

FY 2009 Homeland Security Grant Guidance: Summary of the Citizen Corps Program

Overview

The Citizen Corps Program (CCP) is administered by both the Alabama Department of Homeland Security (ALDHS) and the Governor's Office of Faith Based and Community Initiatives (GFBCI).

GFBCI is responsible for approving each county's CCP program, which includes programmatic activities. ALDHS is the fiscal manager and responsible for approving the equipment for each county program. The list of equipment must be submitted to ALDHS on the ALDHS Budget Detail Worksheet. ***The budget detail worksheet must be approved by the county's ALDHS Grant Manager before spending of CCP grant funds can begin.***

Authorized Program Expenditures

- **Planning Activities** may include:
 - Establishing and sustaining bodies to serve as Citizen Corps Councils
 - Assuring that State and local government homeland security strategies, policies, guidance, plans, and evaluations 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
- **Public education/outreach:** 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. These can include:
 - Media Campaigns: PSAs, camera-ready materials, website support, newsletters
 - Outreach activities and public events: booth displays; event backdrops or signs; displays and demonstrations; and informational material such as brochures and flyers
 - Promotional materials: pins, patches, magnets, clothing/headwear. **Must not exceed 15% of the total Citizen Corps Program allocation.**
 - Counties are strongly encouraged to tailor and use the Ready Alabama Campaign. (State of Alabama requirement)

****All materials must include the national or jurisdiction's Citizen Corps logo, tagline, and website or the Ready logo, tagline, website, and comply with logo standards****

- **Citizen Participation-Volunteer Programs/Disaster Response Support**
 - Recruiting, screening, 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
- **Equipment Activities**
 - All allowable costs are listed in the AEL
 - Refer to the AEL for list of authorized equipment. The AEL can be found on the ALDHS website at <http://www.dhs.alabama.gov>.
 - Expenditures for kits used in volunteer response (CERT or MRC kits/backpacks) or clothing for official identification **must not exceed 30% 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 (t-shirts for CERT members, baseball caps for Neighborhood Watch/USAonWatch program foot patrol members)

****Any equipment purchased with CCP funding must be used for specific preparedness or volunteer training or by volunteers carrying out their response functions. It is not intended to be used by uniformed emergency responders, except to support training of citizens****

- **Training Activities**—Training funding may include:
 - All-hazards Safety
 - Emergency preparedness, basic first aid, life saving skills, crime prevention and terrorism awareness
 - School Preparedness
 - 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
 - Pet Care Preparedness
 - Any training necessary to participate in volunteer activities, to fulfill surge capacity roles, to promote individual, family or community safety and preparedness

****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 CERT Train-the-Trainer training. Training must include the topics, be instructor-led and classroom based, using lecture, demonstration, and hands on practice throughout****

****Instruction for trainers and training to support the Citizen Corps Council members in their efforts to manage and coordinate the Citizen Corps mission is also an allowable use****

- **Exercise Activities**
 - Exercises designed for or that include participation from non-governmental entities and the general public. These may include:
 - Public Warning Systems
 - Evacuation/Shelter In-Place Capabilities
 - Family/School/Business Preparedness
 - Participating in table-top or full scale emergency responder exercise at the local, state or national level
- **Personnel Activities**
 - Hiring, overtime, and backfill expenses are allowable.
 - Alabama has placed at **15% cap** on personnel expenses. (State of Alabama requirement)

Allowable Equipment under CCP (extracted from AEL)

Personal Protective Equipment

- Respirator, Particulate, Disposable (*01AR-06-DISP*)
- Protection, Eye (*01ZA-03-EYEP*)
- Hardhat (*01ZA-06-HHAT*)
- Padding, Protective (*01ZA-06-HYDR*)
- Vest or Outer Garment, High-visibility (*01ZA-06-VEST*)

CBRNE Operational and Search and Rescue Equipment

- System, Public Address, Handheld or Mobile (*03OE-03-MEGA*)
- Signs (*03OE-03-SIGN*)
- Extinguisher, Fire, Class ABC (*03OE-04-EXAC*)
- Kit, Tool, Miscellaneous, Non-sparking (*03OE-04-KTTL*)
- Light, Personal, Intrinsically Safe (*03OE-04-LTHE*)
- Rope, Life Safety (*03OE-05-ROPE*)
- Tools, Structural Assessment, Marking and Monitoring (*03SR-02-MARK*)
- Tools, Hand (*03SR-02-TLHN*)
- Tape, Boundary Marking (*03SR-03-TPBM*)

Information Technology

- Device, Global Positioning System (GPS) (*04AP-02-DGPS*)
- System, Credentialing (*04AP-05-CRED*)
- Software, Equipment Tracking and Inventory (*04AP-07-INVN*)
- Computer (*04HW-01-INHW*)

Cyber Security Enhancement Equipment

- Software, Malware Protection (*05HS-00-MALW*)
- System, Personal Firewall (*05HS-00-PFWL*)

Interoperable Communications Equipment

- Radio, Mobile (*06CP-01-MOBL*)
- Radio, Portable (*06CP-01-PORT*)

Medical

- Bag/Kit/Pack, Medical (09ME-01-BAGM)
- Splints, Durable (09ME-04-SPLT)
- Pads, Alcohol Prep (09MS-01-ALPP)
- Kit, Debridement, and Supplies (09MS-01-KDEB)
- Shears/Scissors, Medical (09MS-01-SHER)
- Tags and Supplies, Triage (09MS-01-TTAG)
- Gloves, Biomedical, Non-Sterile (09MS-03-GLVN)
- Gloves, Biomedical, Sterile (09MS-03-GLVS)
- Supplies, Body Substance Isolation (09MS-03-ISOS)
- Bandages and Dressings (09MS-04-BAND)
- Tape, Adhesive (09MS-04-TAPE)
- Splints, Disposable (09MS-08-SPLT)
- Water, Sterile (09PH-01-WATR)
- Equipment, Training/Casualty Simulation (09TR-01-CSIM)
- Supplies, Moulage (09TR-01-MKIT)

Power

- Batteries, All Types, Sizes (10BC-00-BATT)
- Reels, Electric cord (10PE-00-REEL)

CBRNE Incident Response Vehicles

- Trailer, Equipment (12TR-00-TEQP)

CBRNE Logistical Support Equipment

- Bags/Packs (19GN-00-BGPK)
- Housing, Subsistence and Sanitation (19GN-00-HSSF)
- Containers, Storage (19MH-00-CONT)

Other Authorized Equipment

- Equipment, Citizen Corps (equipment not addressed in the AEL but relates to specific training or volunteer assignments) (21GN-00-CCEQ)
- Leasing of Space for Equipment Storage (21GN-00-LEAS)
- Shipping (21GN-00-SHIP)
- Sales Tax (21GN-00-STAX)