



MEMO

TO: County Judge
Local Emergency Management Coordinator
Local Citizen Corps Council Representative

FROM: Chad Stover
Deputy Branch Manager – Homeland Security and
Arkansas State Citizen Corps Coordinator

DATE: February 7, 2011

SUBJECT: Competitive Application Proposal (CAP) for FY09 Citizen Corps Program Funding

The Arkansas Department of Emergency Management is accepting applications for consideration of FY09 Citizen Corps Program funds.

Attached is the Competitive Application Proposal for FY09 Citizen Corps Program (CCP) funds. The State of Arkansas has been awarded \$190,294.00.

The State will hold 10% of the award - \$19,029.40 - to be used for support of the Citizen Corps Program statewide.

The available funding for the local jurisdictions for the FY09 CCP grant will be \$171,264.60.

The available funds will be divided into two application types:

- Application A – Available Funds - \$119,884.60 Expansion of Existing CCP
- Application B – Available Funds - \$51,380.00 Creation of CCP

Citizen Corps Programs funding supports the following community programs: Community Emergency Response Team (CERT), Neighborhood Watch (NW), Medical Reserve Corps (MRC), Volunteers in Police Service (ViPS) and Fire Corps (FC).

Funding is based on a **competitive** process and awards are based on the completeness and effectiveness of each program area proposal and budget requests. Applications will be reviewed and scored by a panel selected by the State Citizen Corps Council.

Applications must be completed and returned to ADEM with a **postmark of No Later Than March 11, 2011.** Requests postmarked after this date will not be considered.

**FY09 CITIZEN CORPS PROGRAM
COMPETITIVE APPLICATION PROPOSAL
FOR**

_____, _____
(CITIZEN CORPS COUNCIL) (COUNTY)

PLEASE SIGN AND RETURN THIS PAGE ALONG WITH YOUR GRANT APPLICATION NO LATER THAN March 11, 2011 TO:

**Arkansas Department of Emergency Management
Attn: Chad Stover - State Citizen Corps Coordinator
Building #9501
Camp Joseph T. Robinson
North Little Rock, AR 72199-9600**

(ALL SIGNATURES MUST BE RECEIVED IN ORDER TO PROCESS APPLICATION)

LOCAL EMERGENCY COORDINATOR

**CHIEF ELECTED OFFICIAL
(COUNTY JUDGE)**

(NAME)

(NAME)

(SIGNATURE)

(SIGNATURE)

(DATE)

(DATE)

**CITIZEN CORPS COUNCIL
(CHAIR)**

(NAME)

(SIGNATURE)

(DATE)

COMPETITIVE APPLICATION PROPOSAL
ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT (ADEM)
LOCAL CITIZEN CORPS COUNCILS
CITIZEN CORPS PROGRAM (CCP)

The Homeland Security Grant Program (HSGP) has awarded the State of Arkansas, Arkansas Department of Emergency Management (ADEM) Federal Fiscal Year (FY) 2009 funds to support the establishment of Local Citizen Corps Councils and Citizen Corps Programs (CCP). Citizen Corps funding may be used to establish or enhance volunteer programs and volunteer recruitment efforts for Neighborhood Watch (NW), Community Emergency Response Team (CERT), Volunteers in Police Service (ViPS), Medical Reserve Corps (MRC) and Fire Corps (FC). In FY09, Arkansas has been awarded \$190,294.00. As approved by the State Citizen Corps Council for the FY09 CCP grant, the state will hold (10%) of the award (\$19,029.40) to be used for items needed to further the Citizen Corps Program statewide. The available funding for the local jurisdictions for the FY09 CCP grant will be \$171,264.60 (\$119,884.60 for expansion, \$51,380.00 for creation) in CCP funds.

NEW

To be considered for application, each applicant (local Citizen Corps Program) must register their program at the FEMA/DHS Citizen Corps Website. Program and Council registration is available at <http://citizencorps.gov/>. Your program must be in *approved* status in order for your Competitive Application Proposal to be considered. For questions or additional information, please contact the State Citizen Corps Coordinator.

This is a **competitive** grant. Applications will be accepted through March 11, 2011 **Any applications postmarked after this date will not be considered.** The ADEM performance period for the program will be from **April 1, 2011 to April 30, 2012.**

Awards will be based on the completeness and effectiveness of the proposals and budget requests. Awards will be made by the Arkansas Department of Emergency Management in accordance with recommendations from the State Grant Review Panel until the available CCP funds are exhausted. Recipients will be notified by letter of approved projects and final grant award amount. The funds must be expended in accordance with federal, state, and local guidelines, as well as the scope of work outlined and approved in your proposal. Funds will be available from the Arkansas Department of Emergency Management to the awarded local jurisdictions on a **reimbursement basis** upon receipt of the required documentation outlined below:

- Originals or copies of PO/invoices reflecting purchases, activities or services performed must accompany reimbursement request.
- Copy of check or Proof of Payment
- Jurisdiction name; grant name (CCP) and grant year (FY09) must be clearly stated on the PO/invoice.
- Only items approved on the budget will be reimbursed.

REPORTING

To comply with the State Homeland Security Grant Program reporting requirements, the state of Arkansas is required to report semi-annual progress to fulfill the plan of work outlined in the grant proposal. In addition, states and communities are also expected to register and update information regarding their Citizen Corps Councils and programs/activities on the Citizen Corps website and on other relevant programmatic websites.

All proposals received will be reviewed and scored by the State Grant Review Panel (GRP) based on the following weighted criteria:

- Narrative (**50%**)
- Organizational Review (**10%**)
- Assessment (**20%**)
- Budget (**20%**)

FUNDING ALLOCATION

The following is the funding allocation and maximum funding request for FY09 CCP funds:

- Application A - funding available for existing CCP programs: \$119,884.60; maximum fund request : \$20,000.00
- Application B - funding available for establishing a CCP program: \$51,380.00; maximum fund request : \$11,200.00

POINT OF CONTACT

All requests for proposal packages, request for reimbursement, reports and other correspondence relating to this grant should be addressed to:

Arkansas Department of Emergency Management
Attn: Chad Stover - State Citizen Corps Coordinator
Building #9501
Camp Joseph T. Robinson
North Little Rock, AR 72199-9600

Application A

(To be completed by jurisdictions planning to expand an existing CCP program)

Arkansas Department of Emergency Management
Citizens Corps Council
FY09 Citizen Corps Funds

JURISDICTION: _____ ADDRESS: _____

(County)

CONTACT PERSON: _____

E-MAIL: _____

ADEM USE ONLY:

CAP NO.: _____ DATE: _____ RECEIVED BY: _____

This Grant Application is for the administration and expansion of an existing Citizens Corps Council and Citizen Corps Programs for the FY09 State Homeland Security Grant. If awarded, grant funds shall not be used for any other purposes.

PERIOD OF PERFORMANCE

The Period of Performance is April 1, 2011 – April 30, 2012.

OVERVIEW

This application must provide a brief and concise description of the CCP and the proposed use of the FY09 budget. Each application will be reviewed and scored by the Grant Review Panel (GRP) based on the following weighted criteria:

- **Narrative (50%)**
- **Organizational Review (10%)**
- **Assessment (20%)**
- **Budget (20%)**

Applications not completed in entirety to include the above criteria will not be considered.

Applications must be postmarked by March 11, 2011 to be considered.

Arkansas Department of Emergency Management
Attn: Chad Stover - State Citizen Corps Coordinator
Building #9501
Camp Joseph T. Robinson
North Little Rock, AR 72199-9600

Application A

NARRATIVE (50%)

Use the space below to provide a brief narrative to include the following items:

- Provide a brief program background/history of jurisdiction CCP program.
- Discuss goals the jurisdiction has for the CCP program for the project period.
- Outline how the jurisdiction plans to achieve the goals stated.

Application A

ORGANIZATIONAL REVIEW (10%)

Provide a list of existing CCP programs in the jurisdiction and provide a brief description of each.

Attach the following documents for each program listed above:

- Current member roster for each of the programs established in the jurisdiction.
- Meeting minutes from CCP meetings over the past year.
- During the past year, describe how many times were the jurisdiction's CCP program utilized.

Application A

ASSESSMENT (20%)

- **Capabilities Assessment** – Describe jurisdiction CCP capabilities in responding to incidents or needs of the jurisdiction/community.

BUDGET (20%)

Complete a detailed budget to include the following items:

- Budget **must** be in electronic format. (electronic emailed to chad.stover@adem.arkansas.gov)
- Budget **must** be specific.
- Budget **must** include detailed justification.
- Budget **must** include all authorized equipment list (AEL) numbers.
- Budget **must** be completed in entirety.

Budgets can be downloaded at the following link:

<http://www.adem.arkansas.gov/ADEM/Divisions/Admin/DP/budget.aspx>

Incomplete applications will not be considered.

Applications must be postmarked or received via email by ADEM no later than **March 11, 2011** Late applications will not be considered.

Application B

(To be completed by jurisdictions planning to establish a Citizen Corp Program)

Arkansas Department of Emergency Management
Citizens Corps Council
FY09 Citizen Corps Funds

JURISDICTION: _____ ADDRESS: _____

(County)

CONTACT PERSON: _____

E-MAIL: _____

ADEM USE ONLY:

CAP NO.: _____ DATE: _____ RECEIVED BY: _____

This Grant Application is for the administration and expansion of an existing Citizens Corps Council and Citizen Corps Programs for the FY09 State Homeland Security Grant. If awarded, grant funds shall not be used for any other purposes.

PERIOD OF PERFORMANCE

The Period of Performance is April 1, 2011 – April 30, 2012.

OVERVIEW

This application must provide a brief and concise description of the CCP and the proposed use of the FY08 budget. Each application will be reviewed and scored by the Grant Review Panel (GRP) based on the following weighted criteria:

- **Narrative (50%)**
- **Organizational Review (10%)**
- **Assessment (20%)**
- **Budget (20%)**

Applications not completed in entirety to include the above criteria will not be considered.

Applications must be postmarked by March 11, 2011 to be considered.

Arkansas Department of Emergency Management
Attn: Chad Stover - State Citizen Corps Coordinator
Building #9501
Camp Joseph T. Robinson
North Little Rock, AR 72199-9600

Application B

NARRATIVE (50%)

Use the space below to provide a brief narrative to include the following items:

- Describe the benefit of having a CCP program in the jurisdiction.
- Discuss the goals the jurisdiction has for the CCP program.
- Outline how the jurisdiction plans to achieve the goals stated.
- During the past year, describe an actual situation where a CCP program could have been utilized in the jurisdiction.

Application B

ORGANIZATIONAL REVIEW (10%)

Provide a list and briefly discuss CCP programs the jurisdiction plans to establish and activities planned for each.

Attach the following documents for each program listed above:

- List of potential CCP committee representation (ex. county judge, mayor, police chief, etc.) Names do not have to be provided just positions of which they represent.

Application B

ASSESSMENT (20%)

- **Needs Assessment** – Describe the jurisdiction need for items requested to establish a CCP program.

BUDGET (20%)

Complete a detailed budget to include the following items:

- Budget **must** be in electronic format. (electronic emailed to chad.stover@adem.arkansas.gov)
- Budget **must** be specific.
- Budget **must** include detailed justification.
- Budget **must** include all authorized equipment list (AEL) numbers.
- Budget **must** be completed in entirety.

Budgets can be downloaded at the following link:

<http://www.adem.arkansas.gov/ADEM/Divisions/Admin/DP/budget.aspx>

Incomplete applications will not be considered.

Applications must be postmarked or received via email by ADEM no later than **March 11, 2011**. Late applications will not be considered.