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TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact

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SUBJECT: Further clarification on eligible expenditures for Citizen Corps in FY 2004

This bulletin will clarify eligible State Homeland Security Strategy and Urban Area Security Initiative expenditures in support of Citizen Corps initiatives, as well as other eligible expenditures in support of Citizen Corps' all-hazards mission.

State Homeland Security Strategy

The overview section of the "Fiscal Year 2004 Homeland Security Grant Program: Program Guidelines and Application Kit" includes the following guidance:

All allocations and use of funds under the HSGP must support the goals and objectives included in the State Homeland Security Strategy. [page 6] and

All funds provided must be linked to one or more projects, which in turn must support specific support specific goals or objectives in the State's Homeland Security Strategy. [Appendix C, page C-1]

While states were encouraged to "integrate Citizen Corps program activities into the prevention, response, and recovery goals and objectives captured in their strategies" in ODP Information Bulletin 88, dated December 2, 2003, as a new component of the Homeland Security Grant Program, states were not required to include Citizen Corps in the State Homeland Security Strategy. As such, if states did not include Citizen Corps activities in the state strategy, the grant guidance provided in the Citizen Corps section of the Program Guidelines stands as the ruling determinant for appropriate use of the Citizen Corps funds.

Citizen Corps initiatives and programs address all hazards, therefore Citizen Corps funding can be used to support citizen participation in planning, public education initiatives, training, volunteer programs and exercises for all hazards as identified in state or local plans adopted

through the appropriate state decision making authority, such as an Hazard Vulnerability Identification and Analysis plan or other similar locally adopted plan.

State Homeland Security Program and Urban Area Security Initiative

As stated in the Fiscal Year 2004 Homeland Security Grant Program: Program Guidelines and Application Kit, the objective of the State Homeland Security Program component is to provide “funds to enhance the capability of State and local units of government to prevent, deter, respond to, and recover from incidents of terrorism involving the use of chemical, biological, radiological, nuclear, and explosive (CBRNW) weapons and cyber attacks.” [SHSP Guidance Page 15]

Similarly, the Fiscal Year 2004 Urban Areas Security Initiative Program: Program Guidelines and Application Kit, states that the objective of the UASI Program is to provide “financial assistance to address the unique planning, equipment, training, and exercise needs of large urban areas, and to assist them in building an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism.” [UASI Guidance Page 9]

Use of Funds to Support Citizen Corps Activities

Within the stated intent of these components to address threats or acts of terrorism, expenditures for Citizen Corps are eligible as specified in the following language:

Coordination of citizen and family preparedness plans and programs, including donations programs and volunteer initiatives. [SHSP Guidance Page 16, UASI Guidance Page A-1]

Awareness training for citizen preparedness is also allowable. [SHSP Guidance Page 32, UASI Guidance Page A-17]

This includes public education and outreach activities to better inform the public about preparedness measures; training for citizens; planning, participation, and review of exercises; and volunteer services initiatives to support the stated goal of the Homeland Security Grant Program. States may use these SHSP and UASI funds to more fully develop Citizen Corps activities throughout the state.

Training via non-ODP courses

The overview section of the “Fiscal Year 2004 Homeland Security Grant Program: Program Guidelines and Application Kit” further stipulates:

Program guidance allowing for the use of funds to support training activities has been expanded to include the development of, and attendance at, non-ODP courses, provided recipients follow the guidance for ODP approval included in Appendix D. [page 7]

Fiscal Year 2004 Citizen Corps funds may be used to support Citizen Corps Councils with planning, public education and outreach, and the management of Citizen Corps training and volunteer programs. Training is a central component to the Citizen Corps mission and training funded by these grants can include all-hazards training for citizens, as well as training to Citizen Corps Council members. Therefore, eligible training funded with FY 2004 grants may include: principles of emergency management, basic incident command system, volunteer management, all hazards citizen preparedness, subject specific disaster response and recovery programs, multi-hazard emergency planning, as well as the training courses offered by any of the Citizen Corps programs and affiliates, and attending related conference and workshops.

Training courses for the general public that addresses crime prevention, terrorism, public health issues, emergency preparedness and response, first aid, mitigation/property damage prevention, home safety practices, and community safety efforts are an allowable use of FY 2004 Citizen Corps funding. Training to support the Citizen Corps Council members to manage and coordinate such training or any aspect of the Citizen Corps mission is also an allowable use of the FY 2004 Citizen Corps funding.

To request the development of courses that are outside the scope of these programs and currently not offered by DHS, the Citizen Corps charter programs, or Citizen Corps affiliates, please adhere to the non-ODP course approval guidance as outline in Appendix D of the FY 2004 Homeland Security Grant Program Guidelines.