2008 DHS FUNDING AND COMMUNITY PREPAREDNESS

On February 1, 2008, the Department of Homeland Security (DHS) released application guidance for 14 federal grant programs totaling over $3 billion. Similar to previous years, the FY 2008 Citizen Corps Program (CCP) is one of four grant programs under the FY 2008 Homeland Security Grant Program (HSGP). The funding breakdown is as follows:

State Homeland Security Program (SHSP)	$862,925,000
Urban Areas Security Initiative (UASI)	$781,630,000
Metropolitan Medical Response System (MMRS)	$ 39,831,500
Citizen Corps Program (CCP)	$ 14,572,500
	$1,698,959,000

NOTE: Per the 9/11 Commission Act of 2007 and FY 2008 Consolidated Appropriations Act, at least 25 percent of SHSP and UASI award funds must be used for building law enforcement terrorism prevention capabilities.

With the release of the National Preparedness Guidelines in September 2007, "Community Preparedness: Strengthening Planning and Citizen Capabilities" is a national priority. As a result, citizen preparedness and participation is integrated into national policy and reflected in 10 of the 14 recently released grant guidance packages. This means that there are multiple funding streams available to support your community preparedness priorities for FY 2008. Similar to last year's funding summary, this document will provide you with a roadmap to navigate through this year's DHS funding guidance.

Key Updates for FY 2008

1) *Available Funding* – For FY 2008 the following DHS grant guidance packages can be used to support community preparedness and participation activities:
   - HSGP: SHSP, UASI, MMRS, CCP)
   - 5 of 7 Infrastructure Protection Program (IPP) grants (Transit Security Grant Program, Intercity Passenger Rail, Freight Rail Security, Intercity Bus Security, and Trucking Security),
   - Emergency Management Performance Grants (EMPG),
   - Regional Catastrophic Preparedness Grant Program, and
   - UASI Nonprofit Security Grant Program.

   NOTE: Similar to last year, Port Security and Buffer Zone Protection grants of the IPP do not explicitly reference Citizen Corps / community preparedness and participation. Lastly, while the UASI Nonprofit Security Grant Program does not make community preparedness activities a specific eligible cost, the program requires the SAA to work with the Urban Area Working Group and local Citizen Corps Council to develop a prioritized list of nonprofit proposals.

2) *Web-based Investment Justification Template* – States, Territories, and Urban Areas are required to use the web-based Investment Justification submission module provided by FEMA in the Grants Reporting Tool (GRT) for their FY 2008 HSGP submission; the web-

based Investment Justification submission template will be available on March 1, 2008. In the meantime, applicants may use the Investment Planning Worksheet to structure their proposals, which is available at www.fema.gov/grants. States must submit an Investment Justification for the Citizen Corps Program.

Similar to last year, jurisdictions must select one primary and up to four secondary Target Capabilities that each Investment supports in the "Strategy – Target Capabilities" section of the Investment Justification (Section II.C.), "Community Preparedness and Participation" is among the Target Capabilities listed.

In the "Strategy – National Priorities" section of the Investment Justification (Section II.D.), jurisdictions may select up to four National Priorities that each Investment supports. "Strengthen Planning and Citizen Preparedness Capabilities" IS INCLUDED as a National Proirity.

SPECIFIC CITATIONS

This section provides specific verbatim citations from each of the FY 2008 grant funding packages that are pertinent to community preparedness / Citizen Corps. These citations will help you integrate non-governmental entities into your overall homeland security strategy and accomplish the Citizen Corps mission of engaging non-governmental partners in all aspects of emergency preparedness and prevention—planning, mitigation, protection, response, and recovery. Examples include: integrating non-governmental resources into planning, strengthening public alerts and warning systems and public education efforts, training citizens to support surge capacity; or including non-governmental entities, volunteer responders and the general public in exercises and evaluations. Detailed guidance and application instructions for all of the aforementioned grant programs is provided at http://www.fema.gov/grants.

FY 2008 HSGP PROGRAM GUIDANCE AND APPLICATION KIT

Key Changes

✓***Overarching HSGP Priorities***: Funding priorities for this year continue and further narrow the focus on risk-based funding and capability-based planning that DHS began three years ago. FY 2008 HSGP will focus on three objectives as its highest priorities. These three objectives are:

1. Measuring progress in achieving the National Preparedness Guidelines
2. Strengthening improvised explosive device (IED) attack deterrence, prevention, and protection capabilities
3. Strengthening preparedness planning

At least 25 percent of FY 2008 HSGP (State Homeland Security Program [SHSP], Urban Areas Security Initiative [UASI], Metropolitan Medical Response System [MMRS], and Citizen Corps Program [CCP]) funding must be collectively allocated to objectives 2 and 3. (Page ii and repeated as a reminder on Pages 18, 26, and 32)

Introduction

✓**Fixing shortcomings in existing plans.**

Areas of paramount concern are: Mass Evacuation and Sheltering, with particular emphasis on special needs populations and ***citizen preparedness***; (Page 6)

✓**Building regional planning processes and planning communities.**

Activities should ensure that preparedness planning networks are fully integrated with other key planning efforts such as Area Maritime Security Plans (AMSPs) for port areas and Buffer Zone Plans (BZPs) for CIKR resources and ***community preparedness planning conducted by governmental and non-governmental entities through the Citizen Corps Council.*** (Page 6)

Part I. Available Funding and Eligible Applicants (Guiding Principle)

✓***In addition to CCP allocations, States and Urban Areas are encouraged to fully leverage all HSGP resources to accomplish the Citizen Corps mission***. (Page 12)

Part III. Program Requirements

✓There are no obligation requirements for CCP. ***However, if funds are retained, consultation with local Citizen Corps Councils is required to ensure funds are expended in a manner that supports local or statewide efforts to educate, train, and involve citizens.*** Jurisdictions are encouraged to leverage available funding resources to support community preparedness and participation. (Page 16)

Part IV. General HSGP Allowable Costs Guidance

✓***All jurisdictions are encouraged to work through Citizen Corps Councils, non-governmental entities, and the general public in planning activities.*** (Page 18)

✓**Training Activities:** Allowable training-related costs under HSGP include the establishment, support, conduct, and attendance of raining specifically identified under the SHSP, UASI, MMRS, and ***CCP grant programs. Allowable training topics include, but are not limited to,*** CBRNE terrorism, cyber/agriculture/food security, intelligence gathering and analysis, NIMS related raining, ***citizen and community preparedness, and training for volunteers***. (Page 21)

✓***For MMRS or CCP, the 15 percent personnel cap ceiling does not apply.*** (Page 22)

Part VI. Program Overview: State Homeland Security Program

✓SHSP funds may be used to enhance the capabilities of State and local government and ***non-government emergency preparedness and response personnel*** through development of a State homeland security training program. (Page 29)

Section VII. Program Overview: Urban Area Security Initiative

✓States must ensure that the identified Urban Areas make an inclusive regional approach to the development and implementation of the FY 2008 UASI program and involve the contiguous jurisdictions,…***Citizen Corps Council(s)***, and MMRS(s) in their program activities. (Page 30)

✓Membership in the UAWG must provide either direct or indirect representation for all the jurisdictions and response disciplines (including law enforcement) that comprise the defined Urban Area. ***It must also be inclusive of local MMRS and Citizen Corps Council representatives.*** (Page 31)

✓***Funds used to support Citizen Corps related efforts, such as citizen preparedness, volunteer participation, and the integration of non-governmental resources should be coordinated with Citizen Corps Councils.*** (Page 32)

✓FY 2008 UASI funds may be used to enhance the capabilities of State and local government and ***non-governmental emergency preparedness and response personnel*** through development of a State homeland security training program. (Page 35)

Part VIII. Program Overview: Metropolitan Medical Response System

✓***MMRS jurisdictions are encouraged to actively collaborate with MRC unit representatives***. ***MMRS funds may be used to support local MRC units if endorsed by the local MMRS Steering Committee.*** (Page 38)

✓***Citizen participation in exercises is strongly encouraged and should be coordinated with the local Medical Reserve Corps and Citizen Corps Council***. (Page 40)

Part IX. Program Overview: Citizen Corps Program (CCP guidance should be used to support all community preparedness and participation investments.)

✓***Citizen preparedness and participation must be coordinated by an integrated body of government and non-government representatives.*** States and local government recipients of HSGP funds, including urban areas, must have a body to serve as their Citizen Corps Council with membership that includes…(Page 41)

✓ ***The community preparedness section(s) of State homeland security strategies, policies, guidance, plans (including EOPs, the State Preparedness Report, and Investment Justifications), and evaluations must be reviewed by the body serving as the State Citizen Corps Council*** and must include considerations for government/nongovernmental collaboration, and community preparedness and participation, including citizen involvement in preparedness and response. (Page 42)

✓***The SAA must coordinate the financial, programmatic, and administrative issues relating to the Citizen Corps mission with the State Citizen Corps Program Manager. Furthermore, the SAA must share the community preparedness information submitted in the state's BSIR with***

the State Citizen Corps Program Manager. The State Citizen Corps Program Manager must also participate in the FEMA required monitoring process. (Page 42)

✓***Integrating non-governmental entities into the planning process is critical to achieve comprehensive community preparedness.*** To meet this important objective, HSGP funds may be used to support the following:

- 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 (Pages 42 and 43)

✓Expenditures for promotional items ***must not exceed 15 percent of the total Citizen Corps Program allocation***. (Page 43)

✓***Any equipment purchased with CCP funding must be used for specific preparedness or volunteer training or by volunteers in carrying out their response functions.*** CCP funding is not intended for equipment to be used by uniformed emergency responders, except to support training for citizens. ***Examples of equipment used to support training for citizens includes such items as burn pans or sample volunteer response kits.*** (Page 44)

✓***Expenditures for kits used in volunteer response (e.g. CERT or MRC kits / backpacks) or clothing for official identification must not exceed 30 percent 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 (e.g., t-shirts for CERT members, baseball caps for Neighborhood Watch/USAonWatch Program foot patrol members). (Page 44)

✓***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 the CERT Train-the-Trainer training. The training must include the topics, be instructor-led and classroom-based, using lecture, demonstration, and hands-on practice throughout.*** Note that the Independent Study course, "Introduction to CERT" (IS 317) must not be substituted for delivery of basic training consistent with the 20-hour CERT curriculum. There is no cap on the number of deliveries State or local jurisdictions may conduct of the CERT basic training, the CERT Train-the-Trainer, Campus CERT Train-the-Trainer, or Teen CERT Train-the-Trainer courses. (Page 44)

Appendix C. HSGP Allowable Expenses: Additional Information

✓**1. Planning Activities Information**.

- Developing and implementing homeland security support programs and adopting DHS national initiatives including but not limited to the following:

- ***Conducting public education and outreach campaigns, including promoting individual, family and business emergency preparedness; alerts and warnings education; and evacuation plans as well as IED or bombing prevention awareness***
- Preparing materials for the State Preparedness Report (SPR)

- Developing related terrorism prevention activities including:

  - ***Public information/education:*** printed and electronic materials, public service announcements, seminars/town hall meetings, web postings coordinated through local Citizen Corps Councils
  - ***Citizen Corps volunteer programs and other activities to strengthen citizen participation***
  - ***Conducting public education campaigns, including promoting individual, family and business emergency preparedness; promoting the Ready campaign; and/or creating State, regional or local emergency preparedness efforts that build upon the Ready campaign***

- Developing and enhancing plans and protocols, including but not limited to:

  - Developing ***public/private sector partnership*** emergency response, assessment, and resource sharing plans
  - Developing or enhancing plans to engage and interface with, and to increase the capacity of, ***private sector/non-governmental entities*** working to meet the human service response and recovery needs of victims
  - ***Developing or enhancing citizen surge capacity***
  - Developing or enhancing plans for donations and ***volunteer management and the engagement/integration of private sector/non-governmental entities in preparedness, response, and recovery activities***
  - ***Developing school preparedness plans***
  - Ensuring jurisdiction EOPs adequately ***address warnings, emergency public information, evacuation, mass care, resource management from non-governmental sources, unaffiliated volunteer and donations management, and volunteer resource integration to support each Emergency Support Function, to include appropriate considerations for special needs populations***

- Developing or conducting assessments, including but not limited to:

  - Activities that directly support the identification of specific catastrophic incident priority response and recovery projected needs across disciplines (e.g. law enforcement, fire, EMS, public health, behavioral health, public works, agriculture, information technology, and ***citizen preparedness***)
  - **Conducting** ***community assessments, surveys, and research of vulnerabilities and resource needs, and determine citizen education and participation to meet the needs***
  - ***Conducting Citizen Corps program assessments and evaluations, citizen preparedness surveys, volunteer impact studies, and cost/benefit analysis*** (Pages C-1 – C-4)

✓**Exercise Scenarios:** The scenarios used in HSGP-funded exercises must focus on validating existing capabilities and must be large enough in scope and size to exercise multiple tasks ***and warrant involvement from multiple jurisdictions and disciplines and non-governmental organizations***. (Page C-9)

✓**7. Role of Non-Governmental Entities in Exercises.** Non-governmental participation in all levels of exercises is strongly encouraged. Leaders from nongovernmental entities should be included in the planning, conduct, and evaluation of an exercise. State and local jurisdictions are encouraged to develop exercises that test the integration and use of non-governmental resources provided by non-governmental entities, defined as the private sector and private non-profit, faith-based, community, volunteer and other non-governmental organizations. Non-governmental participation in exercises should be coordinated with the local Citizen Corps Council(s). (Page C-10)

✓Allowable costs include training courses that focus on:

- ***Cultural awareness training for community engagement activities*** and undercover operations related to terrorist organizations
- ***Volunteer participation to support law enforcement and community policing activities related to increased citizen awareness of terrorism activities, to include the Volunteers in Police Service and Neighborhood Watch programs*** (Page C-13)

✓***Where practical, these exercises should involve the public sector, non-governmental partners, trained citizen volunteers, and the general public***. State and local governments should work with their Citizen Corps Councils to include volunteers from programs such as Volunteers in Police Service, Neighborhood Watch, and the general public. (Page C-13)

FY 2008 INFRASTRUCTURE PROTECTION PROGRAM

Transit Security Grant Program (TSGP) Guidance and Application Kit

✓ Additionally, the TSGP continues to place highest priority on projects that include the training of frontline employees; operational activities that support visible, unpredictable deterrence; exercises; and ***public awareness programs***. (Page 3)

✓ Not more than 50 percent of the funds available for this grant program may be used for "Operating uses" as outlined in PL 110-53 section 1406(b)(2)5 which includes security training, exercises, ***public awareness campaigns***, canine patrols, development of security plans, overtime reimbursement, and operational costs associated with security or counter-terrorism duties. (Page 11)

✓**Grantee Cost Share requirement:** The maximum Federal cost share for all funded projects are as follows:

c. Planning, *Public Awareness*, Training and Exercises: Maximum Federal cost share is 100% of total project cost. (Page 22)

✓ FY 2008 TSGP funds may be used for the following types of planning activities:

- ***Public education and outreach*** (such as reproduction of Transit Watch materials). ***Where possible, such activities should be coordinated with local Citizen Corps Council(s).***
- ***Public alerts and warning systems and security education efforts***. (Page B-1)

✓**Investment Justification Template:** I.C. Discuss current and required capabilities of the transit agency undertaking this investment.

- Discuss the transit agency's *current* additional high consequence risk mitigation efforts, visible and unpredictable deterrent efforts, training programs for employees, ***emergency drills and citizen awareness activities:***

- Discuss the transit agency's *required* high consequence risk mitigation needs, anti-terrorism training programs for employees, ***emergency drills and citizen awareness activities.*** (Page D-3)

<u>Intercity Passenger Rail (Amtrak)</u>

✓***Public awareness and preparedness campaigns***. A public awareness and preparedness program can employ announcements and postings in stations, transit vehicles, or other media to ensure awareness of heightened alert or threat conditions. Effective awareness programs enlist the public in becoming an informal part of an agency security plan. They should explain specific actions the public can take to contribute to strengthening system security. (Page 3)

✓**Investment Justification Template:** II.A. Describe how this investment specifically addresses one or more of the Amtrak funding priorities identified in the FY 2008 Amtrak Guidance.

- ***Public awareness and preparedness campaigns***. (Page D-3)

<u>Intercity Bus Security Grant Program (IBSGP)</u>

✓ ***Public awareness campaigns*** for enhanced over-the-road bus security (must be DHS-approved). (Page 3)

✓**Investment Justification Template**: II.B. Describe how the investment will address one or more of the Intercity Bus Security Fundamentals, as well as its relevance to the National Preparedness Guidelines and Target Capabilities List.

- ***Public awareness campaigns*** for enhanced over-the-road bus security. (Page D-4)

Trucking Security Program (TSP)

✓***Planning.*** FY 2008 TSP funds may be used for the following types of planning activities:

• Public Education/Outreach; (Page B-1)

Freight Rail Security Grant Program (FRSGP)

✓**Training Overview**: h. Procedures for communicating and interacting with governmental and ***nongovernmental emergency response providers***; (Page G-2)

FY 2008 EMERGENCY MANAGEMENT PERFORMANCE GRANTS

✓States have the flexibility to leverage FY 2008 EMPG funds to develop intra-state and inter-state emergency management systems that encourage building partnerships across all levels of government and ***with non-governmental organizations***, including continued coordination through the Senior Advisory Committee. (Page 2)

✓**Footnote 3:** The membership of the Senior Advisory Committee must, at a minimum, include the following…***In addition, program representatives from the following entities should be members of the committee***: State Homeland Security Advisor (if this role is not also the SAA); State Emergency Management Agency Director; …***State Citizen Corps POC***; Urban Area POC;... (Page 2)

✓**Planning Costs Guidance**: (Among the items detailed on the list [on pages 16-17], the items below are most pertinent to community preparedness and participation.)

- ***Planning for NIMS implementation***
- ***Developing/enhancing comprehensive emergency management plans***
- ***Developing/enhancing all-hazards mitigation plans***
- ***Developing/enhancing catastrophic incident plans***
- ***Developing/enhancing evacuation plans, including sheltering efforts***
- ***Public education and awareness***
- ***Developing/enhancing a crisis communications plan***
- ***Updating the State and/or Urban Area Homeland Security Strategy to address all hazards***
- ***Developing/enhancing other response and recovery plans***
- ***Developing/enhancing emergency management and operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation*** (Pages 16-17)

FY 2007 AND 2008 REGIONAL CATASTROPHIC PREPAREDNESS GRANT PROGRAM

✓**1. Fix Shortcomings in Existing Plans.**

Areas of priority concern for this focus include:

- *Mass Evacuation and Sheltering*, with particular emphasis on ***special needs/special medical needs populations.***
- *Resource / Commodity Management*, with particular emphasis on National Incident Management System (NIMS) standardized mechanisms and processes to describe, inventory, mobilize, dispatch, track, and recover resources ***(including volunteer/donations management [i.e. affiliated volunteer surge capacity and management of spontaneous volunteers])*** over both the life cycle and regional or national scope of an incident, taking into account both at-risk and host jurisdictions/states.

Specific deliverables shall include:

- Development of Annexes / Appendices to the regional plan to address one or more of the following issues:
  - ***Volunteer and Donations Management*** (Page 4)

✓**2. Build Regional Planning Process and Planning Communities.** Grantees must ensure that these processes, networks and communities are fully integrated with other established planning efforts, such as Area Maritime Security Plans (AMSPs) for port areas and Buffer Zone Plans (BZPs) for critical infrastructure, and ***Citizen Corps Councils for community preparedness***. (Pages 4-5)

✓**3. Link Operational and Capabilities-Based Planning for Resource Allocation.** Grantees will focus on collaborative planning that will organize actions among the Urban Areas and include participating governments, and ***non-governmental entities*** to accomplish operational objectives, achieve unity of effort, and employ specific capabilities within a given time and space. (Page 5)

✓**D. Regional Catastrophic Planning Team.**

The RCPT must include local MMRS and Citizen Corps Council representatives. (Page 7)

✓**1. Planning:** ***Working through Citizen Corps Councils, all jurisdictions are encouraged to include non-governmental entities and the general public in planning and associated training and exercises***. (Page 24)

✓**Program Overview**: States **must** ensure that the identified Urban Areas take an inclusive regional approach to the development and implementation of the RCPGP program and involve the contiguous jurisdictions, mutual aid partners, port authorities, rail and transit authorities, State agencies***, Citizen Corps Council(s),*** and MMRS(s) in their program activities. (Page 26)

✓**2. Establish the RCPT.**

It must also include local MMRS and ***Citizen Corps Council representatives***. (Page 27)

✓***Funds used to support Citizen Corps related efforts, such as citizen preparedness, volunteer participation, and the integration of non-governmental resources should be coordinated with Citizen Corps Councils***. (Pages 27-28)

✓**Investment Justification Overview:**

- Establish the structure for the involvement of regional partners (including tribal, government, business, critical infrastructure ***and community preparedness entities, such as Citizen Corps Councils)***, to include those outside the traditional urban area boundaries and commensurate with addressing the requirements associated with a catastrophic event. (Page B-1)

FY 2008 UASI NONPROFIT SECURITY GRANT PROGRAM

✓***It is also designed to promote coordination and collaboration in emergency preparedness activities among public and private community representatives, State and local government agencies, and Citizen Corps Councils***. (Page 1)

✓ SAAs, in coordination with Urban Area Working Groups and the ***Citizen Corps Councils,*** are encouraged to actively and aggressively advertise the availability of the Nonprofit Security Grant Program (NSGP) to eligible non-profit organizations, especially to organizations that previously have not applied for or received NSGP funding. (Page 2)

✓ First, applications will be reviewed and prioritized by the respective Urban Area Working Group (UAWG) ***in coordination with the local Citizen Corps Council, if they are separate entities***... As part of the UASI Nonprofit Security Grant Program application, the ***SAA must work with the UAWG and local Citizen Corps Council to develop a prioritized list of nonprofit proposals***, in accordance with the "*Investment Justification Questions, Criteria, and Prioritization Methodology for SAAs and UAWGs"* excel template located at *http://www.fema.gov/grants*. (Page 12)

✓Evaluation criteria include items such as:

- Integration of nonprofit preparedness with broader state and local preparedness efforts to ***include coordination with the Citizen Corps Council*** (Pages 12-13)

SUGGESTIONS FOR COMMUNITY PREPAREDNESS AND PARTICITIPATION PROJECTS

To help give you some ideas, below are some examples of projects from the 2007 Investment Justifications that you may wish to consider.

- Enhance the States's organizing, resource typing, and credentialing of volunteers and organizations' resources to include in a statewide database that responder agencies can use in response and recovery operations.

- Conduct an assessment of local citizen preparedness public education campaigns and develop a best practices model for jurisdictions in the area.

- Develop collaborative programs for vulnerable populations, and expand and enhance public alerts and warning systems in the region.

- Education and Training: Four business preparedness seminars and 14 citizen exercises/training events are held annually. This Investment will allow school preparedness seminars to be held for students and teachers in public schools.

- Expansion and maintenance of CCP: Enhance the ability of public and private organizations to respond and provide assistance by leveraging the recruitment abilities of fire departments and law enforcement agencies to recruit, train, place and retain volunteers to provide response assistance with professional responders and non-governmental organizations after an incident and to provide an organized entity for collaboration among organizations.

- Continue developing a Veterinary Response Corps, which includes training veterinarians to respond to large animal emergencies in support of the State Animal Response Team and County Animal Response Teams.

- Expand existing public education/outreach efforts by focusing on immigrant ethnic communities and to embark on a media campaign in order to educate audiences throughout the area.

- Continue the implementation of scientific citizen preparedness and awareness surveys to determine the level of citizen preparedness in the state.

- Develop a centralized volunteer registry to coordinate the various volunteer programs in the state and improve the ability of emergency management to deploy volunteers when needed.

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