

Attachment III
Program Specific Grant Guidance- Citizens Corps, including CERT
FY 2002 Supplemental Funds

CFDA Number: 83.564

During the 2002 State of the Union Address, President George W. Bush announced the creation of USA Freedom Corps, a call to service for every American. Citizen Corps is the component of USA Freedom Corps that encompasses public education, training, and volunteer opportunities to engage all citizens in making their communities safer, stronger, and better prepared for preventing and handling threats of terrorism, crime, and disasters of all kinds. Because of FEMA's central mission of disaster mitigation, preparedness, and response and its existing relationship with state and local governments, the President asked FEMA to take the lead role in coordinating Citizen Corps.

Citizen Corps brings together leaders from law enforcement, fire services, emergency medical, emergency management, volunteer organizations, the private sector, and local elected officials to form Citizen Corps Councils. These Councils provide local oversight for engaging citizens in homeland security and for promoting community preparedness and family safety in three principal ways: through public education and outreach, through training opportunities, and through volunteer programs that draw on special skills and interests. One of these training programs is the Community Emergency Response Team (CERT) program, also administered by FEMA.

The FY 2002 Supplemental Funds provided to FEMA for Citizen Corps will be used to:

- Support the formation of Citizen Corps Councils and the oversight and outreach responsibilities of these Councils, and
- Expand CERT training across the country. CERT training puts in place a volunteer response force that can supplement the emergency and disaster response capabilities within a community. FEMA's goal is to have 400,000 community members trained in the CERT program over the next 2 years.

Target Funding Allocations

Under the Citizen Corps funding allocations, a specific amount will be designated for Citizen Corps Council activities and a specific amount will be designated for CERT. Attachment VI provides the target funding allocations for each State for Citizen Corps Council activities and for CERT. Funds are allocated on the basis of the percentages prescribed in Section 1014 of the USA Patriot Act. Each state will be allocated a base amount of .75 percent of the total amounts identified for Citizen Corps Council activities and CERT and each territory will be allocated a base amount of .25 percent of the total amounts. The remainder of the funds will be allocated to the states on the basis of population and added to the base amounts.

Match Requirements

There are no cost-share or match requirements associated with this funding. **It is 100 percent federal funding for all grants and subgrants.**

Requirement to pass at least 75 percent of funds to local governments

Each grantee is required to pass through at least 75 percent of their grant award for each category to local governments.

Application Requirements

Grantees may award funding to subgrantees as follows: a) funding for both Citizen Corps Council activities and CERT, b) Citizen Corps Council activities only, or c) CERT only. Applications from subgrantees must be clear for which option funding is being made. The Grantees must make subgrantee awards in accordance with program distribution allocations.

Citizen Corps Council Activities

The purpose of a Citizen Corps Council is to bring together the appropriate leadership in a community to focus on engaging citizens in homeland security and for promoting community preparedness and family safety. Citizen Corps Councils have the oversight responsibility to implement the official Citizen Corps programs offering training and volunteer opportunities and to conduct a strategic approach to public education and outreach in order to inform the public about crime prevention, mitigation, preparedness, and public health measures.

In its grant application for Citizen Corps Council activities, the state must include a timeline for developing a jurisdiction-wide strategy to implement Citizen Corps, including formation of a State Council, its criteria for awarding subgrants, and a description of how it will solicit and evaluate subgrant application proposals. The application should also include a description of the procedure it will use to meet reporting requirements.

Performance reports from grantees must include a summary of all State and local Citizen Corps Council activities, such as: public education and outreach; training; and volunteer activities relating to community and family safety, with specific details on citizen participation in any Citizen Corps program (e.g. Neighborhood Watch, Medical Reserve Corps, etc.).

CERT

Objectives for the use of CERT funds:

1. For Grantees to conduct a CERT Train-the-Trainer course(s) to prepare program managers and instructional teams from communities that will initiate or expand the CERT training program.
2. For local governments to initiate, organize, train, and maintain CERTs and to use these teams as an emergency management resource and as a volunteer pool to

perform special projects that improve a community's preparedness.

3. For communities with established CERT programs to continue, maintain and expand these programs.

In its grant application for CERT funding, the State must include a timeline for conducting CERT Train the Trainer (TTT) course(s) for its jurisdictions, its criteria for awarding subgrants, and a description of the procedure it will use to meet the reporting requirements to the FEMA Regional office. The application must also include a process for soliciting, evaluating, and awarding subgrants to local governments that will establish or continue a CERT program as part of its community preparedness efforts. The application should include:

- a. A timeline for the use of the funds within the performance period.
- b. Proposed number of trained CERT instructors.
- c. Proposed number of people who will be trained using the CERT program.
- d. The plan to maintain CERT members, indicating how they can be used to supplement emergency management activities in disaster and non-disaster situations.
- e. The procedure based on State guidance for reporting information to meet the State's reporting requirement to the Region. The Region will require a quarterly report from grant recipients on the number of CERT members trained during the reporting period, total number trained since receiving the grant (note: communities that have an existing CERT program can also include a category on the number of people trained in CERT since September 2001), portion of the grant spent during that reporting period, and the total amount of funding used to date.
- f. A commitment to submit reports outlining CERT activation for emergency and non-emergency situations. This will include situations where CERT members have augmented a community's emergency management capability. Examples of non-emergency would be any special project or activity that enhanced a community's preparedness.

Eligible Activities:

Citizen Corps Council Activities

Grantees must develop a jurisdiction-wide strategic plan for Citizen Corps and implement the elements of that plan, including:

- Establishment of Citizen Corps Councils at the State and local levels. All jurisdictions are encouraged to make use of existing community planning boards and volunteer programs that promote the increased use of volunteers for homeland security or first responder activities. These sources should be included in the jurisdiction-wide strategic plan.

- Technical assistance and support to local governments in establishing Citizen Corps Councils and in expanding Citizen Corps activities (outreach, training, and volunteer programs) across the jurisdiction, to include travel expenses.
- A method to track Citizen Corps activities across the jurisdiction.
- A process to increase collaboration between the first responder/emergency management community, volunteer groups and organizations, and other stakeholders.
- Outreach and public education campaigns to promote Citizen Corps and community preparedness and family safety measures, to include printing, marketing, advertising, public service announcements, travel, and special events.
- Additional planning, training, exercises, and supplies that support Citizen Corps Council activities.
- Hiring personnel or contract support that directly support the accomplishment of these tasks.

Grantees must allocate at least 75 percent of their funding to local governments. Grantees are expected to prioritize funding to local governments that have a) an established Citizen Corps Council, b) a demonstrated commitment to community preparedness and family safety practices, or c) a high-risk profile based on crime, disaster vulnerabilities, public health issues. Examples of a commitment to community preparedness and family safety include:

- existing outreach, training, or volunteer programs active in the area that promote community preparedness and family safety;
- plans to use existing volunteer groups, such as Ameri*Corps, American Red Cross, Points of Light Volunteer Centers, and others to manage and mobilize local volunteers;
- community-based events or exercises that promote safety;
- mutual aid agreements with other jurisdictions relating to community safety; and
- a commitment to citizen participation in crime prevention, emergency preparedness, mitigation, disaster response and recovery, and public health, to include volunteer coordination as part of the local Emergency Operations Plan.

Applications from local governments to the State should address specific activities that meet these criteria and should include proposals for funding Citizen Corps Council activities and plans to implement Citizen Corps throughout the jurisdiction, to include:

- Establishing a Citizen Corps Council at the local level.
- Assessing risks;
- Assessing current resources;

- Developing a strategic approach to public education, training opportunities, volunteer programs, to include special needs populations;
- Implementing public education and outreach campaigns to promote Citizen Corps and community and family safety measures, to include printing, marketing, advertising, and special events;
- Establishing a tracking system to track activities and participants (in compliance with applicable privacy laws) and to support FEMA reporting requirements;
- Fostering an increased collaboration between the first responder/emergency management community, volunteer groups, and other stakeholders;
- Using citizens in all aspects of crime prevention, mitigation, preparedness, disaster response and recovery, and public health activities; and
- Implementing the official Citizen Corps programs.

CERT

These funds will be used to conduct CERT TTT(s) at the State level to prepare program managers and instructional teams to return to their area to implement the training. Funds can also be used for grants to communities to support CERT start-up efforts and expand efforts in existing programs.

Grants are to be used to conduct the Emergency Management Institute's CERT program, which is a 20 hour course including the new "CERT and Terrorism" Module. The standard for the CERT concept and training material can be viewed on the Internet at <http://training.fema.gov/EMIWeb/cert/>. The goal of this grant program is to train and involve community members in emergency management using CERT training as a vehicle to initiate this goal.

Possible sources for delivery of this program at the local level include local emergency management and response agency personnel, education training centers, schools of higher education, and other training sources. Funding may also be used to pay for contractual services acquired for the specific purpose of training and educating CERT members. Regardless of the training source, the program shall be sponsored by a public sector emergency management or response agency or the local Citizen Corps Council that will manage and maintain the CERT volunteer resource. Categories for grants funding include:

- Instructor preparation and delivery time
- Program administration of CERT
- Creation and maintenance of CERT database
- Rental of a training facility
- CERT members' hard hat, safety vest, goggles, and gloves
- Printing CERT material to include instructor guides, student manuals, brochures, certificates, handouts, newsletters and postage (preference is for an electronic newsletter with e-mail addresses as part of database).
- Other items applicable to CERT as explained in jurisdiction's work plan.
- Non-expendable classroom equipment for CERT delivery is limited to 10% of the grant award

Performance Periods

The performance period for grants to support Citizen Corps Council activities and CERT is 12 months from the date of the grant award.

Reporting Requirements

In addition to the reporting requirements described in the general Grants Guidance, Grantees must submit the following information to the FEMA Regional office quarterly:

Program Activity Report:

- a. The Grantee must submit a Program Activity Report to the FEMA Regional office every quarter. Grantee and subgrantee activities should be reported for the reporting period and for the cumulative period from the grant award date. Program Activity Reports shall include the following information:

Citizen Corps Council activities

- a. Number of Citizen Corps Councils in the state or territory, with contact information for the local point of contact, and an estimate of the percentage of the state/territory population covered by the local Councils.
- b. Public education and outreach activities, including number of preparedness and mitigation publications distributed to the public, to include participation in official Citizen Corps programs,
- c. Number of people trained in community preparedness and family safety measures, to include first aid, emergency preparedness, and general safety precautions, to include participation in official Citizen Corps programs,
- d. Number of volunteers participating in formal programs relating to crime prevention, emergency preparedness, mitigation or response, and public health needs, to include participation in official Citizen Corps programs,
- e. Total amount of grant fund used to date and for what activities,
- f. Concerns regarding a jurisdiction's use of its grant allocation or difficulty in meeting any target goals. The report should also include any suggested remedies, and
- g. Examples of citizen participation in community preparedness and family safety, including crime prevention, mitigation, preparedness, disaster response and recovery, and public health activities.

CERT

- a. Number of CERT trainers and members trained, by location.
- b. Total amount of grants funds used to date.
- c. Concerns regarding a jurisdiction using its grant allocation or meeting its training targets. Include any suggested remedies.
- d. Examples of emergency and non-emergency use of CERT in the community.

Additional Guidance and Information

Citizen Corps: A Guide for Local Officials and citizen preparedness publications are available on the Citizen Corps website: <http://www.citizencorps.gov>.

CERT basic training material promoted by FEMA is on the CERT website: <http://training.fema.gov/EMIWeb/cert/>.