



OHIO DEPARTMENT  
OF PUBLIC SAFETY  
EDUCATION · SERVICE · PROTECTION

# Ohio Emergency Management Agency

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## State Citizen Corps Program



## **FY 2009**

# **Local Program Guidance and Application Package**

February 2011

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## INTRODUCTION

The Homeland Security Grant Program (HSGP) is comprised of four interconnected grant programs: State Homeland Security Program (SHSP); Urban Areas Security Initiative (UASI); Metropolitan Medical Response System (MMRS); **Citizen Corps Program (CCP)**.

The mission of the Citizen Corps Program is to involve every citizen in making their community safer, stronger and better prepared. To this end, 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 2009 Citizen Corps Program Grant (FY09 CCP) in the amount of \$436,943 as part of the FY09 Homeland Security Grant Program (HSGP). As the State Administrative Agency (SAA), Ohio EMA intends to pass through no less than \$400,000.00 in direct funding to support local Citizen Corps projects.

The FY09 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 FY09 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

The FY09 Citizen Corps Program Grant may be used to fund local Citizen Corps Councils, CERT training, Volunteers in Police Service (VIPS)/Neighborhood Watch activities, Fire Corps programs, and/or Medical Reserve Corps.

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 FY09 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.

## CHANGES TO LOCAL GUIDANCE '09

- The FY08 CCP required 25% of grant expenditure to be directed to Planning activities. The FY09 grant requires that 25% of grant expenditure to be spent on Planning, Training, and/or Exercise activities.

## PROGRAM SUMMARY

### I. FY09 CCP Program Timeline

#### FY09 Citizen Corps Program Grant Timeline

The following timeline is established for the FY09 CCP grant in Ohio.

<i>Date</i>	<i>Milestone</i>
<b>February 1, 2011</b>	<b>Application period begins</b>
<b>March 2, 2011</b>	<b>Application Submission Deadline (4:00 PM)</b>
<b>April 1, 2011</b>	<b>Award Amounts Announced, Grant Agreements to follow</b>
<b>May 30, 2012</b>	<b>Performance period ends</b>
<b>May 30, 2012</b>	<b>Final date to submit cash requests</b>

**\*Fiscal and Programmatic reports are currently being developed and will be released during this grant period. A schedule of when these reports are due will accompany that release.**

### II. Eligible Applicants

**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.

County Health Departments may be eligible to apply in counties where the Emergency Management Agency decides not to pursue this funding. To become eligible the EMA Director must draft a letter indicating support of the health department's program.

Counties without a Citizen Corps Council may apply so long as a council is established within 120 days of the award. The council must register on the [www.citizencorps.gov](http://www.citizencorps.gov) webpage and receive approval. Existing councils should review and update the page.

### ***Regional Applications***

As with the FY08 CCP, regional applications will be accepted. Regions will be determined by the counties, who at their discretion may organize and apply. The regional construct should be formalized through adoption of a Memorandum of Agreement, or joint resolution of each county's commission. A method for shared decision-making and allocation of resources should be formally adopted and agreed upon (e.g., bylaws). One county will be selected to act as the fiduciary agent of the regional Citizen Corps Council. Applications should not exceed the maximum amount each county is eligible to apply for multiplied by the number of counties (e.g., given a maximum application amount of \$7,000.00, four counties could apply for \$28,000.00).

### **Funding Levels**

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Applicants may submit project application proposals up to \$7,000.

**Applications requesting more than the maximum \$7,000 may be returned to the applicant without consideration.**

### **III. NIMS Compliance**

In order to receive FY 2009 CCP funding, the County EMA is required to certify as part of their grant application that they are addressing and/or have met the FY08 NIMS requirements. Please refer to the NIMS Certification form, which is included in the application packet for a listing of the Fiscal Year 2008 NIMS compliance requirements that shall have been met. Additional information about NIMS compliance and resources for achieving compliance can be found at *Ohio EMA NIMS* website <http://www.ema.ohio.gov/NimsGuidance.aspx> or the *NIMS Integration Center web page*, <http://www.fema.gov/emergency/nims>

### **IV. Investment Area and Eligible Program Activities**

FY09 HSGP required Ohio to submit a State Investment Justification. The Investment Justification outlined the initiatives that will be accomplished and thus funded via the FY09 CCP. DHS approved those Initiatives on August 21, 2009. Per this FY09 HSGP investment area, **local project(s) applications must directly align with the investment area in attachment A of this document.** In the Electronic Grants Management System (EGMS), applicants will be required to provide a project description. This is to include the selection of the investment area which will be supported by the project, and is to describe how the project will help local government achieve and/or participate in the investment milestone(s) identified in the state investment justification. **As per federal restrictions, no local applications written outside of the scope identified in the State Investment Justification will be funded via the FY09 CCP.**

## V. Allowable Program 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.

### A) Planning Costs

Integrating non-governmental entities into the planning process is critical to achieve comprehensive community preparedness. To meet this important objective, CCP funds may be used to support the following:

- Establishing and sustaining bodies to serve as Citizen Corps Councils
- Establishing and sustaining Citizen Corps Partner Programs
- Assuring that State and local homeland security strategies, policies, guidance, plans, and evaluations must include a greater emphasis on government/non-governmental collaboration, citizen preparedness, and volunteer participation
- Developing and implementing a community preparedness strategy for the State/local jurisdiction. 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 jurisdictional 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
- **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 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
- Promotional materials: pins, patches, magnets, clothing/headwear. **Expenditures for promotional items must not exceed 15 percent of the total Citizen Corps Program local 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

In most instances, printed materials must 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 your Citizen Corps Grant Program Specialist if you have questions regarding which materials are required to contain the above statement.

- **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. For reimbursement to be made, copies of

the agenda and sign-in sheet must be provided with the cash request. Approval of these expenditures on the budget worksheet does not waive the responsibility of the sub-recipient to provide copies of invoices, agendas and sign-in sheets at the time of the cash request.

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.

### ***Expenditure Limitations by Category or Item***

Hiring, overtime, and backfill expenses are eligible only to perform programmatic activities allowable under existing guidance. Supplanting, however, is not allowed. There is no cap on these types of personnel expenditures.

- Supplanting is defined as deliberately reducing State or local funds because of the existence of Federal funds. For example, when County funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the County replaces its County funds with Federal funds, thereby reducing the total amount available for the stated purpose.
1. Expenditures used for kits in volunteer response (CERT or MRC kits) or clothing for official identification must not exceed 30 percent of the Citizen Corps Program allocation.
  2. Promotional materials must not exceed 15 percent of the Citizen Corps Program allocation.

### **B) Equipment Costs**

Grant recipients are encouraged to leverage all HSGP resources for this purpose and all allowable equipment costs are listed in the Authorized Equipment List (AEL), available in its entirety online through the RKB at <http://www.rkb.us>.

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. Examples of equipment used to support training for citizens includes such items as burn pans or sample volunteer response kits.

**Expenditures for kits used in volunteer response (e.g. CERT or MRC kits / backpacks) or clothing for official identification must not exceed 30 percent of the total Citizen Corps Program allocation. Clothing for official identification are those items that volunteers are required to wear when engaging in public safety activities (e.g., t-shirts for CERT members, baseball caps for Neighborhood Watch/USAonWatch Program foot patrol members).**

**For equipment purchases, recipients should check the 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. Allowable CCP equipment categories at this time include:

- Personal protective equipment
- CBRNE operational search and rescue vehicles
- Information technology
- Interoperable communications equipment
- Decontamination
- Medical supplies and limited pharmaceuticals
- Power equipment
- CBRNE incident response vehicles
- CBRNE logistical support equipment
- 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.

### **C) Training Costs**

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.

Allowable costs for training include:

- instructor preparation and delivery time (to include overtime costs);
- 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;
- 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, and mannequins; and
- outfitting trainees and volunteers with program related materials and equipment, e.g., issuing CERT kits, credentials/badges, identifying clothing
- Instruction for trainers and training to support the Citizen Corps Council members in their efforts to manage and coordinate the Citizen Corps mission

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.**

Meeting expenditures, including meals, may be allowable. Food expenditures can be justified during the budget approval process. For reimbursement to be made, copies of the agenda and sign-in sheet must be provide with the cash request. Approval of these expenditures on the budget worksheet does not waive the responsibility of the sub-recipient to provide copies of invoices, agendas and sign-in sheets at the time of the cash request.

## **D) Exercise Costs**

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 DHS support (Citizen Corps program) 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 DHS 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 TARGET CAPABILITIES LIST. 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.

All exercises using HSGP funding must be NIMS compliant. More information is available online at the NIMS Integration Center, <http://www.fema.gov/emergency/nims/index.shtm> .

All exercise activities supported by FY2009 CCP must be pre-approved by the Ohio EMA. As a reminder, the applicant must attend a mandatory Training and Exercise Plan Workshop (TEPW) to coordinate and schedule their exercise activities and obtain approval in writing (email or memorandum) prior to encumbering any exercise related expenses or beginning any exercise planning activities. If you have questions regarding eligibility during the developmental stages of your exercise project proposal, please contact Darren Price, Exercise Program Manager, at 614-799-3660 or via e-mail [deprice@dps.state.oh.us](mailto:deprice@dps.state.oh.us)

## E) Administrative Costs

These costs are specifically attributed to the management and administration of the FY09 award. The grant recipient may budget up to, but not to exceed, 3% of its total FY09 CCP grant award to cover the recipient's administrative costs. Indirect costs are not considered administrative costs and are not permitted under the FY09 CCP grant. The allowable costs specifically include the following:

- Hiring of full-time or part-time staff or contractors to include, but not limited to, completing pre-grant application Budget Worksheets and Program Narrative; initiating, documenting, and tracking grant expenditures; inventorying equipment purchases; producing or completing required grant reports such as the Request for Cash, Encumbrance Report, and federally-required ISIP and BSIR;
- Overtime and backfill costs related to accomplishing allowed administrative tasks only to the extent the payment for such services is in accordance with the policies of the local unit(s) of government;
- Applicable Travel expenses to the extent the payment for such services is in accordance with the policies of the local unit(s) of government;
- Meeting related expenses (IAW with OMB Circular A-87 and 44 CFR) associated with County's Terrorism Advisory Team to discuss local Citizen Corps Program implementation and/or grant program management;
- Acquisition of authorized office equipment, including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which is required to support the implementation of the FY09 CCP and *only when* no such equipment is currently available to accomplish the task;
- Recurring fees/charges associated with *authorized office equipment*, such as cell phones, faxes, etc. (this does *not* pertain to *response equipment* purchased under the eligible equipment program category); and
- Leasing and/or renting of office space for *newly hired personnel* who will administer the programs within FY09 CCP, or for personnel currently being paid with SHSP funds for grant administration and will now be responsible to additionally administer FY09 CCP funding.

## F) Personnel Costs

Hiring, overtime, and backfill expenses are allowable only to perform programmatic activities deemed allowable under existing guidance. Supplanting, however, is not allowed. The 50% cap listed in Chapter IV, Section E of the **FY 2009 Homeland Security Grant Program, Program Guidance and Application Kit** is not applicable to CCP.

For the Metropolitan Medical Response System grant (MMRS) or CCP, the 50 percent personnel cap ceiling does not apply. The category of personnel costs does not apply to contractors.

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.

### ***Documenting Personnel Expenditures***

Care must be taken to document personnel expenditures. To ensure that personnel costs are accurately recorded and are appropriately charged against the grant, personnel activity reports or equivalent documentation must be maintained and meet the following standards:

1. must reflect an after the fact distribution of the actual activity of each employee,
2. must account for the total activity for which each employee is compensated,
3. must be prepared at least monthly and must coincide with one or more pay periods,
4. must be signed by the employee
5. Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to Federal awards.

Positions created and/or funded through FY04-FY08 CCP grants may continue to be supported with FY09 CCP funding provided that the position is dedicated to the same or similar purposes allowable under applicable grant program guidance.

Refer to 2 CFR Part 225 or your grant coordinator for more specific guidance.

## **G) Unallowable Costs**

FY09 CCP funds may not be used for activities unrelated to the completion and implementation of the grant program. Further, equipment grant funds awarded under this program may not be used to reimburse costs for equipment procured prior to or after the award performance period. For equipment or office equipment-related costs, grant funds may not be used for:

- General use software (for basic word processing, graphics, spreadsheets, etc.)
- General use computers and related equipment (used for day-to-day office work not associated with the Citizen Corps Program,)
- General use vehicles
- Registration, Insurance, Licensing, and other fees (not otherwise specifically allowed in the AEL)
- Weapons systems and ammunition
- Equipment not in accordance with the FY09 CCP Authorized Equipment List (AEL).
- Construction and Renovation are not allowed under the CCP.

Grant funds may not supplant previously budgeted funds meant to accomplish the same tasks, activities, purchases, and/or expenses. **Also, grant funds will not be used to pay for Indirect Costs.**

Grant funds may not be used as a source of matching funds for other state or federal grant programs. Additionally, CCP grant funds may not be transferred to cover costs within the other

HSGP grant programs (LETPP, UASI, or MMRS) or another separate state or federal grant program.

## **VI. Grant Application**

### **A) Application Submission**

**Grant Application Forms with original signature must be mailed or hand delivered to Ohio EMA and must be postmarked by March 2, 2011.** Grant Application forms not postmarked or received by that date/time will not be considered for funding. Grant applications *must be mailed or hand delivered* to the Ohio EMA Preparedness Grants Branch, 2855 W. Dublin-Granville Rd, Columbus, Ohio, 43235.

Applicants will base their application for FY09 funding on the information presented in this guidance and contained in the following Attachments to the guidance:

- Attachment A, Investment Milestones Reference Guide
- FY09 CCP Local Grant Application forms 1-3

### **B) Application Forms**

#### **1) Summary of Projects/Costs**

This form acts first as a checklist to ensure all forms are complete and attached. It next lists all Projects being submitted for funding and their respective Total Costs. Finally, the county's authorized representative will sign and verify that the Citizen Corps Council did concur on the submission of the application.

#### **2) Project Application**

This form will outline the goal of your project, timeline, and an estimated budget to accomplish the project. You may apply for more than one project. However, the total amount of your project(s) may not exceed \$7,000.

#### **3) Contact Information**

For Ohio EMA to complete the official Grant Agreement, the county must identify the three individuals who will manage and address any state/federal questions on the status of projects or funding. The Project Manager should be the person who has the day-to-day status of all project tasks and accomplishments. The Financial Officer should be the representative in the County Auditor's or Treasurer's office who will receive the transfer of funds and can address the pay-in/out of funds transferred to the county. The Signatory Official is the person who signs the Grant Agreement on behalf of the county.

## C) “Project” Overview

A Project is a specific accomplishment of a task such as the purchase of equipment or completion of training that fulfills a clearly defined capability gap/need at the local or regional level, and in accordance with the FY09 State Investment Justification. One Project may contain the various elements of Planning, Equipment, Training, and Administration as necessary to complete the Project.

The county grant application will consist of one or more Projects designed to directly support the State’s FY09 Citizen Corps Program. Counties are not required to complete a Project for each Investment Area. Instead, the county may complete multiple Projects for multiple Investments or only one Project within a single Investment, as it correlates with one or more of that Investment’s Milestones.

Regional projects (two or more counties) are encouraged to be funded directly from the local CCP funds based on the common needs/gaps of the counties within a given region. How the regional need is funded depends on the capability being fulfilled and the availability of funds at the local level. For example, if the goal is to fulfill a specific regional team’s need (ie. CERT), the host county of that team could/should submit one Project to support that team. Additionally, the other counties supporting that team could also submit and fund similar Projects for that team. In this case, each county shares in the cost of equipping or training that team. If the regional goal is to fulfill a common capability of all counties within a given region (ie. all will form a common Citizen Corps Council), then the individual counties will identify that same project in their respective applications and fund their respective costs accordingly.

## VII. Grant Application Processing

Upon closure of the grant applications period, all projects will be compiled, reviewed and, if deemed appropriate, approved for funding. Once final awards are made Ohio EMA will provide additional guidance and grant agreements to successful applicants. For FY 2009 CCP, all grant application and management beyond the Grant Agreement and Assurances will be conducted using Ohio’s Electronic Grant Management System (EGMS). Sub-grantees may access the system and user guide by using the following web link <http://ema.state.oh.us/oemagrants>.

**Ohio EMA will issue signed/completed grant agreements within 30 calendar days of receiving local grant applications and/or having final budgets approved and on file with Ohio EMA.**

## VIII. Grant Performance Period

The performance period for the FY09 CCP is August 1, 2009 - May 30, 2012. **All equipment must be received and installed as well as the final cash draw-downs must be submitted by the end of the performance period.** No funds may be spent on activities or costs that occur outside of the defined grant performance period.

Any FY09 CCP funds not properly spent within the performance will be de-obligated by Ohio EMA for re-obligation to other eligible grant recipients. **There will be no extensions to the grant performance period.**

## **IX. Post Award Grant Administration**

### **A) Cash Request Process**

The cash request process for the FY2009 CCP requires that services have been completed (contract, personnel, etc.) and/or that equipment has been received and invoiced. To be reimbursed, costs must be eligible and proper back-up documentation must be submitted through the Electronic Grants Management System. Cash requests will be reviewed by a Program Specialist to ensure completeness when received by Ohio EMA.

#### **1. Program Specialist review**

The first step of the reimbursement process is an initial review for cash request completeness. This review is conducted by your Preparedness Grants Program Specialist and focuses on making sure forms are filled out properly, costs are reflected in the budget and complete documentation accompanies the request.

If a cash request is not complete, which includes but is not limited to the following items: lacking proper signature, cash request not completely filled out, lack of proper documentation, the request will be rejected to the sub-grantee for revision. Sub-grantees are encouraged to utilize their Program Specialist for technical assistance, as needed, in filling out the cash request and compiling documentation to support the cash request.

##### **a) Proper documentation**

Cash requests submitted for reimbursement from the FY2009 CCP must be accompanied by proper documentation of each cost. Proper documentation requires "Proof of Cost" (time **and** effort records, invoices, bills, etc.). If proper documentation is not provided, the cost may be un-allowed for reimbursement.

Food costs associated with grant funded actions (meetings, trainings, etc.) must be documented by proof of cost, purpose of event (agenda, invitation, etc) and a roster or sign in sheet of persons attending. Food costs submitted for reimbursement without all listed documentation will be un-allowed.

#### **2. Eligibility review; processing**

The second step of the reimbursement process is a determination of eligibility, data entry of the cash request for tracking/monitoring purposes and preparation for payment. The Ohio EMA Preparedness Grants Branch conducts this step.

#### **3. Payment processing and notification**

The final step of reimbursement is approval of cash request by Ohio EMA fiscal and payment through an electronic funds transfer (EFT).

#### **4. Tracking and Close-Out**

Upon completing full reimbursement of your allocation or end of the program period of the grant, Ohio EMA will send a close-out notification to the local jurisdiction advising of the closure of the sub-grant and the final disposition of any un-spent funds.

#### **3. Financial Management**

Local governments receiving federal preparedness funds shall establish and maintain financial management systems in conformity with FY2009 grant guidelines, federal regulations and applicable OMB Circular(s).

### **X. Grant Termination**

Ohio EMA may suspend or terminate funding under this grant, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to comply with the requirements or statutory objectives of federal law
- Failing to make satisfactory progress toward the goals or objectives set forth in this application
- Failing to follow grant agreement requirements or the respective grant guidance
- Failing to submit required reports
- Filing a false certification in this application or other report or document.

Before suspending or terminating funding, Ohio EMA will provide the Advisory Team reasonable notice of its intent to impose any measure and will make efforts to resolve the problem informally.

### **XI. Federal Grant Guidance and Financial Requirements**

Federal FY09 CCP grant guidance applies and supports the management of FY09 CCP funds and can be found at [www.fema.gov/grants](http://www.fema.gov/grants). Applicable sections of federal guidance should be consulted and understood by the county prior to submitting its application. Failure to adhere to guidance and its general conditions can result in suspended or terminated grant awards as well as the repayment of funds.

In the management of the FY09 CCP funds, the grant recipient will comply with the guidance outlined here within as well as the federal grant guidance. When state and federal grant guidance conflicts, the state guidance will take precedence unless otherwise stated here within. Clarifications shall be directed to and resolved by the Ohio EMA Preparedness Grants Branch.

Applicants shall comply with all applicable laws, regulations and program guidance. A nonexclusive list of regulations commonly applicable to DHS grants are listed below, including the guidance:

#### **A) Administrative Requirements**

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)

### **B) Cost Principles**

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

### **C) Audit Requirements**

1. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

OMB Circulars can be found at [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars).

### **D) Grant Fund CFDA**

The CFDA number for the FY09 CCP is **97.067**, as part of the overall FY2010 HSGP.

### **E) Freedom of Information**

DHS recognizes that much of the information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis and may likely fall within one or more of the available exemptions under the Act.

Information provided under the Project Descriptions is considered to be a security record and thus is not public record as per Revised Code 149.433. The other application forms and information submitted with this grant application is not and is considered public record. The county should consult their respective legal offices for more information on the applicability of RC 149.433.

## **XII. Reporting Requirements**

Upon official award, applicants acknowledge they will have to agree to complete quarterly reports to the Ohio EMA; and also agree to update the Bi-annual Strategy Implementation Report (BSIR) on the federal Grants Reporting Tool (GRT, due NLT January 10 and July 10 each year until the grant concludes, and then to complete one final BSIR within 120 days of the federal grant closure date. Further information on quarterly and bi-annual reporting will be provided with issuance of the official grant agreement.

## POINTS OF CONTACT

For **Grant and Administrative** needs, contact:

- **Northwest** Ohio, David O'Reilly, Program Specialist  
614-799-3604 or via [DOReilly@dps.state.oh.us](mailto:DOReilly@dps.state.oh.us)
- **Northeast** Ohio, Joe Haller, Program Specialist  
330-837-3078 or via [JDHaller@dps.state.oh.us](mailto:JDHaller@dps.state.oh.us)
- **Southwest**, Carl Sofranko, Program Specialist  
614-799-3605 or via [CDSofranko@dps.state.oh.us](mailto:CDSofranko@dps.state.oh.us)
- **Southeast** Ohio, Jessica Yuzwa, Program Specialist  
614-799-3603 or via [JLYuzwa@dps.state.oh.us](mailto:JLYuzwa@dps.state.oh.us)
  
- Kathleen Nelson, Grants Administrator  
614-799-3836 or via [KNelson@dps.state.oh.us](mailto:KNelson@dps.state.oh.us)

For **Program Management** inquiries, contact

- Todd Barstow, State Citizen Corps Program Manager  
614-799-3828 or via [tbarstow@dps.state.oh.us](mailto:tbarstow@dps.state.oh.us)
- Pam Harcarik, State Citizen Corps Coordinator  
614-799-3820 or via [pharcarik@dps.state.oh.us](mailto:pharcarik@dps.state.oh.us)

For **Exercise Program** needs, contact:

- Darren Price, Exercise Program Manager,  
614-799-3660 or via [deprice@dps.state.oh.us](mailto:deprice@dps.state.oh.us)

For **Training Program** needs, contact:

- Phil Johnson, Training Supervisor,  
614-799-3680 or via [prjohnson@dps.state.oh.us](mailto:prjohnson@dps.state.oh.us)

For **State Homeland Security Strategy** inquiries, contact

- Tracy Proud, Senior Strategic Planner,  
614-644-3886 or via [tproud@dps.state.oh.us](mailto:tproud@dps.state.oh.us)

**APPLICATION FORMS** (see attached for the following)

a) **Attachment A:** FY09 Investment Justification Milestones Reference Guide

b) **Grant Application Forms**

1) Summary of Projects/Costs

2) Project Application

3) Contact Information

### Investment Milestones Reference Guide

Per the FY09 CCP investment area, local project applications *must* directly align with the investment area as outlined in the table below. Per the Project Description in EGMS, applicants *must* describe how a project relates to the investment areas and specifically what milestone the project will participate in and help achieve.

#### **Investment Area #1 Citizen Corps Program**

**Investment Description:** This investment will support community preparedness and participation initiatives by supporting the establishment and maintenance of Citizen Corps Councils and Citizen Corps Charter Programs. Through these efforts we will promote citizen preparedness by providing venues for effective collaboration, through preparedness planning, with volunteer opportunities, and via awareness programs.

**Aligning National Priorities:** Strengthen Planning and Citizen Preparedness Capabilities

**Aligning Target Capabilities:** Community Preparedness and Participation; Volunteer and Donations Management; Mass Care; Medical Surge; Planning.

## FY 2009 Citizen Corps Program

**Application Deadline, post-marked by March 2, 2011**

**Application Checklist, completed:**

- 1. *This form.* FY09 Citizen Corps Program (CCP) Summary of Projects/Costs
- 2. Project Application
- 3. Contact Information Sheet

**Reminder:** Eligible Projects must directly support specific State Investment Justification Milestones.

### FY09 CCP Summary of Projects/Costs

<b>County/Region:</b>		
<b>Requested Amount:</b>	\$	
	Project Title(s) (shown in order of priority, Admin does <i>not</i> require a priority #)	Funding Budget
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
--.	Grant Administration (limited to 3% of grant award)	\$
<b>Requested Amount:</b>		\$

Grant Signatory Official (signature)

Date

\_\_\_\_\_

\_\_\_\_\_

## FY09 CCP Grant Project Application

Complete a form for each project you are seeking to be funded. Multiple projects may be submitted, but the maximum award to each sub-grantee will be capped at \$7,000. Refer to the FY09 CCP grant guidance for specific information on what costs/activities are eligible.

<b>County/Region:</b>		<b>Program Category</b>	<b>Funding Budget</b>
<b>Project Title:</b>		<input type="checkbox"/> Planning	\$
		<input type="checkbox"/> Equipment	\$
		<input type="checkbox"/> Training	\$
		<input type="checkbox"/> Exercise	\$
		<input type="checkbox"/> Administrative (M&A)	\$
		<b>Total Project Costs</b>	<b>\$</b>

**Project Narrative:** please note that the spaces below will expand & rollover to the next page as text is entered, and thus you are not limited to the amount of narrative provided per space.

<p><b>1.</b> Is this a new or continued project? If continued, provide the project and amount allocated from previous CCP awards</p>
<p><b>2.</b> Describe the purpose of this project. This response should include the final goal of the project, objectives to be accomplished with this funding and the impact the project will have on citizen preparedness in your county/region.</p>

<p><b>3. Provide a timeline that ensures the Project will be initiated immediately upon receiving the grant award and that the Project will be completed within the grant performance period</b> (Note the compressed time frame of the grant opportunity with performance period ending on <b>May 30, 2012</b>.)</p>
<p>1. <i>Date/Project Activity Description</i></p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p> <p>Completion Date:    /    /</p>

Attach any additional documentation or justification you feel is necessary (*not required*) that better clarifies the necessity to complete this Project. Please list attachments below.

# Contact Information

Date:

<b>County:</b>	
<b>Tax ID#:</b>	
<p><b>Point of Contact Information</b>  <i>Identify the Grant Project Manager, Jurisdiction’s Financial Officer, and Signatory Official.</i></p>	
<b>Grant Project Manager</b> <i>(Individual who will operationally manage and answer questions on the day-to-day project accomplishments.)</i>	
<b>Name/Title</b>	
<b>Department</b>	
<b>Address</b> (Street, City, Zip)	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Jurisdiction Financial Officer</b> <i>(Individual from Auditor/Treasurer’s office authorized to provide/share information on financial records.)</i>	
<b>Name/Title</b>	
<b>Department</b>	
<b>Address</b> (Street, City, Zip)	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Signatory Official</b> <i>(Individual authorized to sign the Notice of Award)</i>	
<b>Name/Title</b>	
<b>Department</b>	
<b>Address</b> (Street, City, Zip)	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<p><i>If during the grant period any changes are made to the above information, a revised Contact Information form MUST be provided to the Ohio EMA within 5 business days of the change. If change is for the Signatory official, an official letter from the Jurisdiction announcing the change must accompany the form</i></p>	