

Federal Fiscal Year 2009 Homeland Security Grant Program Citizen Corps Program (CCP) Application Coversheet

Alaska Division of Homeland Security and Emergency Management

Application Deadline 11:59 p.m., Wednesday, July 1, 2009

Application Checklist

- Application:
 1. Completed Federal Fiscal Year (FFY) 2009 Homeland Security Grant Program (HSGP) Application Form
 2. Project budget and budget category cost estimates for each project
 3. Completed FFY 2009 HSGP State Managed Programs Application Form, if requesting
 4. Contact Sheet with required three (3) signatures for jurisdiction

- Attach a spending plan to expend the balance of any remaining FFY 2007 and 2008 Citizen Corps Grant funds, if applicable.

- Attach any applicable Memorandum of Understanding (MOU), or Memorandum of Agreement (MOA) related to inter-agency projects.

- National Incident Management System Compliance Assistance Support Tool (NIMSCAST) input completed for 2008/2009.

- Check if project(s) requires Environmental Planning and Historic Preservation (EHP) consideration. EHP requirements will be defined upon project approval.

- For Citizen Corps Program (CCP) Grant Applications, please attach:
 1. Proof of local Citizen Corps Council establishment, such as a resolution or documentation of tribal or jurisdictional Council adoption.
 2. Current CCP points of contact, Council members, and volunteers, including their status (CERT-trained, active, etc.)
 3. Local mission statement, summary of past accomplishments, and future objectives to be accomplished within the next five years (vision statement).

Reminder: Eligible projects need to support the Investment Category chosen.

Jurisdiction:	
Responsible Borough: (if applicable)	

Citizen Corps Program (CCP)

Project Priority	Project Title	EHP Consideration	Funding Request
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
Total CCP Projects Request:			\$

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FFY 2009 HSGP CCP Grant – Project Application

Complete a separate HSGP Project Application for each project as it pertains to the applicable Investment Category. Multiple project applications may be submitted under a single Investment Category. If the project requires an Environmental Planning and Historic Preservation (EHP) review and approval, check the box. Each project must stand alone and will be evaluated on its own merits. Please prioritize all submitted projects. Refer to the State Overview and Guidelines, page 6 for further EHP explanation. Reminder: Eligible projects need to support the Investment Category

Investment Category:

Strengthen Planning and Preparedness

Grant Program: CCP

EHP Consideration

Project Title:	
Project Priority:	
Jurisdiction:	
Responsible Borough: <i>(If Applicable)</i>	

Narrative Summary: This Investment integrates four previous investments, reflecting inherent linkages and shared strategies among planning and preparedness, regional collaboration, and information sharing. Regional and statewide planning workshops, training, and exercises foster regional collaboration, information sharing, and the ability to respond and communicate effectively with partners within and across communities. Citizen Corps Programs expand the cadre of citizens and entities actively engaged in community planning and preparedness. The mission of Citizen Corps is to harness the power of every individual through **education, training, and volunteer service** to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds. This local approach is critical to address the diversity and uniqueness of Alaska’s communities.

Citizen Corps typically strengthen planning and preparedness through projects that:

- promote and strengthen the Citizen Corps programs at the community level, such as Volunteers in Police Service programs, CERT teams, Medical Reserve Corps units, and Neighborhood Watch groups;
- provide opportunities for special skills and interests;
- develop targeted outreach for the community, including special needs groups;
- provide opportunities of training in first aid and emergency preparedness;
- organize special projects and community events;
- encourage cooperation and collaboration among community leaders; and
- capture smart practices and report accomplishments; and create opportunities for all residents to participate.

Primary Target Capability: (1) Planning

Secondary Target Capability: (1) Citizen Evacuation and Shelter-in-Place
 (2) Community Preparedness and Participation
 (3) Intelligence and Information Sharing and Dissemination
 (4) On-Site Incident Management

National Priorities: (1) Strengthen Information Sharing and Collaboration Capabilities
 (2) Strengthen Planning and Citizen Preparedness Capabilities
 (3) Expanded Regional Collaboration
 (4) Implement the NIMS and NRF

State Homeland Security Goals: (1) Strengthening Statewide Planning and Citizen Capabilities
 (2) Strengthen and Build Regional Collaboration throughout Alaska
 (3) Strengthen Information and Intelligence Sharing
 (4) Increase Capabilities in Incident Management through the Implementation of the National Incident Management System (NIMS) and the National Response Framework (NRF)

Listed below are eligible projects under this investment. Please check the box applicable to the project proposed by your jurisdiction. If the "OTHER" box is checked, please provide a project name and in question one–A, a detailed description of how the project supports the investment category.

For all projects, a detailed project description must be given in question one–A. **Grantees must demonstrate the dual–use nature of any activities implemented under this program that are not explicitly focused on terrorism preparedness.**

Eligible projects under this Investment Category:

Sustainability (Planning):

- Salary for Citizen Corps Coordinators and emergency managers *to achieve specific outcomes* (Application must indicate what will be accomplished with funding)

Planning:

- Projects to expand emergency planning collaboration within and external to jurisdictions

Training/Outreach:

- Public education and outreach campaigns
- CERT equipment, Neighborhood Watch signage, and other program–related procurement
- Training to sustain and develop local Citizen Corps Councils and/or train volunteers
- Regional or statewide CCP projects

Exercise:

- Participate in Alaska Shield 2010 exercise with CERT teams and other trained volunteers (Alaska Shield will be held between April 26 and May 7 (exact dates TBA; teams need only participate one day or as appropriate to their exercise). CCP project manager must participate in planning events related to the exercise; related travel, if any, will not be funded through this grant and should not be included in the budget.

Equipment:

- Allowable equipment from the Authorized Equipment List (AEL) at the Responder Knowledge Base (RKB), www.rkb.us.

Other:

- Project Title: _____

1. Provide a description and purpose of this project, with justification for the requested Budget Category(ies) (e.g. personal services, travel, equipment, supplies, contractual, etc.).

Allowable equipment categories and standards for FFY 2009 HSGP are listed on the web–based version of the Authorized Equipment List (AEL) which can be found at the Responder Knowledge Base (RKB), www.rkb.us.

A) Project Description:

B) Project Purpose and Importance to Jurisdiction:

C) Budget Justification by Category:

Provide specific information for each requested category. Categories include: Planning, Training, Exercise, and Equipment.

Personal services: Indicate salary and specific benefits and the number of hours per week or month coordinator/staff will work. Describe the specific activities and outcomes to be accomplished with requested funding.

Training: List specific courses to be taught or taken, target audience, and how the training will be actively used or exercised. *NOTE: Quarterly reports must include:*

- Copy of the training agenda for each course taught.
- Contact information for individuals taught – Name, address & phone number.
- Train-the-trainer courses: Trained individuals must commit to conduct future training. Document the training provided by new trainers within the funded period. If the region has already received train-the-trainer courses, please provide justification for the request.

Exercise: Please work with DHS&EM staff when developing and reporting exercise activities.

2. Describe how this project is ready-to-go, and how the jurisdiction will initiate start-up within 90 days of the award date. CCP Applicants must have an existing Citizen Corps program that can demonstrate viability prior to requesting funding. Funds cannot be used to establish a new CCP.

3. Identify potential challenges to the effective implementation of this project (e.g., stakeholder buy-in, sustainability, aggressive timelines, etc.).

4. Provide a timeline measured by milestones and dates, for the implementation of this project. Possible areas for inclusion are: stakeholder engagement, planning, major contracts, and process/policy updates.

Reminder: Project implementation must begin within 90 days of award date.

Milestone 1

Start Date:

End Date:

Description

Milestone 2

Start Date:

End Date:

Description

Milestone 3

Start Date:

End Date:

Description

Milestone 4

Start Date:

End Date:

Description

Milestone 5

Start Date:

End Date:

Description

Signatory Authority Form

Grant Program: _____

Agreement Number

Date Prepared / Effective Date

Name of Applicant (Jurisdiction):

Tax ID#:

Signatory Information

Project Manager, Chief Financial Officer, and Signatory Official must be three (3) different individuals.

	<i>Primary Signatories: Grant Award/Amendments and Quarterly Grant Reports</i>	<i>Primary Delegations: Quarterly Financial and Narrative Grant Reports (only)</i>	<i>Secondary Delegations: Quarterly Financial and Narrative Grant Reports (only)</i>
Project Manager Name <i>Individual who will manage project</i>			
Project Manager Address City, State Zip			
Project Manager Telephone			
Project Manager Fax			
Project Manager Email			
Chief Financial Officer Name <i>Highest level financial officer, authorized to certify financial expenditures and records</i>			
Chief Financial Officer Address City, State Zip			
Chief Financial Officer Telephone			
Chief Financial Officer Fax			
Chief Financial Officer Email			
Signatory Official Name <i>Jurisdiction's Chief Executive Governing Official</i>			
Signatory Official Address City, State Zip			
Signatory Official Telephone			
Signatory Official Fax			
Signatory Official Email			

Signatures**

***Signature required by each of the above named individuals.*

Project Manager			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>
Chief Financial Officer			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>
Signatory Official			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>

Subgrantee/Jurisdiction Signatory Authority

Obligating Award Document

The grant Obligating Award Document requires the identification of three (3) separate individuals and their positions; Project Manager, Chief Financial Officer, and Signatory Official and original signatures from the Project Manager, Chief Financial Officer and the Signatory Official. The signatory official's shall be:

- Project Manager; The individual that has the overall responsibility for implementation of the grant project(s).
- Chief Financial Officer; The individual that has final fiscal responsibility and authority for the jurisdiction. (Examples: Financial Officer, Controller, Comptroller, Finance Chief, Financial Manager, etc.)
- Signatory Official; The individual that has final executive authority and responsibility for the jurisdiction. (Examples; Mayor, City Manager)

The signatory officials on the Obligating Award Document and amendments can not be delegated. Changes to these individuals may require an amendment to the original document.

Quarterly Progress Reports

Both the Narrative and Financial Progress Reports require two (2) signatures to ensure appropriate responsibility and accountability for project activities and expenditures.

Required signatures on the Narrative Progress Report:

- Project Manager
- Signatory Official

Required signatures on the Financial Progress Report

- Project Manager
- Chief Financial Officer

Delegation of Signatory Authority

The Chief Financial Officer, Signatory Official, and the Project Manager may delegate signature authority to another individual(s) (delegate) for the Narrative and Financial Progress Reports only. The jurisdiction must submit the Signatory Authority Form upon acceptance of the Obligating Award Document. No changes to this document will be accepted without prior written request and approval from DHS&EM. The jurisdiction must be in compliance with the following:

- The delegate(s) for the Chief Financial Officer or the Signatory Official cannot be the Project Manager nor can the delegate(s) be subordinate to the Project Manager.
- DHS&EM will maintain a copy of the delegation request on file and will apply it to the appropriate grant report. If the delegation letter is not on file, the report will be returned to the jurisdiction.
- DHS&EM reserves the right to accept and authorize the delegation of signatory authority for all grants identified for that jurisdiction.