

State of Ohio

Citizen Corps Program

Fiscal Year 2007 Application and Grant Guidance

State Administrative Agent: Ohio Emergency Management Agency



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A note of thanks –

Thank you for helping Ohio’s citizens to be better prepared for disasters. Thank you for giving Ohioans the means to help their fellow Ohioans. These are worthwhile endeavors, and Ohio EMA would like to thank you for your part in making this happen.

Section 1 – General Guidelines and Requirements

Overview

The Citizen Corps mission is to have every citizen 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.

Ohio has been awarded the Federal Fiscal Year 2007 Citizen Corps Program Grant (FY07 CCP) in the amount of \$441,938.00 as part of the FY07 Homeland Security Grant Program (HSGP). As the State Administrative Agency (SAA), Ohio EMA intends to pass through no less than \$353,550.00 (80%) in direct funding to support local Citizen Corps projects.

The FY07 CCP funds will support Citizen Corps Councils' efforts to engage citizens in all-hazards prevention, protection, response, and recovery. These efforts include planning and evaluation, public education and emergency communications, training, exercises, volunteer programs and activities to support emergency responders, surge capacity roles and responsibilities, and providing proper equipment to citizen volunteers. The FY07 CCP funds provide resources for States and local communities to:

1. bring together the appropriate leadership to form and sustain a Citizen Corps Council;
2. develop and implement a plan or amend existing plans to achieve widespread citizen preparedness and participation;
3. conduct public education and outreach;
4. ensure clear alerts/warnings and emergency communications with the public;
5. develop training programs for the public for both all-hazards preparedness and volunteer responsibilities;
6. facilitate citizen participation in exercises;
7. implement volunteer programs and activities to support emergency responders;
8. involve citizens in surge capacity roles and responsibilities during an incident in alignment with the Emergency Support Functions and Annexes; and
9. conduct evaluations of programs and activities

The American citizens are the ultimate stakeholders in the homeland security mission and must be an integral component of national preparedness efforts. As such, the general public is included in the vision statement of the National Preparedness Goal which notes that citizens must have:

- a clear understanding of national preparedness
- regular outreach and communication
- alerts, warnings, and crisis communication
- opportunities to be involved

Finally, the intent of Citizen Corps Program Grants is not to be the sole source of support for the citizen preparedness mission. All portions of the FY07 HSGP are intended to assist the State and local jurisdictions to achieve the common capability of Community Preparedness and Participation. Citizen Corps Councils should work with local Terrorism Advisory Teams (or equivalent) to promote Citizen Corps activities and leverage available funding.

FY07 Citizen Corps Program Grant Timeline

The following timeline is established for FY07 CCP grant.

<i>Date</i>	<i>Milestone</i>
July 1, 2007	Performance period begins
July 27, 2007	Application Submission Deadline (4:00 PM)
August 31, 2007	Award Amounts Announced and Notices of Award and Grant Agreements Distributed
December 31, 2007	Deadline for registering new Citizen Corps Council and/or newly established charter programs
January 10, 2008	BSIR due
June 10, 2008	First programmatic report form due
July 10, 2008	BSIR due
October 10, 2008	Second programmatic report form due
December 31, 2008	Performance period ends
January 10, 2009	BSIR and third programmatic report form due
June 10, 2009	Fourth programmatic report form due

Allowable Project Costs

Expenditures must advance the Citizen Corps mission to have everyone participate in hometown safety and security through preparedness activities, training, and volunteer service. In addition to federal preparedness funding, State and local governments are encouraged to consider all sources of funding, to include private sector support, to leverage existing materials, to pursue economies of scale and scope in pursuing this mission, and to make expenditures that benefit multiple programs.

Significant Changes from Prior Fiscal Years

1. There is no cap on personnel expenditures. The prohibition on supplanting still applies
2. Expenditures for non-governmental personnel response kits (e.g. CERT or MRC kits / backpacks) or clothing items (e.g., shirts, caps, vests, etc) for official identification must not exceed 30 percent of the total Citizen Corps Program allocation.

Planning

Integrating non-governmental entities into the planning process is critical to achieve comprehensive community preparedness. As such, establishing and sustaining bodies to serve as Citizen Corps Councils is supported by HSGP funds. In addition, State and local government homeland security strategies, policies, guidance, plans, and evaluations must include a greater emphasis on government/non-governmental collaboration, citizen preparedness, and volunteer participation. CCP funds may be used to support this integration and for targeted strategic planning for and evaluation of citizen involvement.

Examples include:

- Conduct or participate in community assessments, surveys, and research of vulnerabilities and resource needs, and determine citizen education and participation to meet the needs.
- Work with emergency management structures to design surge capacity strategies using non-governmental resources, to include NIMS-typed private sector resources and NIMS-typed volunteer roles for deployment through the Emergency Management Assistance Compact (EMAC).
- Ensure jurisdiction Emergency Operations Plans (EOPs) adequately address warnings, emergency public information, evacuation, mass care, resource management from nongovernmental sources, unaffiliated volunteer and donations management, and volunteer resource integration to support each Emergency Support Function, to include appropriate considerations for special needs populations
- Conduct Citizen Corps program assessments and evaluations, citizen preparedness surveys, volunteer impact studies, and cost/benefit analysis

All State homeland security strategies, policies, guidance, plans (including EOPs, Program and Capability Enhancement Plans and Investment Justifications), and evaluations must be reviewed by the body serving as the State Citizen Corps Council and must include considerations for citizen preparedness and volunteer participation.

Public Education/Outreach (including printed materials)

Citizen Corps Councils may develop or reproduce public education and outreach materials to: increase citizen preparedness (to include the DHS Ready Campaign materials); promote training, exercise, and volunteer opportunities; and inform the public about emergency plans, evacuation routes, shelter locations, and systems for public alerts/warnings. Public education and outreach materials should incorporate special needs considerations, to include language, content, and method of communication.

Allowable expenditures include:

- Media campaigns: PSAs, camera-ready materials, website support, newsletters
- Outreach activities and public events: booth displays; event backdrops or signs; displays and demonstrations; and informational materials such as brochures/flyers
- Promotional materials: pins, patches, magnets, clothing/headwear. **Expenditures for promotional items must not exceed 15 percent of the total Citizen Corps Program allocation.**

All materials must include the national or jurisdiction's Citizen Corps logo, tagline and website or the Ready logo, tagline, and website and comply with logo standards (See https://www.citizencorps.gov/pdf/logo_guide.pdf).

In most instances, printed materials should also include the following statement:

This document was prepared under a grant from the U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security.

Please contact the Citizen Corps Grant Coordinator if you have questions regarding which materials are required to contain the above statement.

- Outreach activities to support a public education campaign or Citizen Corps Council including hosting and participating in public events; facilitating media coverage and establishing partnerships to spread the emergency preparedness message. These activities may include expenditures on items such as: booth displays; media materials; event backdrops or signs; promotional materials such as buttons, pins, key chains, clothing, badges, and magnets; and other materials and activities that educate the public about emergency preparedness and encourage the public to take steps to prepare or get involved in preparing their communities. All materials should include the Ready or Citizen Corps logos, taglines and websites whenever possible.

Citizen Participation ~ Volunteer Programs and Disaster Response Support

Citizen support for emergency responders is critical through year-round volunteer programs and as surge capacity in disaster response. Citizen Corps funding may be used to establish, enhance or expand volunteer programs and volunteer recruitment efforts for Neighborhood Watch/USAonWatch, Community Emergency Response Teams (CERT), Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), and Fire Corps; for the Citizen Corps Affiliate Programs and Organizations; and for jurisdiction specific volunteer efforts.

Examples include:

- Recruiting, assessing, and training volunteers

- Retaining, recognizing, and motivating volunteers
- Purchasing, maintaining, or subscribing to a system to track volunteers (in compliance with applicable privacy laws), to include identification and credentialing systems, and to track volunteer hours
- Evaluating volunteers

Meeting expenditures, including meals, may be allowable. Food expenditures can be justified during the budget approval process.

Equipment

Non-governmental preparedness and response includes public alerts and warnings systems and equipment to support non-governmental personnel in preparedness and response roles. Grant recipients are encouraged to leverage all HSGP resources for this purpose and all allowable equipment costs are listed in the FY 2007 AEL, available in its entirety online through the RKB at <http://www.rkb.mipt.org>.

Any equipment purchased with CCP funding must be used for specific preparedness or volunteer training or by volunteers in carrying out their response functions. CCP funding is not intended for equipment to be used by uniformed emergency responders, except to support training for citizens. Expenditures for non-governmental personnel response kits (e.g. CERT or MRC kits / backpacks) or clothing items for official identification must not exceed 30 percent of the total Citizen Corps Program allocation.

For equipment purchases, recipients should check the Authorized Equipment List (AEL) prior to making purchases.

Once you have logged onto the RKB please be sure to de-select all grant programs except for the CCP (Citizen Corps Program). This will ensure that only those pieces of equipment eligible under the CCP are viewed on the AEL. Equipment categories at this time include:

- Information technology
- Cyber Security enhancement
- Interoperable communications
- Medical supplies and limited pharmaceuticals
- Power equipment
- CBRNE Reference materials
- Other authorized equipment (This a default for things you will need to run charter programs, such as CERT, that are not explicitly listed on the AEL)

Any equipment purchased with Homeland Security Grant funds must clearly indicate that it was purchased through a grant provided by the US Department of Homeland Security.

CCP Allowable Equipment Categories

Cat.#	Category Title	Cat.#	Category Title
[4]	Information Technology	[10]	Power Equipment
[5]	Cyber Security Enhancement Equipment	[11]	CBRNE Reference Materials
[9]	Medical Supplies and Limited Types of Pharmaceuticals	[21]	Other Authorized Equipment

Training

Training is a central component of the Citizen Corps mission and its programs. Training funded with 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,
- light search and rescue skills,
- principles of NIMS/ICS,
- community relations,
- volunteer management,
- serving people with disabilities,
- any training necessary to participate in volunteer activities,
- any training necessary to fulfill surge capacity roles,
- other training that promotes individual, family, or community safety and preparedness.

Training to serve people with disabilities should be conducted by instructors who represent groups/organizations that are most familiar with people with disabilities whenever possible.

Funding for CERT training includes the delivery of the CERT basic training to volunteers, supplemental training for CERT members who have completed the basic training, and the CERT Train-the-Trainer training. Note that the Independent Study course, “Introduction to CERT” (IS 317) must not be substituted for delivery of basic training consistent with the 20-hour CERT curriculum. Training should be delivered with specific consideration to include all ages, ethnic and cultural groups, persons with disabilities, and special needs populations at venues throughout the community, to include schools, neighborhoods, places of worship, the private sector, non-governmental organizations, and government locations. 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 and instructors are encouraged. **NOTE: Any courses developed locally, or courses not a part of the Citizen Corps charter programs, must be approved by Ohio EMA before they are supported with this grant.**

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 FY 2007 Citizen Corps Program funding.

Allowable costs for training include:

1. instructor preparation and delivery time (to include overtime costs);
2. hiring of full- or part-time staff or contractors/consultants to assist with conducting the training and/or managing the administrative aspects of conducting the training;
3. quality assurance and quality control of information;
4. creation and maintenance of a student database;
5. rental of training facilities;

6. 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);
7. course materials specific to the subject matter, such as instructor guides, student manuals, bandages, gloves, fire extinguishers, and mannequins; and
8. outfitting trainees and volunteers with program related materials and equipment, e.g., issuing CERT kits, credentials/badges, identifying clothing

Meeting expenditures, including meals, may be allowable. Food expenditures can be justified during the budget approval process.

Exercises

Exercises specifically designed for or that include participation from non-governmental entities and the general public are allowable activities and may include testing public warning systems, evacuation/shelter in-place capabilities, family/school/business preparedness, and participating in table-top or full scale emergency responder exercises at the local, State, or national level, to include TOPOFF.

Examples of appropriate volunteer citizen or volunteer organization support for emergency preparedness and response exercises include, but are not limited to:

1. serving in volunteer response roles aligned with the Emergency Support Functions (ESFs), to include positions in the Emergency Operations Center;
2. administrative and logistical assistance with exercise planning and implementation;
3. backfilling non-professional tasks for first responders deployed on the exercise;
4. providing simulated victims, press, and members of the public;
5. serving as evaluators;
6. and participating in the after-action review.

Allowable costs include the costs associated with the design, development, and conduct of exercises specifically designed for non-governmental entities and/or the general public to support the citizen/volunteer component of emergency responder exercises, to include recruiting, preparing, tracking, supporting, and debriefing citizens regarding their role in the exercise. Exercises should ensure that citizens, including citizens with disabilities and special needs populations, participate in all phases of emergency responder exercises, to include planning, implementation, and after-action review.

Exercises conducted with G&T support (grant funds or direct support) must be managed and executed in accordance with the Homeland Security Exercise Evaluation Program (HSEEP). The HSEEP Volumes contain guidance and recommendations for designing, developing, conducting, and evaluating exercises. HSEEP Volume IV provides sample exercise materials. All four volumes can be found at the HSEEP website (<http://hseep.dhs.gov>).

Exercise Evaluation. All exercises will be performance-based and evaluated. An After-Action Report/Improvement Plan (AAR/IP) will be prepared and submitted to G&T following every exercise, regardless of type or scope. AAR/IPs must conform to the HSEEP format, should capture objective data pertaining to exercise conduct, and must be developed based on information gathered through Exercise Evaluation Guides (EEGs) found in HSEEP Volume IV.

The EEGs and AAR/IPs are currently being updated to reflect the TCL. In the interim of these revisions, the current HSEEP EEGs and AAR/IP template should be utilized. All applicants are encouraged to use the Lessons Learned Information Sharing System (LLIS.gov) as a source for lessons learned and to exchange best practices.

Personnel

Hiring, overtime, and backfill expenses are allowable only to perform programmatic activities deemed allowable under existing guidance. Supplanting, however, is not allowed. The 15% cap listed in Chapter III, Section E of the **FY 2007 Homeland Security Grant Program Program Guidance and Application Kit** is not applicable to CCP.

Grantees may hire staff only for program management functions and not operational duties. Hiring planners, training program coordinators, exercise managers, and grant administrators fall within the scope of allowable program management functions. Grant funds may not be used to support the hiring of sworn public safety officers to fulfill traditional public safety duties.

Management and Administration

Local jurisdiction subgrantees may retain and use up to three percent (3%) of their award for local Management and Administration purposes.

Unallowable Project Costs

Construction and Renovation

Construction and renovation are not allowed under CCP.

Unauthorized Exercise Costs

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle cost that is reimbursable is fuel/gasoline and mileage
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs)

Reporting Requirements

BSIR

The DHS Office of Grants and Training requires a Bi-annual Strategy Implementation Report (BSIR) to be submitted online (January 10th and July 10th) for the length of the performance period. The BSIR can be found at <https://www.reporting.odp.dhs.gov/>.

Program Registration

If they have not already done so, grant recipients must list their Council in the directory of Citizen Corps Councils on the National Citizen Corps website (www.citizencorps.gov) within 120 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 national website at that time or as they are established.

National Citizen Corps Calendar of Events

Grant recipients are required to post all training sessions, meetings and events on the National Citizen Corps Calendar of Events. The Calendar of Events is located at <http://www.citizencorps.gov/citizenCorps/eventCalendarMap.do>. To add an event follow the hyperlink titled, “[Click here to Register a new event on the Citizen Corps calendar.](#)”

Program Reports

In addition to federal reporting requirements, grant recipients must submit programmatic reports to Ohio EMA. The report template will be sent to the County EMA office in electronic form so that it can be submitted as an email attachment to Ohio EMA.

Deadlines for submitting the reports are listed in the FY07 Citizen Corps Program Timeline on page 5 of this Guidance.

Section 2 – Applying for Citizen Corps Funding

Eligibility

County Emergency Management Agencies in cooperation with County and Local Citizen Corps Councils are eligible to apply. Programs, organizations, educational institutions and agencies that do not meet the eligibility requirements should approach the County or Local Citizen Corps Council (or the County EMA office in those counties without a council) to propose projects and future collaboration.

Counties without a Citizen Corps Council may apply so long as a council is established within 120 days of the award.

Funding Levels

Applicants may submit budget proposals ranging from \$2,000 to \$10,000. Applications requesting more than the maximum \$10,000 will be returned to the applicant without consideration.

FY07 Citizen Corps Program Application and Award Timeline

The following general timeline has been established for FY07 CCP grant application and award process.

<i>Date</i>	<i>Milestone</i>
June 27, 2007	FY07 CCP Grant Application made available
July 27, 2007	Applications due to Ohio EMA by 4:00 PM
August 31, 2007	Notification of award decisions / Grant paperwork issued
December 28, 2007	Grant paperwork due. Once all paperwork is submitted, funding can be accessed upon approval of budget worksheet.

Application Submission

The deadline for submission of complete applications is 4:00 P.M. on July 27, 2007.

The following items should be included in the application:

1. One original paper copy (signed in blue or black ink) **AND** an electronic copy of each portion of the application on CD-ROM **OR** sent as an email attachment to ohiocitizencorps@dps.state.oh.us.
2. Copy(ies) of documentation establishing or recognizing council in the county (e.g., resolution, charter, by-law, memorandum of understanding, memorandum of agreement)
3. Copy of the membership roster of the local council (for established councils)

Applications must be postmarked on or before the deadline date. Send applications to:

Ohio Emergency Management Agency
Plans Branch – FY07 CCP Application
2855 W. Dublin-Granville Road
Columbus, Ohio 43235

Incomplete applications may be returned without consideration.

Application Review

Staff of Ohio EMA and select State Agency representatives to the Ohio Citizen Corps Council will review applications. Reviews will be conducted using a pre-established scoring system. Individual scores will be discussed by the review committee and then awardees and awards will be recommended. The Executive Director of Ohio EMA will determine final approval of the review committee's recommendations. No appeals will be considered.

Award Process

Applicants will be notified of award decisions on no later than August 31, 2007. A Notice of Award and Grant Agreement document, and standard federal assurances and restrictions forms will be mailed to the awardees. Once these documents are signed and returned, and an approved budget worksheet is on file for the award amount, the grant recipient will be able to begin drawing down funds.

General Application Information

Prepare the grant application by completing the forms outlined below. All the necessary application forms can be downloaded from the Ohio EMA website at www.ema.ohio.gov/citizencorps.asp. It is suggested that you prepare the forms in the order listed. The paper copy of the application you submit **must** be compiled in this **exact** order:

1. Cover Sheet
2. Questionnaire
3. Work Plan and Budget Narrative Forms (including those for each individual project)

Use a minimum font size of 10-point on all forms unless instructed otherwise. Most forms have preset fonts between 10- and 12-point.

Questions regarding how to complete the application forms or requests for clarifications of instructions can be addressed to the FY07 CCP program coordinator (See Section 4 – Resource Support).

Award Criteria

In the review process, priority will be given to applicants that demonstrate a history of, or, (in the case of new programs), the potential for:

- A clear vision of the Citizen Corps mission (i.e. – personal responsibility, training, volunteer service)
- High cost efficiency
- The ability to leverage other sources of funding or resource support
- A high degree of partnership activities
- Success in marketing community-based education and awareness, especially in the area of safety and preparedness
- The willingness to mentor new programs or to encompass significantly more adjacent geographic area than currently covered
- Strong sustainability plans for continuation of programs after the grant period
- A high degree of excellence in implementing past grants (existing programs only)
- Clearly demonstrated support of the Common Target Capability Citizen Preparedness and Participation
- Support of one or more of the specific Target Capabilities (such as Mass Care, Volunteer Management and Donations, Medical Surge, Citizen Protection, and/or Mass Prophylaxis) The Target Capabilities List 2.0 is available in its entirety at <http://www.llis.gov> or <http://www.ema.ohio.gov/citizencorps.asp>

Sample Forms

The following pages include sample FY07 CCP application forms for review. Applicants can download the actual forms from the Ohio EMA website at <http://www.ema.ohio.gov/citizencorps.asp>

FY07 Citizen Corps Program Grant Application Cover Sheet

Applicant Name (Agency/Org.)	
Street Address	
City	
Zip Code	00000
Office Phone	000-000-0000
Fax Number	000-000-0000
E-mail Address	

FY06 CCP Grant Point of Contact Information	The POC must be an individual who can answer specific questions about this application.
Name	
Title	
Office Phone	
E-mail Address	

County Fiscal Point of Contact	The POC must be an individual in the county auditor or treasurer's department with access to fiscal information.
Name	
Title	
Office Phone	
E-mail Address	

Total Grant Funds Requested	\$0.00
Geographic Area Served	

To the best of my knowledge, all information provided in this application is true and correct. This application has been duly authorized by the governing body of the applicant and the applicant will comply with the terms and conditions of the grant, if awarded.	
Authorization	Director of the County Emergency Management Agency
Name of Authorizing Person	
Title	
Signature	
Date Signed	

FY07 Citizen Corps Program Grant Application Questionnaire

1.) Which of the following best describes the applicant’s current status (check “X” only one option):

A.	Established and Active Citizen Corps Council (Registered on www.citizen corps.gov)	<input type="checkbox"/>
B.	“Start-up” Citizen Corps Council (i.e. – Not registered on www.citizen corps.gov) *	<input type="checkbox"/>
C.	Registered Citizen Corps Council, but in name only. Currently no programs or activities.	<input type="checkbox"/>

* If you checked option **b. “Start-up”** answer questions 1-3 only. Also, if your familiarity with Citizen Corps is limited, it is highly recommended that you refer to *Citizen Corps: A Guide for Local Councils* available on the national website at <http://www.citizen corps.gov/pdf/council.pdf>.

2.) Although this grant has no match requirement, does your Council and/or component programs (e.g., CERT, MRC, etc.) plan to obtain, or currently receive, “in-kind” local support or leverage other Homeland Security funding sources in order to extend outreach/training/volunteer opportunities either in time or scope? **NO** **YES**

(If yes, detail “in-kind” functions and dollar amounts below.)

a. List source and dollar amount from local “in-kind” support

b. List source and dollar amount from other grants (including other portions of Homeland Security grants, e.g. – UASI, MMRS, SHSP, LETPP, etc.)

3.) List the various groups, agencies, and organizations represented in your Council and their general category of activity, below. For start-up Citizen Corps Councils, list the partners you foresee represented in your Council. (Your County Emergency Management Agency is an essential partner to have as a member).

4.) Describe any past activities, projects, initiatives or events sponsored or supported by your Council that illustrate successful partnerships with business, disaster relief organizations, community groups, local government agencies, etc.

5.) Address and illustrate the cost effectiveness of your program with reference to your previous CERT/Citizen Corps grants. If you did not receive a previous grant, discuss your program’s cost effectiveness in relation to other resources.

6.) Describe any attempts by your Council to evaluate the effectiveness of its programs and/or to assess the needs of the community for particular public safety education/awareness programs.

FY07 Citizen Corps Program Grant Application Work Plan and Budget Narrative

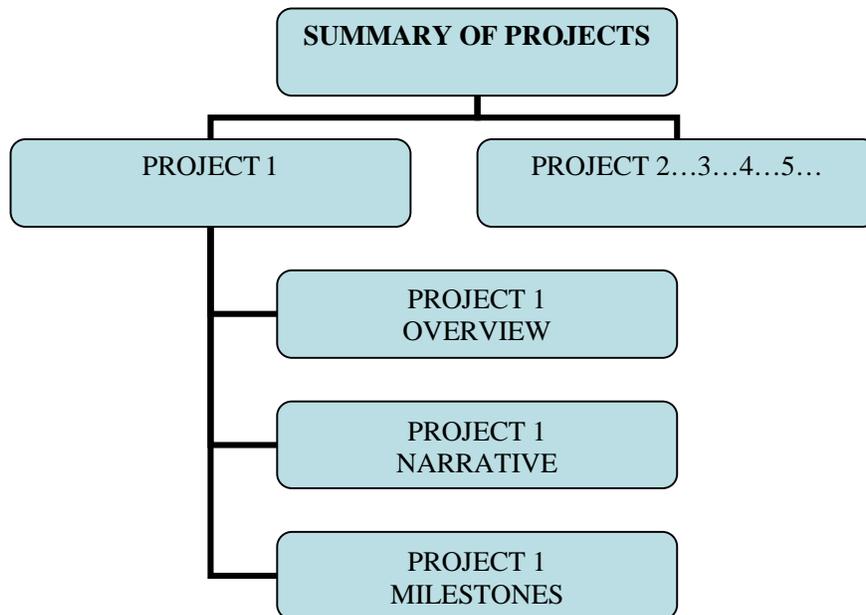
INSTRUCTIONS: Complete all necessary Grant Application Forms for each Project. This packet is preset for five (5) separate projects, however you may select more or less based on your jurisdiction's or Council's needs.

To move between form fields click on the gray shaded area or use the tab key.

For each project, you must complete:

- **Project Overview page**
- **Project Narrative pages**
- **Project Milestones**

Once you have completed the paperwork for your individual projects, you must complete the **Summary of Projects** page. The diagram below indicates the organization of this portion of the application.



Summary of Projects		
#	Project Title	Funding Request
1.		\$0.00
2.		\$0.00
3.		\$0.00
4.		\$0.00
5.		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
Total Funding:		\$ 0.00

PROJECT OVERVIEW	
PROJECT #:	1
PROJECT TITLE:	
<p>Which Citizen Corps Programs are related to this project? (Check all that apply)</p>	<p> <input type="checkbox"/> Community Emergency Response Teams (CERT) <input type="checkbox"/> Medical Reserve Corps (MRCs) <input type="checkbox"/> Neighborhood Watch <input type="checkbox"/> Volunteers in Police Service (VIPS) <input type="checkbox"/> Fire Corps <input type="checkbox"/> Other Affiliated Programs <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer Reception Center (VRC) <input type="checkbox"/> Terrorism Awareness and Prevention Program (TAP) <input type="checkbox"/> Ready! Campaign Please List if Other: </p>

Choose the Budget category(ies) and put an “X” in the box in the left column. Insert the amount of funds requested for each Project Category(ies) in the right column and the total amount of funds requested for the Project. Briefly describe the cost factors in the middle column (e.g. – contract with ..., 120 CERT kits, display booth for fair, reproducing training materials, etc.)

<u>Budget Category</u>	<u>Justification:</u>	<u>Funding Request</u>
<input type="checkbox"/> Planning		\$0.00
<input type="checkbox"/> Equipment		\$0.00
<input type="checkbox"/> Training		\$0.00
<input type="checkbox"/> Exercise		\$0.00
<input type="checkbox"/> Management & Administration <i>(Maximum 3% of Project Funds requested)</i>		\$0.00
Total Project Funds:		\$ 0.00

PROJECT NARRATIVE
PROJECT #: 1
PROJECT TITLE:
Provide a summary description of this Project – who, what, where, why, how. Include an explanation of how proposed expenditures (e.g. personal services, travel, equipment, supplies, contractual, etc.) will support the successful implementation of the Project. For public education, training and exercise, please indicate the target number of participants.

**SAMPLE ONLY: Download FY07 CCP Application Forms at
www.ema.ohio.gov/citizencorps.asp**

Detail how the project will support the Common Target Capability of Community Preparedness and Participation. If applicable, include information on how the project will support the specific Target Capabilities of Mass Care, Volunteer and Donations Management, Medical Surge, Citizen Protection: Evacuation and/or In-Place Protection, and Mass Prophylaxis, focusing particularly on the Capability Measures sections within each Target Capability. The Target Capabilities List 2.0 has been posted to the Ohio EMA website at <http://www.ema.ohio.gov/citizencorps.asp> for reference and download.

Empty response box for detailing project support for Target Capabilities.

How do you plan to sustain this project or the results of this project after the grant period?

PROJECT MILESTONES	Project #: 1	Project Title:
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Provide a timeline measured by milestones and dates, for the implementation of this Project. Possible areas for inclusion are: stakeholder engagement, planning, major acquisitions/purchases/ contracts, training, exercises, and process/policy updates. Space is provided for up to 8 milestones.

Reminder: Project implementation must begin within 120 days of the Award date.

<u>Milestone #1</u>	Start Date		End Date	
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Description	
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Related Activities	
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<u>Milestone #2</u>	Start Date		End Date	
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Description	
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Related Activities	
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<u>Milestone #3</u>	Start Date		End Date	
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Description	
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Related Activities	
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<u>Milestone #4</u>	Start Date		End Date	
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Description	
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Related Activities	
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PROJECT MILESTONES	Project #: 1	Project Title:		
<u>Milestone #5</u>	Start Date	<input style="width:100%;" type="text"/>	End Date	<input style="width:100%;" type="text"/>
Description	<input style="width:100%; height: 20px;" type="text"/>			
Related Activities	<input style="width:100%; height: 20px;" type="text"/>			
<u>Milestone #6</u>	Start Date	<input style="width:100%;" type="text"/>	End Date	<input style="width:100%;" type="text"/>
Description	<input style="width:100%; height: 20px;" type="text"/>			
Related Activities	<input style="width:100%; height: 20px;" type="text"/>			
<u>Milestone #7</u>	Start Date	<input style="width:100%;" type="text"/>	End Date	<input style="width:100%;" type="text"/>
Description	<input style="width:100%; height: 20px;" type="text"/>			
Related Activities	<input style="width:100%; height: 20px;" type="text"/>			
<u>Milestone #8</u>	Start Date	<input style="width:100%;" type="text"/>	End Date	<input style="width:100%;" type="text"/>
Description	<input style="width:100%; height: 20px;" type="text"/>			
Related Activities	<input style="width:100%; height: 20px;" type="text"/>			

Section 3 – Requesting Cash and Managing Your Award Locally

Cash Request Process

After the recipient incurs costs, they submit Cash Requests to Ohio EMA. Funds must be paid out within ten days of the recipient receiving funds.

The process for Cash Request will generally resemble the following steps:

1. Recipient submits a Budget Worksheet and gains approval. **EXERCISE COSTS MUST COMPLY WITH THE HSEEP METHODOLOGIES.**
2. Recipient receives service and/or equipment.
3. **After** recipient receives invoice or bill, completes and submits the Cash Request form to Ohio EMA. Recipient should gather all documentation associated with the Cash Request and file appropriately.
4. Recipient submits Cash Request *and copies of all invoices and other backup documentation* to Ohio EMA for processing.
5. The Ohio EMA Grant Coordinator will review the Cash Request. If substantial changes are required, the recipient may be asked to submit a revised Cash Request or supply additional information.
6. If insufficient documentation is provided or there are sufficient material problems with the cash request form, the forms and documentation may be returned to the jurisdiction with a letter explaining deficiencies.
7. Once approved, the Cash Request is forwarded to the Ohio Department of Public Safety Fiscal Office for processing.
8. Funds should be in the local account within 14 days of approved cash request submission. (FYI- due to DHS account reconciliation there is no fiscal processing the last week of each month, and for approximately 10 days prior to the end of each quarter)

Cash Request Form

The Cash Request form can be downloaded from the Ohio EMA website at <http://www.ema.ohio.gov/citizencorps.asp>. Be sure to choose the right form for the right fiscal year. Forms relating to the FY07 CCP grant will be marked “2007 CCP.” The form may be submitted via e-mail, fax or U.S. Mail so long as the document is signed.

All relevant parts of the Cash Request form must be filled-in or the Grant Coordinator may return the form to the recipient for completion or revisions. Invoices and other back up documentation must be included.

Managing Your Grant

Budgeting and Budget Modification

Recipients must complete, and submit for approval, a Budget Worksheet. The Budget Worksheet can be downloaded from the Ohio EMA website at <http://www.ema.ohio.gov/citizencorps.asp>. Be sure to choose the right form for the right fiscal year. Forms relating to the FY07 CCP grant

will be marked “2007 CCP.” The form may be submitted via e-mail, fax or U.S. Mail so long as the document is signed.

An approved budget must be on file with Ohio EMA before Cash Requests will be processed. Cash Requests must follow the approved budget.

Budget modifications are allowable at any time, but the Ohio EMA Citizen Corps Grant Coordinator must approve changes to your budget prior to the recipient submitting Cash Requests.

Tracking Your Award

Recipients should maintain a file, separate from other grant records, for all activities related to this award. It will benefit each recipient to keep a spreadsheet or ledger containing the original award amount and any transactions against that account, including cash requests, adjustments (at end of performance period the balance of any award is returned to the sub-grantor), and amendments to award.

Recipients must maintain a record of inventory for all equipment purchased under this grant. Information that should be recorded includes:

1. Description of Equipment
2. Purpose of Equipment
3. Any serial numbers or other identifying numbers on the Equipment
4. If stored, the location, including address
5. If issued, the name and contact information of the recipient
6. Dates, including dates of purchase, receipt, transfer or issuance

Performance Period

The Performance Period for the FY07 CCP grant will begin on July 1, 2007 and end on December 31, 2008. Prior to the end of the period, recipients must complete all programmatic activities (training, equipment purchases, planning, exercises, etc.) and submit final Cash Requests.

Qualifying costs for the Citizen Corps Program Grant must occur within the performance period indicated on the Notice of Award and Grant Agreement.

Grant Program and Administration Desk Review & Site Visit

At random, or if a problem arises, the SAA may request copies of documentation for the purposes of conducting a Desk Review of the recipient’s grant program and administration. Typically, during a desk review, the grant coordinator will select a cash request form from the sub-recipient’s file and request all documentation and forms related to that request, including encumbrances, vouchers, invoices, checks/warrants, inventory records, pay ins, payouts and bidding documentation.

Periodically, SAA staff will make grant program and site visits. During visits, the SAA staff will review local grant files and programmatic records. Recipients may be selected for Site Visits at random or due to problems that surface in a Desk Review.

Record Keeping and Retention

Records related to the grant must be kept on file, in accordance with the Office of Grant Operations' Financial Management Guide, **for a minimum of three (3) years from the state closeout of the grant**. Refer to the Financial Management Guide for more detailed information.

Records to retain include, but are not limited to:

- Grant administration documents (e.g., Notices of Award and Grant Agreement, Amendments to Award, Cash Requests, Budget Worksheets, etc.)
- Time and Attendance Records for Staff Costs
- Statements of Work (Including copies of Contracts for Services) or Memoranda of Agreement or Understanding
- Invoices (for services and equipment)
- Inventory records
- Training rosters, Training announcements
- Agendas (for meetings or training sessions) and Minutes
- Documents or publications developed using grant funds (plans, SOPs, presentations, promotional materials)
- After Action Reports and/or Corrective Action Plans from exercises
- Charters, by-laws, and other council documents

Section 4 – Contact and Resource Information

State Administering Agent Contact for FY07 CCP Grant

Please address inquiries regarding the FY07 Citizen Corps Grant to:

Patrick Sheehan, Planner
Ohio Emergency Management Agency
ATTN: Citizen Corps Grants
2855 W. Dublin-Granville Rd
Columbus, Ohio 43235

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

Directories

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 FY07 CCP.

Local Medical Reserve Corps POC Directory

Medical Reserve Corps POC information can be accessed on the web at <http://www.serveohio.org/CitizenCorps/mrc/mrc.html#mrcunits>. If you have difficulty making contact or discover errors in the information, please contact the SAA coordinator for FY07 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.asp>. If you have difficulty making contact or discover errors in the information, please contact the SAA coordinator for FY07 CCP.

Resources

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.

<http://www.ema.ohio.gov/citizencorps.asp> -- Contains the state and federal forms, guidance documents and general citizen corps information needed by subgrantees.

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

<http://www.citizencorps.gov/citizenCorps/certsByState.do> – 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.

<http://www.serveohio.org/CitizenCorps/lvc.html> – Lead Volunteer Center map. Lead Volunteer Centers have been involved with Citizen Corps development since its inception in Ohio. They can provide technical assistance in setting up, expanding, or revitalizing Citizen Corps volunteer programs. They also organize training opportunities and act as an intermediary between local councils and the Ohio Citizen Corps Council.

www.training.fema.gov/emiweb/IS/crslst.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.

www.llis.gov – The Lessons Learned Information Sharing Network – a free, password-protected site with a wide-range of useful emergency management and homeland security materials, tools, research, and best practices.

Online Documents

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

https://www.llis.dhs.gov/member/secure/detail.cfm?content_id=20815 – Target Capabilities List 2.0 (NOTE: It is necessary to register on LLIS in order to receive a password to access the material).

http://www.ojp.usdoj.gov/odp/docs/fy07_hsgp_guidance.pdf – Federal Fiscal Year 2007 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).

<http://www.citizencorps.gov/cert/start.shtm> – 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.

http://www.serveohio.org/CitizenCorps/vrcmanual_dec06.doc – Electronic copy of the Volunteer Reception Center manual developed by members of the State of Ohio Security Task Force. Updates to this manual are ongoing. Please contact Ohio Community Service Council for additional information. Contact information is available at www.serveohio.org.

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.”