



2010 Regional Citizen Corps Grant Application

INSTRUCTIONS

ISSUED: October 20, 2009

DUE DATE: November 30, 2009, 5:00 pm CST



State Capitol, 6th Floor
PO Box 98927
Lincoln, NE 68509
Phone: 402-471-6225 or 800-291-8911
www.serve.nebraska.gov

MISSION AND MANAGEMENT OF NEBRASKA CITIZEN CORPS PROGRAMS

CITIZEN CORPS MISSION. The Citizen Corps Program (CCP) mission is focused on community organizing to bring community and government leaders and volunteers together to coordinate the involvement of community members and organizations in preparedness planning, education and promotion activities. The Nebraska CCP focuses on the responsibility of each citizen to be prepared to help themselves, their family and their neighborhood in a community or personal emergency, and on the community organizing to support first responders in emergency and disaster situations. The key focus of Citizen Corps is volunteer involvement.

CITIZEN CORPS COUNCILS. Nebraska's Citizen Corps Program (CCP) accomplishes this mission through supporting the development of local community Citizen Corps Councils (CCC) to engage individuals in preparedness initiatives. Individual counties or groups of counties work together to organize a Citizen Corps Council that plans, organizes and implements activities to prepare their citizens. It is the intent of the Nebraska Citizen Corps Program to have all Nebraska Counties represented by a Citizen Corps Council, whether through individual counties or regional groupings of counties.

CITIZEN CORPS REGIONS, REGIONAL PARTNERSHIPS AND COLLABORATION. Nebraska is divided into eight Citizen Corps Regions. All state Citizen Corps grant funds will be distributed through Regional contracts. Organized Citizen Corps Councils representing the counties or groups of counties within each region identify a lead regional point of contact (POC) and fiscal agent. These two roles can be filled by the same person and agency or by two different persons and agencies.

The Citizen Corps Council reps and the Regional POC/Fiscal Agent collaborate and work together to develop a regional grant application, work plan(s) and budget that will be used to benefit the active Councils and all counties within the region. This collaboration will be documented in the application with the names of persons who attend the regional grant planning meetings to participate in developing the application, workplan(s) and the budget. At the federal level, a very high priority is placed on ensuring that a core component of statewide grant applications reflect robust regional coordination and demonstrate a strategy that institutionalizes regional integration.

POINT OF CONTACT (POC) FOR REGION CCC GRANTS. A Regional Point of Contact will be selected at the Region grant planning meetings where all region Citizen Corps Council representatives agree on an application including budget for the region that supports the individual CC Councils and the workplan(s) for the grant year. The Regional POC will submit the Grant Application as approved by all the Regional CCC partners. In any given year, the Regional POC responsibility may remain the same or be rotated among other Citizen Corps Council representatives within the region. The Regional POC is responsible for: (a) coordinating the planning, completing and submitting of the grant application that includes the active participation of each active Citizen Corps Council in the region, and (b) ensuring the grant is implemented per the approved application, workplans and budget to benefit each of the active Councils and the Region. **An official representative of the Region's CCP that serves as the Regional POC must sign the grant application.**

FISCAL AGENT FOR REGION CCC GRANTS. ServeNebraska will award a grant and contract to a local agency/organization that agrees to serve as the fiscal agent for the CCP Region. The local agency that serves as the fiscal agent for the CCP Region must work closely with the Region's POC if the fiscal agent is not the same person. *State Grant Funds can be awarded to a local governmental agency or an approved non-profit organization that meets specific criteria.* Priority will be given to approving a fiscal agent that is a governmental agency. **A non-profit agency may apply to be the fiscal agent if no local governmental agency is available to serve in that role. An official representative of the local agency that serves as the regional fiscal agent must sign the Application.**

A non-profit agency must meet the following criteria to be considered for approval to serve as a CCP Region Fiscal Agent:

- The agency must document fiscal stability through a minimum of three years of CPA independent fiscal audits.
- The agency must document Board of Directors review and approval of agency fiscal operations.

- The agency must agree to comply with the federal and state requirements to operate and account for funding a Citizen Corps Program separate from other agency programs, preparedness activities or groups.
- The agency must comply with federal allowable expenditures limitations and agree to reimburse ServeNebraska for any funds paid to them by ServeNebraska that were not reimbursed to ServeNebraska by the State Administrative Agency (Nebraska Emergency Management Agency) for Region CCP expenditures.

FEDERAL AND STATE FUNDING REQUIREMENTS

CITIZEN CORPS COUNCILS ON NATIONAL WEBSITE. All grant recipients must register as a Citizen Corps Council on the Citizen Corps website: <http://www.citizencorps.gov/> and manage the accuracy of their program and contact information located on the site. A CERT program does not count as a Citizen Corps Council. Citizen Corps Councils and CERT programs are registered in two separate locations on the federal website.

SPECIFIC FUNDING LIMITATIONS.

- **Planning Activities:** At least 25% of FY 2009 total grant funds (**\$3,750** of \$15,000) for the Regional Citizen Corps Program [CCP] must be allocated to planning activities.
- **Promotional Items:** No more than 15% of FY 2009 total grant funds (**\$2,250** of \$15,000) can be expended for promotional and give away items.

SUPPLANTING. CCP grant funds cannot supplant an existing activity that is supported with other funds. Examples of this could be an existing training program or a trainer paid with other funding.

COMMUNITY ORGANIZING AND PREPAREDNESS PROMOTION/OUTREACH.

60% (\$9,000 of \$15,000 grant funds) must be used to support to the widest effort possible to support volunteer organizing and community outreach:

- To support the development of new, and strengthen existing, Citizen Corps Councils throughout the region and build Regional relationships by supporting community preparedness promotion, education and planning initiatives in the region and in individual Council geographic areas within the regions.
- To support National Preparedness Month with special events and activities through preparedness outreach, education and promotion in the counties and/or CCP Region of annually in September.
- To develop activities and events to address at least one of the four component areas of the local Community Preparedness Campaign.

CITIZEN CORPS PARTNER PROGRAMS.

40% (\$6,000 of \$15,000 grant funds) shall be used to support volunteer training and recruitment of teams to support first responders.

- To complete at **least two (2) CERT** classes within the Region; and
- To support the development and/or expansion of at least one of the other four Citizen Corps Partner Programs: Fire Corps, Medical Reserve Corps (MRC), VIPS and/or Neighborhood Watch. Per DHS/FEMA direction, initiatives and budget items that develop Fire Corps or a collaboration of partner programs that expands the capacity to fulfill the Fire Corps mission will receive priority consideration.

OTHER CITIZEN CORPS GRANT INFORMATION

NON-COMPETITIVE GRANTS. State Citizen Corps Grants are available to each of the six Citizen Corps Regions that had active Regional leadership and a contract with ServeNebraska in 2009. Each of the following six CCP Regions meets that criterion: Central CCP Region, East CCP Region, North Central CCP Region, South Central CCP Region, Southeast CCP Region and the Panhandle CCP Region. The Points of Contact leader from each of the active Citizen Corps Councils in a Region will meet to jointly collaborate and agree on the grant plan and budget to benefit all Councils/counties in the region. ServeNebraska will contract with and provide funding to the Fiscal Agent for the Region.

FIXED-GRANT FUNDS. The Citizen Corps grant funds available from ServeNebraska are **\$15,000**.

PERIOD OF REGION CCP GRANTS. ServeNebraska will award regional CCP grants for one calendar year from January 1, 2010 through December 31, 2010. Grant Awards are to be used over the 2010 twelve-month grant period. Grant contract funds not expended within the twelve month contract period will be retained by ServeNebraska for statewide special project requests until the federal funding period ends.

NEW FOR 2010

CCP REGION PROGRESS REPORTING. To be eligible to receive the 2010 grant, the CCP Regional POC will agree to submit a written progress report every two months documenting progress toward successfully meeting the goals and objectives in its workplan. A region that does not submit a progress report will not be paid for any billings until the report is submitted. ServeNebraska will partner with the University of Nebraska Policy Center to develop an effective and manageable electronic progress report form and manage the successful collection and compilation of progress report information and data from the CCP Regions to meet federal and state reporting requirements.

ASSESSMENT OF COMMUNITY VOLUNTEER PREPAREDNESS. To be eligible to receive the 2010 grant, all current registered Citizen Corps Councils and regional entities will agree to participate in a state Citizen Corps Program assessment of readiness and gaps in volunteer community preparedness during 2010. ServeNebraska will partner with the University of Nebraska Policy Center to develop an online assessment and manage the successful implementation of this project.

REGIONAL CCP LEADERSHIP TEAM. To be eligible to receive the 2010 grant, the CCP Regional POC will agree to participate in the statewide Regional CCP Leadership Team to be developed. The Point of Contact (POC) and Fiscal Agent for the CCP Region will represent the Region's CCCs on the state's Citizen Corps Program Leadership Team along with ServeNebraska staff. The State CCP Leadership Team will serve as an advisory group for ServeNebraska's Citizen Corp Program and will meet a minimum of four times per year in-person or electronically. ServeNebraska will partner with the University of Nebraska Policy Center to organize, facilitate and manage the successful implementation of this project.

CCP GRANT APPLICATION PROCESSING, REVIEW AND APPROVAL

GRANT AWARD REVIEW, APPROVAL AND NOTIFICATION. 2010 CCP Grant Applications will be initially reviewed to determine if all application requirements are addressed. Internal and external grant reviewers will read, evaluate and score all applications based on the following criteria:

- (a) How completely the Region has answered the questions in the narrative section of the application;
- (b) Analysis of the work plan(s) for the region and for individual Councils in the Region; and
- (c) The budget's itemized expenses are allowable and the budget items can be tied directly back to details in the application's work plan(s).

Final approval of the full \$15,000 fixed grant allocation will be based on how well the criteria are met. **If significant issues need clarification and/or revision, the fixed grant allocation may be delayed or reduced.**

NOTIFICATION OF CCP GRANT AWARD. The Commission's Program Committee will use the reviewers' scores and comments to make recommendations to the full Commission sitting as the State Citizen Corps Council. All applicants will be notified in **December** of the Commission's decision regarding grant awards and any clarifications and/or revisions needed. It is the intent of ServeNebraska to issue contracts by December 31, 2009 depending on the extent of required clarifications or revisions.

GRANT AWARD LETTER OF AGREEMENT. A CCP Grant Award Letter of Agreement will be sent to the CCP Region Point of Contact and Fiscal Agent for signature and return to ServeNebraska at the time of notification in December and prior to issuing the 2010 contracts.

PERFORMANCE MEASURES TO BE IMPLEMENTED FOR CCP GRANT YEAR 2011. After the discussions held with each of the CCP Region POCs in August and September, it was determined that the performance

measures introduced during the meetings would be applied to the 2011 CCP grant applications so all Regions would have adequate time to successfully meet the following performance measures:

1. 75% of 2009 grant funds are expended by the end of the third quarter of the grant year (September 30, 2010).
2. In 2010, grant program activity reports are submitted bi-monthly as required in the contract by the end of September 2010.
3. 2010 billing reimbursements are submitted in a timely manner with 75% of grant funds expended the end of the third quarter of the grant year (September 30, 2010).

CCP GRANT BILLINGS

GRANT BILLINGS. The ServeNebraska Citizen Corps Program regional grants are reimbursement grants only. The Regional Fiscal Agent must have the capacity to expend funds for approved program activities and submit a request for reimbursement of those prior-approved expenditures with supporting documentation to ServeNebraska every two months at a minimum. Grant recipients must submit an itemized billing of all expenses on ServeNebraska forms.

CERT CLASSES. CERT classes that are approved for Citizen Corps Program grant funding must be included in the CCP Region's grant application. CERT classes that are not included in the annual grant application may only be funded with CCP grant funds if funding is available and unexpended in the CCP Region's contract. In this case the CCP Region Point of Contact must approve the class, the itemized budget, and request a budget change and contract amendment to add another CERT class. Requests for CERT classes will be coordinated through the Regional Citizen Corps Point of Contact.

LIMITS ON CERT CLASS TRAINING COSTS. Approved costs for CERT classes are listed below. See also the Citizen Corps Billing Policies and Eligible Costs for Reimbursement, Effective January 1, 2010 in Attachment B. **The Region should seek other source donations as much as possible to assist in funding each CERT class. CCP grant funds may reimburse up to a maximum of \$2,000 for a CERT class.** Developing capacity to provide Regional and County CERT Trainers and Instructors is a priority for all for all Citizen Corps Councils.

- Lead trainer fee – up to maximum of \$15 per hour (\$300 total) for a 20-hour class when the trainer has taught all 20 hours of the class and meets all other billing policy requirements.
- Support instructor(s) fee – up to a maximum of \$10 per hour (\$200 total) for a 20-hour class when instructor has met all other billing policy requirements; subject matter experts may be used to teach individual modules and should be paid only for the actual hours taught.
- CERT manuals – up to \$10 per manual for up to 30 maximum Regional manuals (one time cost only; manuals must be reused for each class). The Region may refresh the manuals supply one time annually.
- CERT kits/equipment for class use – up to \$25 per kit for up to 30 maximum Regional kits, or up to \$750 for kit supplies/equipment purchased in bulk (one time cost only; must be reused for each class). The Region may refresh the kit supplies, if purchased in bulk, one time annually. A CERT class attendee should reimburse the Region for the full cost of the kit if it is not returned after the class.
- Facility – the Region should place a priority on finding community resources and arranging for a facility at no cost. Up to \$200 total may be reimbursed for a complete 20-hour class in the facility, if necessary.
- Food - the Region may request reimbursement for (1) working lunches OR (2) for snacks – not for both.
 - Up to \$12.00 per person for lunch on each day that an eight-hour class is held for all attendees and instructors. Funds will be reimbursed only if there is educational activity documented during lunch. The same number of attendees should attend each day of the class.
 - If no lunch reimbursement is requested, up to \$3 per person may be reimbursed for breaks one time during a four-hour education period.
 - The ServeNebraska Citizen Corps grant will NOT reimburse breakfast, dinner, mid-morning or mid-afternoon snacks and drinks when lunches are reimbursed.
 - No reimbursement for food costs will occur without an itemized and dated receipt. The receipt should be from the restaurant or caterer for meal costs and must be submitted with billing. A charge receipt alone will not be accepted.

- Local options: secure other community resources, donations or attendees purchase their own refreshments.
- Mileage for trainers – reimbursed when the trainer travels more than 60 miles one way from the class location at \$.55 per mile round-trip for trainers and instructors from within the Region where the class is held. The Region will be notified if the mileage rate changes per federal dictate.
- Lodging for trainers, if required – reimbursed only for lodging up to \$70 per night requesting federal CONUS rate from hotel when the trainer travels more than 60 miles one way to the class location.
- Meals for trainers – reimbursed for the actual meal costs only, if necessary. Alcoholic beverages are not reimbursed. **Tips or gratuities are not reimbursed.** An itemized and dated receipt from the restaurant for meal costs must be submitted with billing. A charge receipt alone will not be accepted.
- Supplies and equipment – reimbursed when needed for active attendee participation in the hands-on and interactive participation sections of the curriculum such as refilling the fire extinguisher or replenishing any moulage supplies.

STATE CITIZEN CORPS REQUIRED GOAL AREAS **FOR GRANT APPLICATION**

STATE CITIZEN CORPS PROGRAM GRANT GOAL AREAS. The Region's grant application must address each of the following goal areas on **FORM SN-11**. The CCP Region and POCs from each active Citizen Corps Council should collaborate to determine the best plan for the Region, whether that is one workplan to benefit all Councils or several workplans developed by each active Council. Each Council within the CCP Region that will expend funds on CCC activities for their area must complete a **FORM SN-11** for the requested funds.

60% (\$9,000 of \$15,000 grant funds) shall be used to support goals #1 through #3 as outlined below.

GOAL #1

(a) To support the development of new, and strengthen existing, Citizen Corps Councils in the region; and
(b) To build Regional relationships by supporting community preparedness promotion, education and planning initiatives in the region and in individual Council geographic areas within the regions.

GOAL #2

To support National Preparedness Month with special events and activities through preparedness outreach, education and promotion in the county(ies) and/or CCP Region of annually in September.

GOAL #3

To develop activities and events to address at least one of the four component areas of the local Community Preparedness Campaign. [In 2010, it is strongly recommended that the Region and active CC Councils focus on a component not worked on in previous grant years.]

1. Develop an Emergency/Disaster Plan to Manage Untrained Spontaneous Volunteers
2. Develop and Expand the Capacity for Emergency/Disaster Preparedness with Persons with Disabilities and Other Special Populations
3. Partner with Faith-Based Organizations to Further the Reach of Personal Preparedness and Sheltering Capacity
4. Develop Emergency/Disaster Preparedness for Pet/Service Animals and Sheltering with Families/Guardians

IMPORTANT NOTE:

If all four components of the required local Community Preparedness Campaign are completed and in place for the Region and/or for the local CC Councils in the Region, the Region's grant application should propose another component of citizen and volunteer preparedness that needs to be developed to bridge gaps in its volunteer program preparedness.

- The narrative should explain why the Region feels the required Community Campaign Components are fully developed.
- ***Please contact a representative of the State Citizen Corps Program if the Region plans to propose a new area to add to its Community Preparedness Campaign to ensure it will be approved.***

40% (\$6,000 of \$15,000 grant funds) shall be used to support goal #4 as outlined below.

Goal #4:

- (a) To complete at **least two (2) CERT** classes within the Region; and
- (b) To support the development and/or expansion of one or more of the other four Citizen Corps Partner Programs: Fire Corps, Medical Reserve Corps (MRC), VIPS and/or Neighborhood Watch.

Per direction from DHS/FEMA, the development of a local Fire Corps or a collaboration of partner programs that expands the capacity to fulfill the Fire Corps mission will receive priority consideration.

Review the limitations on CERT class costs in the Grant Billing and Payment section of these instructions. All CERT classes will be open to anyone within the CCP Region. The Region and Councils should hold CERT classes in different counties or locations to provide the maximum access.

2010 GRANT APPLICATION ORGANIZATION

GRANT APPLICATION. The CCP Region's grant application should include the following parts in the following order.

1. Application Cover Sheet [with Original Signatures \[mail\]](#)
2. Grant Narrative
3. Grant Workplan (Form SN-11)
4. Grant Budget (Form SN-5)
5. Required Supporting Forms
 - a. [Citizen Corps Council Support](#) - for Region Application [with Original Signatures \[mail\]](#)
 - b. [Assurances with Original Signatures \[mail\]](#)
 - c. [Certifications with Original Signatures \[mail\]](#)
 - d. [Grant Planning Meeting\(s\) List](#) - Persons Attending and Contact Information
 - e. [Citizen Corps Council Membership List](#) - for Each Active CC Council in the Region [\[NOTE: A Citizen Corps Council listed on the National Website that does not submit a membership list will be reviewed for deletion from the national website as inactive.\]](#)

2010 GRANT APPLICATION NARRATIVE

NARRATIVE. Develop a narrative that describes the Citizen Corps Region and its local Citizen Corps Councils. Answer the questions in sections A, B and C below, in the order listed, to complete the narrative. The Regional POC will develop the narrative with input from all Councils in the Region. The Region POC should develop the narrative that best describes past performance and the proposed plan for next year. Representatives of the CC Councils in the Region should assist the Region POC with gathering information and developing the narrative.

A. 2009 PERFORMANCE

1. Did the Region accomplish what it said it was going to do in 2009? Explain how the Region accomplished its 2009 objectives and activities for the following goals and include an explanation of why any part of the 2009 workplan was not completed.
 - Regional collaboration and developing new councils/strengthening current councils
 - National Preparedness Month promotion
 - Develop the components of the Community Preparedness Campaign
 - Partner Program development (CERT, Fire Corps, MRC, VIPS, Neighborhood Watch)
2. Provide data for all activities held in 2009 including CERT trainings and community outreach events. Examples of data to be provided: number of people attending the events; number and type of presentations/demonstrations given; type and number of brochures, handouts and give-aways distributed to the public.
3. State how each of the active Councils in the region includes wide representation from the community on its council to maximize partnerships for community preparedness outreach and resources. If any of these community groups listed below are not included on the Citizen Corps Council, add a statement listing which are missing and explain why.

- community elected officials and local government
- law enforcement
- fire
- paramedics and/or emergency medical techs
- public health
- emergency management
- volunteer groups
- community and human service agencies
- partner program coordinators
- affiliate programs
- faith-based and neighborhood organizations
- business and community leaders
- individuals who are representatives of disabilities and other vulnerable and special populations
- schools and educational institutions
- community infrastructure (utilities, transportation)
- media and
- non-profit organizations

B. 2010 PLAN

1. Explain how the CCP Region (the individual active CC Councils) will strengthen its regional collaboration to promote community preparedness. How will activities to jointly and/or individually promote community preparedness be coordinated among the local active CC Councils in the Region?
2. What is the Regional plan for including the counties which do not already have CCC?
3. Explain how the CC Councils in the Region will increase their Council membership by adding representatives from the community groups not currently represented on their Councils (See #4 in the 2009 Performance section above).
4. What does the Region and local Councils plan to accomplish in 2010 in the following goal areas? How is that different or build upon the 2009 plan and accomplishments in the following goal areas?
 - Regional collaboration and developing new councils/strengthening current councils
 - National Preparedness Month promotion
 - Develop the components of the Community Preparedness Campaign
5. Explain how the Region and Councils will increase individual citizen preparedness throughout the region and help citizens become aware of the Citizen Corps Council and its mission.
6. Describe the region's need for CERT classes and trainers. What is the region's plan to meet the need?
7. Identify another partner program (not CERT) that the Region would like to develop and/or expand region wide or within on Citizen Corps Council county and why? This development can include collaboration between partner programs to further the Fire Corps or other partner program mission such as a CERT Team cross-training to fulfill the Fire Corps mission.

C. SERVENEBRASKA GOVERNOR'S CONFERENCE ON COMMUNITY SERVICE

- Identify the number of Region and local Council members who will attend the Governor's Conference on Community Service, April 8-9, 2010 in Omaha. This will allow the State Citizen Corps Program to effectively plan the allocation of resources.
- Scholarships will be offered to the official CCP Regional representatives if the narrative includes the number of persons with the name of their local Council identified in the grant application.

2010 GRANT APPLICATION TECHNICAL ASSISTANCE

SERVENEBRASKA WEBSITE. The 2010 Citizen Corps Grant Applications INSTRUCTIONS, 2010 Citizen Corps Grant Applications FORMS and other relevant supporting materials are available at the Commission website under Grantee Central – Citizen Corps: www.serve.nebraska.gov.

Questions regarding the Application Instructions and Forms should be addressed to:

Barbara W. Thomas, Executive Director, or
Janet Schmidt, Fiscal/Operations Officer
ServeNebraska
P. O. Box 98927
Lincoln, NE 68509
402.471.6227 (Barb)
402.471.6212 (Janet)
barbara.thomas@nebraska.gov
Janet.Schmidt@nebraska.gov

2010 GRANT APPLICATION DUE DATE

APPLICATION SUBMISSION.

- The Commission will accept complete grant applications that include all required documents and signatures for regional Citizen Corps funding for calendar year 2010 **until 5:00 pm Central Standard Time, on Monday, November 30, 2009.** One grant application per region will be accepted.
- All applications and forms are to be submitted electronically as an attachment to an e-mail addressed to: [**Janet.Schmidt@nebraska.gov**](mailto:Janet.Schmidt@nebraska.gov).
- Any documents requiring an **ORIGINAL signature must be MAILED** to ServeNebraska to be received **no later than 5:00 p.m. Tuesday, December 1, 2009.**

**APPLICATION DEADLINE for electronic submission of 2009 Citizen Corps
Grant application:**

5:00 pm, Monday, November 30, 2009

**APPLICATION DEADLINE for receipt of 2009 Citizen Corps Grant
documents requiring ORIGINAL signatures:**

5:00 pm, Tuesday, December 1, 2009

ATTACHMENT A

ADDITIONAL GUIDANCE FOR CCP GRANT GOAL AREAS

In developing the workplan for the required Goal Areas, the Region may want to consider some of the following strategies and activities.

GOAL #1

- (a) To support the development of new & strengthen existing, Citizen Corps Councils throughout the region; and
- (b) To build Regional relationships by supporting community preparedness promotion, education and planning initiatives in the region and in individual Council geographic areas within the regions..
1. Develop a work plan for Regional collaboration and individual Council independent preparedness initiatives to include goals, objectives, and activities outlining who is responsible and when the activities will be accomplished.
 2. Identify and enlist representatives from throughout the community to help guide the work of the CCC.
 3. Ensure that members of the local CC Councils represent a variety of local agencies, organizations, groups and individuals including community elected officials, law enforcement; fire; EMS; public health; emergency management, volunteer groups, community and human service agencies, representatives from partner and affiliate programs, faith-based and neighborhood organizations; business and community leaders; individuals who are representatives of disabilities and other vulnerable and special populations, schools and educational institutions, community infrastructure (utilities, transportation) and non-profit organizations.
 4. Strengthen the relationships with the other county CCCs in the region.
 5. Register new CCCs on the national Citizen Corps website.
 6. Establish representation from each county on the CCC that represents a group/network of counties)

GOAL #2

To support National Preparedness Month with special events and activities through preparedness outreach, education and promotion in the county(ies) and/or CCP Region of annually in September.

GOAL #3

To develop activities and events to address at least one of the four component areas of the local Community Preparedness Campaign. [In 2010, it is strongly recommended that the Region and active CC Councils focus on a component not worked on in previous grant years.]

1. Develop an Emergency/Disaster Plan to Manage Untrained Spontaneous Volunteers
 - Procedures to manage spontaneous volunteers to provide support services in local communities.
 - List of tasks with the title of CCC members or partners who will supervise spontaneous volunteers can do in all disasters.
 - Develop a relationship with the agency in the local community that operates a Volunteer Reception Center (VRC).
 - Procedures should minimize the disruption that spontaneous volunteers may cause, minimize the danger that unprepared volunteers may be exposed to, and maximize the usefulness of these volunteers in a disaster situation.
2. Develop and Expand the Capacity for Emergency/Disaster Preparedness with Persons with Disabilities and Other Special Populations
 - Develop plans for locating and involving persons with disabilities and other special populations in disaster preparedness.
 - Develop plans for training and assisting disabled persons, non-English speaking individuals, low income individuals, elderly community residents and other special populations in disaster situations.
 - Make trainings in personal and family Disaster Preparedness available for special populations.
 - Citizen Corps volunteers need to be prepared to respond to situations which may include persons with special needs. This may include working with community service providers to develop a database containing pertinent information regarding persons with special needs in their community.
 - Address how representatives of special populations are included in the steering group for the local CCC.
 - Individuals from special populations may have unique contributions that could be utilized in a disaster situation. Therefore, CCCs should invite representatives of these special populations to participate in disaster preparedness planning.

3. Partner with Faith-Based Organizations to Further the Reach of Personal Preparedness and Sheltering Capacity
 - Help local faith communities educate their constituents in personal preparedness plans, remembering the progression of preparedness: self preparedness, family preparedness, neighborhood preparedness, and community preparedness
 - Develop partnerships between Local CCCs and all faith base organizations in their area.
 - Conduct trainings in personal and family disaster preparedness for faith based organizations.
 - Conduct trainings for the leaders of faith based organizations; regarding how to respond and participate during a disaster response in their community.
 - Address how representatives of faith based organizations are included in the steering group for the local CCC.
 - Developing partnerships with faith communities prior to a disaster will make them a viable resource.
4. Develop Emergency/Disaster Preparedness for Pet/Service Animals and Sheltering with Families/Guardians
 - Be aware of the provision of the Pet Evacuation and Transportation Act of 2006.
 - Develop Emergency Plans for personal pets / service animals.
 - Develop a response plan that will keep pets safe and cared for in ways that recognize the importance of pets to an individual's emotional well being.
 - Publicize the local CCCs plan to help individuals and families keep their pets with them in a disaster situation.
 - Partner with veterinarians in the Region and local Council areas;
 - Address disaster preparedness planning reference livestock

ATTACHMENT B
NEBRASKA CITIZEN CORPS & CERT BILLING POLICIES
AND COSTS ELIGIBLE FOR REIMBURSEMENT

Effective January 1, 2010

ALL OF THE FOLLOWING SPECIFIC COSTS MUST BE APPROVED BY THE STATE CITIZEN CORPS PROGRAM BEFORE SHOWING UP ON A BILLING IN THE FOLLOWING WAYS:

- A. *In the regional citizen corps program's annual contract based on its approved annual grant application;*
- B. *In the regional citizen corps program's annual contract based on an amended contract that includes an additional State approved CERT class & budget; or*
- C. *In the regional citizen corps program's annual contract based on an amended contract that includes an additional State approved special project application & budget.*

I. CERT CLASS DOCUMENTATION

1. When reimbursement for costs related to a CERT training are submitted for payment, **the Lead Trainer for the Basic CERT Class must have entered the following required data in the ServeNebraska Online Volunteer Registry for CERT** prior to the Region requesting payment for the CERT Class.
2. The following data MUST be included on the roster submitted with the expense documentation for payment:
 - a. The CERT class training agenda,
 - b. The summary of CERT class evaluations of the class and trainers/instructors, and
 - c. A CERT class roster that includes the following information:
 - 1) First Name
 - 2) Last Name
 - 3) Citizen Corps Region (Panhandle, Southwest, So. Central, No. Central, Northeast, Central, Southeast, East)
 - 4) Street Address
 - 5) City
 - 6) County
 - 7) State
 - 8) Zip Code
 - 9) Phone #1 (primary)
 - 10) Phone #2 (secondary)
 - 11) Phone #3 (there will be a field for an optional third telephone number if available)
 - 12) Email address
 - 13) Basic CERT Class Lead Trainer's name
 - 14) Date Completed Basic CERT class
 - 15) CERT TEAM: Date Approved for CERT Team membership
 - 16) CERT TEAM: Date of Background check, if applied/approved for CERT Team membership (completed at local level)

II. TRAINERS/INSTRUCTORS

1. Lead Trainers and Support Instructors must be from the CCP Region holding the CERT class if paid with State Citizen Corps funding unless a waiver is requested in writing and approved by ServeNebraska **PRIOR to scheduling the class**. A waiver will be granted if it can be documented that no regional CERT trainers/instructors/provisional instructors are available. If a waiver is approved, trainers from an adjacent CCP Region to the training location should be used.
2. A limit of up to four trainers may be paid per CERT class. There should be a CERT trainer for every 6-7 students in the class.
3. Lead Trainers will be paid a teaching fee up to a maximum rate of **\$15 per hour for a 20-hour** CERT class not to exceed \$300 total. All Citizen Corps Program CERT requirements must also be met.
4. Support Instructors will be paid a teaching fee up to a maximum rate of **\$10 per hour for a 20-hour** CERT class not to exceed \$200 total. All Citizen Corps Program CERT requirements must also be met. Subject matter experts (i.e. firefighter, EMT) may be used to teach individual modules and will only be paid a teaching fee for the actual hours taught.
5. Lead trainers and support instructors must teach the entire 20-hour class to be eligible for the training fee.

6. Provisional Instructors may serve as Support Instructors but may not serve as Lead Trainers.
7. Lead CERT Trainers, Support Instructors and Provisional Instructors **are not eligible to be paid a teaching fee with Citizen Corps funds** for any CERT class or activity if they receive funding from any source for payment as a full-time or part-time worker with an organization, a government agency or a business that has emergency management, preparedness, response, recovery, mitigation or preparedness training as its mission.
8. Lead CERT Trainers, Support Instructors and Provisional Instructors who are pre-approved to teach a Basic CERT Class in another CCP Region **are eligible for travel reimbursement** including mileage, lodging and meals per the travel cost requirements in these Citizen Corps Billing and Payment Policies.

III. SIZE OF CERT CLASS

1. A CERT class must be held for a minimum of six students (1 Lead CERT Trainer paid) up to a maximum of 24 (up to four CERT trainers paid). For any class paid wholly, or in part, with CCP grant funds, the Regional POC is the final authority for decisions to cancel a class when less than six students registered.
2. If the same number of students does not attend all 20 hours of the CERT Class, the student has not successfully completed the Basic CERT class and is not eligible to be a member of the CERT Team.

IV. CERT KITS

1. Costs for CERT kits are limited to no more than \$25 per kit up to a maximum of 30 kits for Basic CERT classes. This is a one-time purchase per calendar year if reimbursed from Citizen Corps funds and there is a need to replace unusable kit(s). A CERT class attendee should reimburse the Region for the full cost of the kit if it is not returned after the class and the person is not approved to be a member of the local CERT Team.
2. The Regional Citizen Corps Program may choose to purchase in bulk the supplies that are in a kit up to a maximum of \$750. This is a one-time purchase per calendar year if reimbursed from Citizen Corps funds. The Region Citizen Corps Program may refresh the kit supplies if they are a consumable supply, if purchased in bulk, one time annually.
3. The Region Citizen Corps or CERT Program should maintain 30 kits to be reused for all classes held in a year. CERT kits and equipment used for the basic CERT class must be returned after the class is completed.

V. CERT TEAMS

1. Persons who have successfully completed a Basic CERT Class may apply to the County CERT Program to become a member of a local CERT Team that is deployable.
2. Members of Local CERT Teams are persons who have been approved to be on the local CERT Team, participate in ongoing active training and exercises, and are willing to be deployed to an emergency or disaster site when called, primarily local, regional or in Nebraska.
3. Official CERT kits and manuals may only be given to persons who have successfully completed a Basic CERT Class **AND** who have applied and been approved to be a member of the Local CERT Team.

VI. CERT MANUALS

1. The CERT program should maintain a set of 30 CERT manuals to be given to CERT class attendees for use during the class only. One CERT manual should be given to each student and returned after the class.
2. When the CERT class completed, the program should collect all CERT manuals after the CERT training. The Region Citizen Corps should give the students the manual on a CD for them to print out, if they request one.
3. The printing cost of the program's base 30 CERT manuals will be reimbursed at a rate of no more than \$10 per manual per year. CERT manuals should be maintained so they don't have to be reprinted more than once a year.

VII. FACILITY

1. The Region Citizen Corps Program should place a priority on finding local resources and arranging for a facility at no cost to the Program. Up to a maximum of \$200 for a complete a 20-hour class in the facility will be reimbursed if donated space is unavailable.

VIII. FOOD COSTS

1. CERT class food costs will only be reimbursed if it is clearly shown on the CERT class training agenda.
2. The CCP Region may request reimbursement for (1) working lunches **OR** (2) for snacks – **not for both**.
 - a. Up to \$12.00 per person will be reimbursed for a working lunch on each day that an eight-hour class is held for all students and trainers/instructors. Funds will be reimbursed only if there is educational activity documented during lunch on the agenda. The same number of attendees should attend each day of the class. If the number of lunches billed is significantly different between day one and day two, the additional lunches may not be allowed since all students must attend all 20 hours to have successfully completed the class.
 - b. If no lunch reimbursement is requested, up to \$3 per person may be reimbursed for breaks one time during a four-hour education period. If the number of break costs billed is significantly different between four hour educational periods, the additional number may not be allowed since all students must attend all 20 hours to have successfully completed the class.
 - c. The ServeNebraska Citizen Corps grant will **NOT** reimburse breakfast, dinner, mid-morning or mid-afternoon snacks and drinks when lunches are reimbursed.
 - d. No reimbursement for food costs will occur without an **itemized and dated receipt. The receipt should be from the restaurant or caterer for meal costs and must be submitted with billing. A charge receipt alone will not be accepted.**
3. Local options for food costs is to secure other community resources, donations or attendees purchase their own refreshments.

VIII. ITEMS NOT REIMBURSED

1. No computers, LED projectors or fax/copiers will be purchased with state Citizen Corps funding.
2. No recurring (monthly) charges will be reimbursed. Example: personnel costs, telephone service monthly charges.

IX. TRAVEL COSTS FOR IN-STATE AND OUT-OF STATE CITIZEN CORPS APPROVED ACTIVITIES

1. MEALS:
 - NO TIPS for food service will be reimbursed. Actual itemized and dated receipts must accompany billing. The receipt should be from the restaurant for meal costs and must be submitted with billing. A charge receipt alone will not be accepted.
 - TRAVEL MEAL COST LIMITS: Up to the current Federal CONUS per diem for meal costs will be approved for approved travel. Meals will be approved only if travel occurred within the following time frames. The departure and arrival times must be documented on the billing.
 - Breakfast - Overnight travel at or before 6:30 a.m.
 - Lunch - Overnight travel at or before 11:00 a.m. or returns from overnight travel after 2:00 p.m.
 - Dinner - Returns from overnight travel at or after 7:00 p.m.
2. LODGING COSTS: All hotel rooms must be reserved at the current Federal CONUS rate for the location of the training or conference. The Nebraska rate is \$70.00 (outside of Omaha). Out-of-state lodging costs must be no more than the current Federal CONUS rate for the location of the training or conference. If the room costs more than this amount or more than the federal rate for the location of the event, the entire room costs will not be reimbursed. No incidentals charged to the room will be reimbursed including internet costs.
 - 3.
4. MILEAGE COSTS: Personal Vehicle Mileage is an allowable expense at the current Internal Revenue Service rate of reimbursement per mile when the use of a personal vehicle is necessary to attend Citizen Corps meetings, activities or events.

NOTE: ServeNebraska Commission reserves the right to make revisions to these policies at any time. Contact Janet Schmidt, Fiscal/Operations Officer, ServeNebraska, 402-471-6212 or e-mail: Janet.Schmidt@nebraska.gov with questions regarding these policies.

Attachment D
FEDERAL HOMELAND SECURITY GRANT PRIORITIES
APPLIED TO CITIZEN CORPS PROGRAMS

Citizen Corps Program. The Citizen Corps mission is to bring community and government leaders together to coordinate the involvement of community members and organizations in emergency preparedness, planning, mitigation, response, and recovery.

The Citizen Corps Program (CCP) provides funding for States and local communities to:

- Bring together the appropriate leadership in the community to form and sustain a visible Citizen Corps Council.
- Develop and implement a plan and amend existing plans to achieve and expand citizen preparedness and participation.
- Conduct public education and outreach.
- Ensure clear alerts/warnings and emergency communications with the public.
- Develop training programs for the public, for both preparedness and volunteer responsibilities.
- Facilitate citizen participation in exercises.
- Implement volunteer programs and activities to support emergency responders.
- Involve citizens in surge capacity roles and responsibilities during an incident in alignment with the Emergency Support Functions and Annexes.
- Conduct evaluations of programs and activities.

The following objectives are the federal priorities for CCP.

1. Address Capability Requirements and Measure Progress in Achieving the National Preparedness Guidelines.

2010 funding should tie together the performance of preparedness programs (via training, exercises, technical assistance, planning, etc.) with established priorities and objectives of the National Preparedness Guidelines, target capabilities, and Federal-State assessments. The Comprehensive Assessment System (CAS) is under development to assess compliance with the broad national preparedness system, the performance of training, exercises, and operations.

- **Measuring Progress:**
Proposals should be aligned with the National Priorities of the National Preparedness Guidelines and must outline measurable outcomes that will be tracked and accomplished during implementation. Grantees should reference the TCL, dated September 2007, the supplemental Target Capability Implementation Frameworks, where appropriate, and applicable national plans and strategies to develop concrete, measurable outcomes, and milestones. Grantees are required to report on progress made toward achieving the identified outcomes as part of the regular grant reporting process. These measures should be drawn, where applicable, from the TCL and from supplemental Target Capability Implementation Frameworks.

2. Strengthen Planning and Citizen Preparedness Capabilities.

State and local jurisdictions must engage in comprehensive regional planning processes that seek to enhance capabilities through strengthened national and regional relationships and the allocation of resources toward preparedness planning.

- **Link operational needs identified in grant plans to grant resource (budget) allocations.**
- **Fix shortcomings in existing Citizen Corps Council preparedness plans.**
Areas of primary concern are: Regional CCP operations planning, CCP special needs populations and citizen preparedness. Additional shortcomings should be identified by the applicant in addition to these requirements as warranted. (See *CPG-301: Emergency Management Planning Guide for Special Needs Populations* as a reference.)
- **Build regional planning processes and planning communities.**
A primary focus is to establish processes for planning, preparedness, data exchange, and operational resource and asset management among regional planning partners. Activities should ensure that

Citizen Corps preparedness planning networks are fully integrated with other key local planning efforts and community preparedness planning conducted by governmental and non-governmental entities including drawing clear linkages to emergency operations plans as appropriate.

- **Include the private sector in preparedness planning activities.**

Private sector entities should be included in Citizen Corps Council preparedness planning processes. Public-private partnerships especially voluntary private sector preparedness should be built to more effectively prevent, protect against, respond to, and recover from major events and ensure the ongoing Citizen Corps capability.

National Preparedness Reporting Compliance.

The Government Performance and Results Act (Public Law 103-62) (GPRA) requires that the collection and reporting of performance information on all programs. For grant programs and their associated milestones, tool will be developed and used for assessing grant performance and compliance with national preparedness reporting requirements. It is anticipated that this information will be used to inform future-year grant program funding decisions. Award recipients must agree to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within their grant agreement.