster: The Effective Use and Management of Unaffiliated Volunteers” and the follow-up to this paper, “Managing Spontaneous Volunteers in Times of Disaster: The Synergy of Structure and Good Intentions.”

Citizen Corps Council POC Directory

Citizen Corps Council POC information can be accessed on the web at <http://www.citizencorps.gov/citizenCorps/councilsforstate.do?state=OH>. If you have difficulty making contact or discover errors in the information, please contact the SAA coordinator for FY05 CCP.

County Emergency Management Agency Directory

Contact information for County Emergency Management offices can be accessed on the web at <http://www.ema.ohio.gov/county.htm#55>. If you have difficulty making contact or discover errors in the information, please contact the SAA coordinator for FY05 CCP.

Section 3 – Additional CERT Guidance & Requirements

The CERT program provides a structured opportunity for citizens to augment local emergency response activities. Using CERT materials, local communities train teams of neighborhood volunteers and employees in the workplace in emergency preparedness and response skills. CERT members partner with local emergency management in preparing for and responding to natural or man-made disasters. Trained teams can help in saving lives and protecting property when communities' professional response resources are stretched thin.

This funding will apply to conducting the Emergency Management Institute's CERT program, which is a 20-hour course including the new "CERT and Terrorism" module. The standard CERT concept, training materials, and additional programmatic information can be viewed at http://training.fema.gov/emiweb/CERT/new_CERT/index.htm, <http://www.ema.ohio.gov/RUPrepared.htm> and <http://training.fema.gov/emiweb/CERT/mtrls.asp>.

1.) Students in the CERT community courses will be:

- Required to complete a Volunteer Registration Form to be counted as new CERT members under the grant (see below); and
- Given information regarding the relationship between CERT and Citizen Corps, including information about the Citizen Corps Council in the county; and
- Asked to sign up as a volunteer with Ohio Citizen Corps at: http://www.serveohio.org/CitizenCorps/ohio_citizen_corps_registration.htm, either during the class if internet access is available, or as a homework assignment on their own.

2.) CERT programs are required to register on the FEMA/EMI website at <http://training.fema.gov/emiweb/CERT/dir.asp>. If multiple independent programs operate in one county, each should register on the directory individually and a separate listing countywide should be entered as well. Each quarter, programs should update their contact info and informational narrative on this directory. CERT programs should also contact the nearest volunteer center or Ohio Community Service Council's Citizen Corps program staff to register as an organization on the Ohio Citizen Corps website at <http://www.serveohio.org>.

4.) At a minimum, the County EMA will require from funded programs rosters accurately accounting for individuals who have completed CERT training. These should be stored centrally and easily accessible for reporting and audit purposes. In cases where multiple Citizen Corps grants are open, it is important that the grantee be able to distinguish training accomplishments under each separate funding stream. It is recommended that local programs employ more sophisticated means to track the hours of training and volunteering of all their Citizen Corps volunteers where possible.

5.) The County EMA may subgrant to or contract with other entities that are coordinating and conducting the actual CERT courses and activities. The County EMA, however, will be responsible for administration of the grant. Possible sources for delivery of this program at the local level include emergency management and response agency personnel, vocational training centers, institutions of higher learning, schools and other training sources.

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)
Volunteer Registration Form
(To be filled out upon completion of CERT Course)

Thank you for becoming part of a Community Emergency Response Team (CERT) and congratulations on completion of your training. As a CERT volunteer, you will be in the position to perform a valuable service to your community in the event of a disaster. Your participation in this course is the first step toward making your community a safer place to live.

Today's Date ____ / ____ / ____ **Course Completion Date** ____ / ____ / ____
Month Day Year (if different) Month Day Year

Course Location: _____ **CERT Team Affiliation:** _____

Name _____
First Middle Last

Address _____
Street Apt # City

_____ County State Zip Code

Phone [Home] (____) _____ **[Work]** (____) _____

[Cell] (____) _____ **FAX** (____) _____

E-mail _____

Age 14-17* () [*Name & Phone # of Parent/Guardian _____]

18-25 () 24-54 () 55-59 () 60-65 () 66 & over ()

Are you a Veteran? Yes () No ()

How did you hear about CERT? TV () Radio () Newspaper () Fire Dept. () EMA ()
Website () Which one? _____ Other (specify) _____

The information on this form will be forwarded to Ohio Emergency Management Agency for grant management purposes. It will also be sent to Ohio Citizen Corps and entered into a volunteer database. You are encouraged to register on the database yourself at www.serveohio.org. There you will have the opportunity to enter more specific information, such as special skills and interests, and you will be able to view volunteer opportunities around Ohio and in your area. If you **do not** wish to have your information entered on the Ohio Citizen Corps database, please place an **X** in this box: