



**FY 2006 Citizen Corps Support Program
Program Guidance and Application Kit
Catalog of Federal Domestic Assistance (CFDA) Number 97.053**

June 2006



**Homeland
Security**

I.	PROGRAM GUIDANCE	6
A.	OVERVIEW	6
B.	ELIGIBLE APPLICANTS	7
C.	FUNDING	11
D.	PROGRAM GUIDANCE.....	11
E.	GENERAL GUIDANCE.....	12
F.	G&T RESOURCES AND SUPPORT	13
II.	APPLICATION KIT	16
A.	OVERVIEW	16
B.	REQUIRED APPLICATION SUBMISSIONS.....	16
III.	AWARD AND REPORTING REQUIREMENTS	20
A.	AWARD TO VENDORS.....	20
B.	DRAWDOWN OF FUNDS	20
C.	REPORTING REQUIREMENTS	20
D.	MONITORING	22
E.	CLOSE-OUT PROCESS.....	23
	APPENDIX A: SAMPLE AWARD PACKAGE	A-1
	APPENDIX B: PROGRAM NARRATIVE WORK PLAN TEMPLATE	B-1
	APPENDIX C: BUDGET WORKSHEETS	C-1

I. PROGRAM GUIDANCE

I. PROGRAM GUIDANCE

A. Overview

The Office of Community Preparedness (OCP), under the direction of the Office of Grants and Training (G&T), is accepting applications for the Fiscal Year 2006 Citizen Corps Support Program (CCSP). The Citizen Corps Support Program has multiple missions.

1. To advance fire safety and fire prevention through citizen advocates and to engage local fire service leadership on Citizen Corps Councils. The OCP will work in partnership with the United States Fire Administration (USFA) to manage the overall effort. USFA will provide key input and be a key player in developing the policy for advancing fire safety and fire prevention and Citizen Corps Council participation through the Citizen Corps Support Program.
2. To strengthen communication and collaboration among emergency managers, other response disciplines, and community leaders at all levels to promote citizen preparedness and participation through Citizen Corps Councils.
3. To support state and local Citizen Corps Councils and Programs with tools and best practices related to liability issues pertaining to training citizens and volunteers to support emergency responders.
4. To engage Mayors in Citizen Corps Councils and outreach to the community for citizen preparedness and training, and participation in exercises and volunteer programs.

Cooperative Agreements and Grant Awards will be awarded to eligible applicants to design and develop tools and best practices for use by Federal, State, local, and tribal jurisdictions and their Citizen Corps Councils and Programs.

1. Authorized Program Purpose

Funding for the Fiscal Year 2006 Citizen Corps Support Program is authorized by:

- A. Public Law 109-90, Fiscal Year 2006 Department of Homeland Security Appropriations Act. In addition, on December 27, 2003, Homeland Security Presidential Directive-8 (HSPD-8) was issued. HSPD-8 tasked the Secretary of Homeland Security, in coordination with the heads of other appropriate Federal departments and agencies and in the consultation with State and local governments to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters and other emergencies using an “all hazards” approach. G&T has been assigned the responsibility to lead the implementation of HSPD-8 to include citizen participation and public communication. As a result, G&T works with other appropriate Federal departments and agencies as well as State and local governments and the private sector to encourage active citizen participation and involvement in preparedness efforts. G&T periodically reviews and identifies the best community practices for integrating private citizen capabilities into local preparedness efforts.

2. Program Requirements

Receipt of funds under the Fiscal Year 2006 Citizen Corps Support Program is contingent upon:

- a) Submission and approval of an application for funding to address all requirements outlined in this solicitation.
- b) The submission of the on-line grant application described in Section IV and Section V of this booklet. Applications for funding under this program must be submitted by 11:59 pm Eastern Daylight Savings Time on July 12, 2006.

3. Selection Criteria

Fire Corps Program

The proposal must clearly demonstrate the ability to address the following requirements:

- a) Maintain a Program Director and staff necessary to administer and fulfill the objectives of the FCP. In addition to a full-time Program Director and a Program Coordinator, Fire Corps will have the unique ability to utilize the services of two full-time National Volunteer Fire Council employees, including an Administrative Assistant and a Public Relations Director on a half time basis.
- b) The Director and staff will maintain ongoing communication with the members of the Fire Corps National Advisory Committee (NAC) and will convene the full Committee at least once a year. The Fire Corps NAC will provide feedback and program direction and, in its capacity as the Fire Service Subcommittee to the National Citizen Corps Council, will also provide direction on engaging fire service leadership on state and local Citizen Corps Councils to participate in multi-disciplined planning with community civic leaders.
- c) The Director and staff will maintain ongoing communication with the DHS Office of Community Preparedness to provide Fire Corps Program status and grants management reports; reports on the state of volunteerism in the fire and emergency services; and reports on fire service participation on Citizen Corps Councils.
- d) Continue to produce and disseminate resources, tools, educational programming, and provide technical assistance for local FCPs. The following items are projects included within this task:
 - 1. Develop and implement a Fire Corps curriculum designed to train fire and emergency service departments on starting and implementing a FCP and on participating on local Citizen Corps Councils. This curriculum will be delivered at key locations and industry events across the nation. It is hoped that this curriculum will also be adopted by the United States Fire Administration as a part of the course offerings found at the National Fire Academy.

2. Develop a Citizen Corps toolkit. This online, downloadable resource will contain information and materials needed by Citizen Corps Councils to promote Fire Corps in their community or region.
 3. Develop a schedule of key trade shows, state conferences, and national meetings to attend to promote Fire Corps through booth exhibition, educational seminars, and information sessions.
 4. Maintain and update the Fire Corps website, www.firecorps.org.
 5. Maintain and support the national 1-800-FIRE LINE as well as develop an awareness campaign around this resource. This campaign will include the creation of media materials for 1-800-FIRE LINE and the development of tools and resources that can be used by state associations, Citizen Corps Councils, and fire/EMS departments to promote the use of this valuable tool.
- e) Maintain and expand FCP national recruitment and awareness campaign, including attention given to retention of existing FCPs. This shall include the development and dissemination of the Fire Corps E-Update, promotional items, a presentation kit (consisting of a laptop, LCD, and case) for conducting Fire Corps educational sessions, as well as the development of press releases, advertising, feature articles, and other media related items.
 - f) Substantially involve (including making subgrants as appropriate) the International Association of Fire Chiefs (IAFC), the International Association of Firefighters (IAFF) and other fire groups to support program implementation. Areas for the IAFC, IAFF and other groups' inclusion include the development of the curricula, tool kits, creation of media materials and the national recruitment and the awareness campaigns.
 - g) Identity Fire Corps as a proud partner of Citizen Corps in all materials.

Mayoral Participation Program

The proposal must clearly demonstrate the ability to address the following requirements:

- a) Increase awareness of Citizen Corps and the role Mayors play in supporting local Citizen Corps Councils, to include content for newsletters, emails, conference calls, shared calendars, information bulletins, website postings, and conference workshops/presentations.
- b) Provide Mayors with guidance/training on using Citizen Corps Councils effectively, including tools to educate Mayors on the Citizen Corps collaborative approach to citizen preparedness and participation; to encourage Mayors to strengthen the membership of the Council by ensuring the appropriate range of participation from government/emergency response, civic and faith-based leaders, non-profit organizations, schools, minority representation, media, and special needs advocacy groups; and to assist Mayors in strategic planning on community preparedness.
- c) Develop tools to assist Mayors with citizen preparedness and participation messages and outreach, to include personal preparedness, training, exercises, and participation in volunteer programs. Provide guidance on how Mayors can be the local face of preparedness – leading by example: being personally

prepared and taking first aid/CERT training; educating their residents about alerts and warnings, evacuation/shelter plans; personally acknowledging community efforts.

- d) Develop a speakers' bureau and testimonials/photos from Mayors around the country that have successfully used Citizen Corps. Quotes and photos must have all requisite releases.

Emergency Managers Citizen Collaboration Program

The proposal must clearly demonstrate the ability to address the following requirements:

- a) Overall Management and Partnerships
 - 1. Maintain a Program Liaison and the staff support necessary to administer and fulfill the objectives of the Emergency Manager Citizen Collaboration Program.
 - 2. The Program Liaison will maintain ongoing communication with the members of the National Emergency Management Association (NEMA) and the International Association of Emergency Managers (IAEM) to increase awareness of Citizen Corps and the role Emergency Managers play on local, tribal, and state Citizen Corps Councils, to include content for newsletters, emails, conference calls, shared calendars, information bulletins, website postings, and conferences.
 - 3. The Program Liaison will also maintain ongoing communications with the DHS Office of Community Preparedness to provide status reports of the Emergency Manager Citizen Collaboration Program.
 - 4. Advise the Office of Community Preparedness of major issues impacting citizen preparedness and participation.
 - 5. Facilitate participation of NEMA and IAEM on the National Citizen Corps Council to provide emergency management perspective on community preparedness and to partner with other National Council members, Citizen Corps program partners, and Citizen Corps Affiliates.
- b) National Conference
 - 1. Host a National Citizen Corps Conference in the National Capital Region with participation from state, tribal, local Citizen Corps Councils, Citizen Corps Affiliates, National Citizen Corps Council members, and leaders in the field of community preparedness. The Conference Agenda will be developed in collaboration with the DHS Office of Community Preparedness, but the administrative cooperative agreement awardees (grantees and subgrantees) will be responsible for all logistical and administrative support for the conference.
- c) Tools and Resources
 - 1. Develop tools to educate Emergency Managers on the Citizen Corps collaborative approach to citizen preparedness and participation and to provide direction on servicing on state and local Citizen Corps

- Councils and participating in multi-disciplined planning with community civic leaders.
2. Develop train-the-trainer materials to provide NIMS, EOC/JFO, ICS, and personal preparedness training for citizens.
 3. Improve emergency managers' awareness of issues pertaining to people with disabilities and better educate disability groups understanding for emergency response and recovery.
 4. Provide input on strengthening the role of citizens in planning, executing, and reviewing emergency management exercises.
- d) NIMS and Surge Capacity Development
1. Provide input for NIMS resource typing and credentialing volunteer job functions (to include recommendations to improve existing training and to create non-existing training) and provide input for the development of volunteer deployment policies and procedures. This will be used to facilitate surge capacity requirements and Citizen Corps volunteers as EMAC resources.
 2. Provide input guidance to jurisdictions on incorporating volunteer job functions to support ESFs in Emergency Operations Plans.

Volunteer Liability Research Program

The proposal must clearly demonstrate the ability to address the following requirements:

- e) Assess end-user input on what type of information regarding volunteer liability legislation and practices the end-users most need and how it can best be presented.
- f) Develop a tool kit of methodologies for finding and identifying, then assessing the components of existing volunteer liability statutes. This includes suggestions for related risk management practices.
- g) Develop a menu of model components for use by States who want to improve existing legislative components. This should include a discussion of various types of liabilities, to include instructor liability, and connect each to suggested statutory modules.
- h) Develop a tool on volunteer liability that addresses when volunteers cross interstate boundaries either as a result of federal deployment or under State to state mutual aid agreements.
- i) Work with the Medical Reserve Corps and other Department of Health and Human Services initiatives on medical volunteer licensure and liabilities, such as the US Health Resources and Services Administration's Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP).
- j) Advise Citizen Corps of major issues impacting broader volunteer liability or any of the other products required of this agreement.
- k) With the project final report, include a PowerPoint presentation on final products and findings. Present the presentation at three or more conferences or workshops (as funds allow) across the country with locations to be determined by Citizen Corps.

B. Eligible Applicants

Entities eligible to receive funding under this program include: The National Emergency Management Association, the U.S. Conference of Mayors, the Public Entity Risk Institute and the National Volunteer Fire Council.

C. Funding

Funding will total \$1,295,000 broken down as follows:

1. Fire Corps Program - \$750,000
2. Mayoral Participation Program - \$120,000
3. Emergency Managers Citizen Collaboration Program - \$350,000
4. Volunteer Liability Research Program - \$75,000

D. Program Guidance

Period of Performance

The Performance Period will be for up to twelve months from the date of award.

Cost Share Requirement

There is no match requirement for this grant.

Drawdown of Funds

Cooperative agreement awardees (grantees and subgrantees) may elect to drawdown funds up to 3 days prior to expenditure/disbursement. However, the Office of Grants and Training (G&T) strongly encourages recipients to drawdown funds as close to expenditure as possible to avoid accruing interest. Funds received by both grantees and subgrantees must be placed in an interest-bearing account and are subject to the rules outlined in Uniform Rule 6 C.F.R. Part 7, *New Restrictions on Lobbying*, Uniform Rule 28 C.F.R. Part 70, *Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education, Hospitals and other Non-profit Organizations*, at <http://www.gpoaccess.gov/cfr/index>.

These guidelines state that subgrantees are required to promptly, but at least quarterly, remit interest earned on advances to:

United States Department of Health and Human Services
 Division of Payment Management Services
 P.O. Box 6021
 Rockville, MD 20852

The subgrantee may keep interest amounts up to \$100 per year for administrative expenses for all Federal grants combined. Please consult the Office of Grant Operations (OGO) Financial Management Guide or the applicable OMB Circular for additional guidance. Although advance drawdown requests may be made, State awardees remain subject to the interest requirements of the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time Federal funds are credited to a State

account until the time the State pays out the funds to a subgrantee or otherwise for program purposes.

E. General Guidance

Copyrights

The awarding agency reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes:

- The copyright in any work developed under a cooperative agreement award or subaward
- Any rights of copyright to which a recipient or subrecipient purchases ownership with support.

Patents, Patent Rights, and Inventions

If any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored by the Federal cooperative agreement award or subaward funds, such facts must be promptly and fully reported to the awarding agency. Unless there is a prior agreement between the recipient and the awarding agency on disposition of such items, the awarding agency shall determine whether protection on the invention or discovery shall be sought. The awarding agency will also determine how rights in the invention or discovery (including rights under any patents issued thereon) shall be allocated and administered in order to protect the public interest consistent with "Government Patent Policy" (President's Memorandum for Heads of Executive Departments and Agencies, dated August 23, 1971, and statement of Government Patent Policy, as printed in 36 FR 16839). Government-wide regulations have been issued at 37 CFR Part 401 by the Department of Commerce.

Freedom of Information Act (FOIA)

G&T recognizes that some of the information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be exempt from disclosure under FOIA. Decisions regarding the release of such information will only be made after careful review by the DHS FOIA Officer in conjunction with G&T and, where appropriate, with the submitter. Applicants may also consult G&T regarding concerns or questions about the release of information under State and local laws by calling (800) 368-6498. Awardees should be familiar with the regulations governing protected critical infrastructure information (6 C.F.R. Part 29) and sensitive security information (49 C.F.R. Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

Compliance With Federal Civil Rights Laws and Regulations

Cooperative agreement awardees are required to comply with federal civil rights laws and regulations. Specifically, awardees are required to provide assurances as a condition for receipt of federal funds from DHS that its programs and activities comply with the following:

- *Title VI of the Civil Rights Act of 1964, as amended, 42. U.S.C. 2000 et. seq.* - no person on the grounds of race, color or national origin will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity receiving federal financial assistance;
- *Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794* - no qualified individual with a disability in the United States, shall, by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity receiving federal financial assistance.
- *Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq.* - discrimination on the basis of sex is eliminated in any education program or activity receiving federal financial assistance;
- *The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et. seq.* - no person in the United States shall be, on the basis of age, excluded from participation in, denied the benefits of or subjected to discrimination under any program or activity receiving federal financial assistance.

Cooperative agreement awardees must comply with all regulations, guidelines, and standards adopted under the above statutes.

- *Services to Limited English Proficient (LEP) Persons* - As noted above, awardees are required to comply with Title VI of the Civil Rights Act of 1964, as amended. Title VI prohibits discrimination on the basis of race, color, and national origin. National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI, awardees are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Because awardees are required to provide meaningful access to LEP persons in their programs and activities, awardees are encouraged to consider the need for language services for LEP persons served or encountered in developing their proposals and budgets. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, please see <http://www.lep.gov>.

Cooperative agreement awardees are also required to submit information, as required, to the DHS Office for Civil Rights and Civil Liberties concerning its compliance with these laws and their implementing regulations.

F. G&T Resources and Support

To assist cooperative agreement awardees with program activities, G&T has several support mechanisms available.

Centralized Scheduling and Information Desk (CSID) Help Line

CSID is a non-emergency resource for use by State and local emergency responders across the nation. CSID provides general information on all G&T programs and information on the characteristics and control of CBRNE materials, defensive equipment, mitigation techniques, and available Federal assets and resources. CSID also provides information on the following services: CBRNE training centralized scheduling capability, CBRNE exercises, State Homeland Security Assessment and Strategy Grants, and TA.

CSID can be contacted by telephone at 1-800-368-6498 or via email at askcsid@dhs.gov. CSID hours of operation are from 8:00 a.m. - 7:00 p.m. (EST), Monday through Friday.

Federal Fiscal Support and Oversight

G&T’s Office of Grant Operations (OGO) will provide fiscal support and oversight of the programs included in this solicitation. All cooperative agreement, grant and sub-grant recipients should refer to the OGO Financial Management Guide. This guide may be found on-line at [http://www.dhs.gov/dhspublic/interapp/editorial/editorial\)0355.xml](http://www.dhs.gov/dhspublic/interapp/editorial/editorial)0355.xml) under “Grant Administration Resources.” OGO can be contacted by telephone at 1-866-9ASKOGO or by email at ask-OGO@dhs.gov.

Lessons Learned Information Sharing (LLIS) System

LLIS is a national, online, secure website that houses a collection of peer-validated lessons learned best practices, and AARs from exercises and actual incidents, and other relevant homeland security documents. LLIS is designed to help emergency response providers and homeland security officials prevent, prepare for, respond to, and recover from catastrophic events and acts of terrorism. LLIS facilitates improved preparedness nationwide by providing response professionals with access to a wealth of validated front-line expertise on effective planning, training, equipping, and operational practices for homeland security.

The LLIS website also includes a national directory of responders and homeland security officials, as well as an updated list of homeland security exercises, events, and conferences. Additionally, LLIS includes online collaboration tools, including secure email and message boards, where users can exchange information. LLIS uses strong encryption and active site monitoring to protect all information housed on the system. The LLIS website is located at <https://www.LLIS.gov>.

II. APPLICATION KIT

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A. Overview

Applicants must apply for FY 2006 Citizen Corps Support Program funding through Grants.gov (applications will no longer be accepted through the Grants Management System). Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.” NOTE: You will not be able to download the Application Package unless you have installed PureEdge Viewer. The application package will be available on Grants.gov and must be submitted through that website. We recommend you visit Grants.gov at least 30 days prior to filing your application to fully understand the process and requirements. If you encounter difficulties, please contact the Grants.gov Help Desk at 1-800-518-4276 to report the problem and obtain assistance with the system. To use Grants.gov, the applicant, must have a DUNS Number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration.

Applications are available as of June 26, 2006 and must be received by G&T no later than 11:59 PM Eastern Daylight Savings Time on July 12, 2006. G&T will evaluate applications within 60 days of receipt of application.

These cooperative agreements are through DHS/G&T. The program title listed in the Catalog of Federal Domestic Assistance (CFDA) at <http://12.46.245.173/cfda/cfda.html> is “*Citizen Corps Support Program*.” The CFDA number for FY 2006 HSPTAP is 97.053. When completing the online application, applicants should identify their submissions as new, non-construction applications. The project period will be for a period not to exceed 12 months.

B. Required Application Submissions

- **SF 424 - Application for Federal Assistance:** Applicants must complete an SF 424 application form. This form may be completed while on the Grants.gov Web site or it can be completed offline in its entirety. **NOTE: Applications submitted through Grants.gov must use the SF 424 provided by Grants.gov.** The SF 424 application form can only be viewed and downloaded once PureEdge Viewer has been installed. The SF 424 application form on Grants.gov is formatted so applicants are only required to complete fields which are indicated with an asterisk (*) and color coded in yellow. Once the application is complete, close the document (you will then be prompted to save changes or not).
- **SF 424A – Budget Information – Non-Construction:** Applicants must complete a budget for each budget year and, if applicable, a cumulative budget for the total project period.

Funds may be requested as long as the item and amount are necessary to perform the proposed work and are not precluded by the cost principles or program funding restrictions

- **DUNS Number.** To use Grants.gov, the applicant, must have a DUNS Number and register in the Central Contractor Registry (CCR). Organizations should verify having a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at *no cost* by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.
- **Attachments: Program Narrative, Budget and Budget Narrative**

Citizen Corps Support Program Narrative and Budget. To frame the program narrative, please use the following structure:

Program Narrative Requirements:

Work Plan: Please provide a detailed work plan to address the planned activities, projects, and measurable achievement outcomes related to the initiatives under the FY 2006 CCSP. Please provide a description of current resource management capabilities to develop, implement, and manage the programmatic requirements associated with the CCSP.

- Identify the major organizations, committees, and other structures accountable for implementing the initiatives
- Indicate the staffing/resource levels within these core organizations responsible for program administration and oversight.

The work plan must be attached within Grants.gov. **The work plan must have separate sections for each program area that the vendor is seeking to provide assistance. For example, if vendor Y is seeking to provide assistance for both grant management activities and information sharing, the work plan must have separate sections that address each.** Please see Appendix B for a work plan template with required items.

Budget and Budget Narrative Requirements:

The Citizen Corps Support Program (CCSP) project award recipient is required to submit a budget narrative and budget detail worksheets addressing CCSP related costs and expenses, as a part of the CCSP application. This budget narrative should be detailed and should serve to: (1) explain how the costs were estimated, and (2) justify the need for the costs incurred to the measurable achievement outcomes as stated in the work plan. For clarification purposes, the narrative should include tables describing cost and expense elements (e.g. equipment list with unit costs/quantity). The narrative and accompanying budget worksheets must be attached within Grants.gov. *Please see Appendix D for sample budget worksheets.* A copy of this budget worksheet may be found at <http://www.ojp.usdoj.gov/forms.htm>.

Applicants must familiarize themselves with the requirements and restrictions of the Program Guidance for FY 2006 CCSP, available in Sections I through III of the *Fiscal Year 2006 Citizen Corps Support Program: Program Guidance and Application Kit*. The Program Guidelines contain critical information regarding this cooperative agreement program. All grant recipients are assumed to have read, understood, and accepted the Program Guidance as binding.

III. AWARD AND REPORTING REQUIREMENTS

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A. Cooperative Agreement Award

Upon approval of the application, the cooperative agreement will be awarded to the respective organization. This date will be known as the “*award date*.”

Required Submissions: Signed award document and special conditions returned to the OJP OC Control Desk.

B. Drawdown of Funds

Following acceptance of the cooperative agreement award and release of any special conditions withholding funds, the awardee can drawdown funds through the Automated Standard Application for Payments (ASAP), Phone Activated Paperless Response System (PAPRS), or Letter Of Credit Electronic Certification System (LOCES) payment systems.

In support of our continuing effort to meet the accelerated financial statement reporting requirements mandated by the U.S. Department of the Treasury and the Office of Management and Budget (OMB), payment processing will be interrupted during the last five (5) working days of each month. Awardees should make payment requests before the last five working days of the month to avoid delays in deposit of payments. For example, for the month of September, the last day to request (drawdown) payments will be September 23, 2005. Payments requested after September 23, 2005 will be processed when the regular schedule resumes on October 1, 2005. A similar schedule will follow at the end of each month thereafter.

To avoid denial of payment requests, awardees are encouraged to submit their SF269a FSRs online at <http://grants.ojp.usdoj.gov>. Additional information and instructions are available at this website. (As of January 1, 2006, online submission of the FSRs is required.)

Questions regarding award payments should be addressed to the OJP OC by telephone at 1-800-458-0786 or email askoc@ojp.usdoj.gov. Questions regarding all other financial/administrative issues should be addressed to the OGO Information Line at 1-866-9ASKOGO (927-5646) or email at ask-ogo@dhs.gov.

C. Reporting Requirements

Reporting requirements for the CCSP will be consolidated into a single reporting system.

Financial Status Report

Obligations and expenditures must be reported to G&T on a quarterly basis through the Financial Status Report (FSR), which is due within 30 days of the end of each calendar quarter (i.e. for the quarter ending March 31, FSR is due on April 30). A report must be submitted for every quarter the award is active, including partial calendar quarters, as well as for periods where no award activity occurs. Future awards and fund drawdowns will be withheld if these reports are delinquent. FSRs **must** now be filed **online** through the internet at <http://grants.ojp.usdoj.gov>. Forms and instructions can be found at <http://www.ojp.usdoj.gov/forms.htm>.

Awardees are reminded to review the following documents and ensure that activities are conducted in accordance with the applicable guidance:

- OMB Circular A-102, *Grants and Cooperative Agreements with State and Local Governments*, at <http://www.whitehouse.gov/omb/circulars/index.html>
- OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, at <http://www.whitehouse.gov/omb/circulars/index.html>
- OMB Circular A-110, *Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations*, at <http://www.whitehouse.gov/omb/circulars/index.html>
- OMB Circular A-21, *Cost Principles for Educational Institutions*, at <http://www.whitehouse.gov/omb/circulars/index.html>
- OMB Circular A-122, *Cost Principles for Non-Profit Organizations*, at <http://www.whitehouse.gov/omb/circulars/index.html>.

Additionally, awardees should be familiar with the requirements included in the OGO Financial Management Guide. This Guide may be obtained by contacting OGO.

Required Submissions: FSR (quarterly).

Categorical Assistance Progress Report (CAPR)

Following an award, the awardees will be responsible for providing updated obligation and expenditure information on a regular basis. The CAPR is due within 30 days after the end of the reporting period (July 31 with a reporting period of January 1 through June 30, and on January 31 with a reporting period of July 1 through December 31). G&T will provide a copy of the CAPR (OJP Form 4587/1), which will be included in the initial award package. Future awards and fund drawdowns may be withheld if these reports are delinquent. The final CAPR is due 90 days after the end date of the award period.

Block #12 of the CAPR should be used to note progress against the proposed project. The grantor agency shall provide sufficient information to monitor program implementation and goal achievement.

CAPRs must be filed online through the internet at <http://grants.ojp.usdoj.gov>. Forms and instructions can be found at <http://www.ojp.usdoj.gov/forms.htm>.

Required Submissions: CAPR (biannually).

Financial and Compliance Audit Report

Recipients that expend \$500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accountability Office *Government Auditing Standards*, located at <http://www.gao.gov/govaud/ybk01.htm>, and *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, located at <http://www.whitehouse.gov/omb/circulars/index.html>. Audit reports are currently due to the Federal Audit Clearinghouse no later than 9 months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2006 CCSP funding for audit and examination purposes, provided that, in the opinion of the Secretary of Homeland Security or the Comptroller General, these documents are related to the receipt or use of such assistance. The awardee will also give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the cooperative agreement.

The award recipient shall require that subgrantees comply with the audit requirements set forth in *OMB Circular A-133*. Recipients are responsible for ensuring that sub-recipient audit reports are received and for resolving any audit findings.

D. Monitoring

Award recipients will be monitored periodically by G&T Citizen Corps Program Managers and OGO to ensure that the program goals, objectives, timeliness, budgets, measurable achievement outcomes as stated in the approved work plan, and other related program criteria are being met. Monitoring is accomplished through a combination of office-based and on-site monitoring visits. Monitoring involves the review and analysis of the financial, programmatic, and administrative issues relative to each program, and helps identify areas where technical assistance and other support may be needed.

The awardee is responsible for monitoring subgrantee activities to provide reasonable assurance that the sub-recipient administers Federal awards in compliance with Federal and State requirements. Responsibilities include the accounting of receipts and expenditures, cash management, the maintaining of adequate financial records, and the refunding of expenditures disallowed by audits.

E. Cooperative Agreement Close-Out Process

Within 90 days after the end of the award period, the award recipient will submit a final FSR, a final CAPR, and a final project report detailing all accomplishments throughout the project. After these reports have been reviewed and approved by the G&T Citizen Corps Program Manager, a Grant Adjustment Notice (GAN) will be completed to close-out the cooperative agreement. The GAN will indicate the project as being closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the cooperative agreement records for three years from the date of the final FSR. After the financial information is received and approved by OGO, the cooperative agreement will be identified as “Closed by the Office of Grant Operations.”

Required Submissions: 1) Final SF-269, 2) Final CAPR, and 3) Final Project Report

Project Final Report

All awardees will submit a final report **30** days after the end of the project period. This report will detail results of the pilot project(s) and results achieved. This is a separate report from the final CAPR, but information in this report may be used in Block #12 of the final CAPR.

Appendix A

Sample Award Package

APPENDIX A: SAMPLE AWARD PACKAGE

TAB 1: SAMPLE REVIEW OF AWARD

**Preparedness Directorate's Office of Grants and Training
Office of Grant Operations
Post Award Instructions for G&T Awards**

1. Review Award and Special Conditions Document.

Carefully read the award and any special conditions or other attachments. There is an original plus one copy of the award page.

If you agree with the terms and conditions, the authorized official should sign and date both the original and the copy of the award document page in Block 19. You should maintain a copy and return the original signed documents to:

Office of Justice Programs
Attn: Control Desk - G&T Award
810 Seventh Street, NW – 5th Floor
Washington, DC 20531

If you do not agree with the terms and conditions, contact the awarding G&T Preparedness Officer as noted in the award package.

2. Read Guidelines.

Become familiar with the OGO Financial Management Guide, which may be found online at <http://www.dhs.gov/dhspublic/interapp/editorial/editorial0355.xml> under “Grant Administration Resources.”, or by contacting OGO at 1-866-9ASKOGO. New award recipients are automatically placed on a mailing list to receive future Guides and their change sets.

TAB 2: SAMPLE POST AWARD INSTRUCTION

Preparedness Directorate's Office of Grants and Training
Office of Grant Operations
Office of the Comptroller

Post Award Instructions

OGO will provide fiscal support and oversight of the G&T grant programs, while the OJP OC will continue to provide support for grant payments. The following is provided as a guide for the administration of awards from G&T. Forms and other documents illustrating each step are attached.

Step 1. Review Award and Special Conditions.

If you agree with the terms and conditions stated in the award, sign and date the award document and the last page of the Special Conditions, and return to OJP. Notify a G&T Preparedness Officer when Special Conditions have been met (refer to Step 1 attachment).

If you do not agree with the terms and conditions as written, contact a G&T Preparedness Officer.

Step 2. Read Guidelines.

Read and become familiar with the OGO Financial Management Guide and related material

Step 3. Complete and Return Automated Clearing House (ACH) Form.

The ACH Vendor/Miscellaneous Payment Enrollment Form (refer to Step 3 attachment) is used to arrange direct deposit of funds into the designated bank account.

Step 4. Access to Payment Systems.

OJP uses two payment systems: Phone Activated Paperless System (PAPRS) and Letter of Credit Electronic Certification System (LOCES) (refer to Step 4 attachment). Current LOCES users will see the addition of new G&T grants on the LOCES grant number listing as soon as the G&T award acceptance has been received. PAPRS grantees will receive a letter with the award package containing their PIN to access the system and Grant ID information.

Step 5. Reporting Requirements.

Reporting requirements must be met during the life of the grant (refer to the OGO Financial Management Guide and the specific program guidance for a full explanation of these requirements, special conditions and any applicable exceptions). The payment systems contain edits which will prevent access to funds if reporting requirements are not met on a timely basis. Refer to Step 5 attachments for forms, due date information, and instructions.

Step 6. Questions about your G&T award?

A reference sheet is provided containing frequently asked financial questions and answers. Questions regarding grant **payments** should be addressed to the OJP OC at 1-800-458-0786 or email askoc@ojp.usdoj.gov. Questions regarding all other financial/administrative issues should be addressed to the OGO Information Line at 1-866-9ASKOGO (927-5646) or email at ask-ogo@dhs.gov.

Appendix B

Program Narrative Work Plan Template

APPENDIX B: PROGRAM NARRATIVE WORK PLAN TEMPLATE

Applications must clearly demonstrate the applicant's ability to maintain the Citizen Corps Support program, administer the National Advisory Council/National Citizen Corps Council Subcommittee, and develop new tools and relationships aimed at enhancing the Citizen Corps Support program and the services it can provide to first responders and fire service participation on Citizen Corps Councils. Other activities may involve providing specialized assistance for grant management, grant administration, or strategic planning for improving overall capabilities. At a minimum, the work plan must include the following:

(a) Program Management Plan: The applicant must provide a complete program management plan for the entire 24-month period. This plan must include:

- Goals and objectives of the proposal and the activities to be conducted to accomplish the goals and objectives of the proposal.
- A complete description of the program management structure addressing how the program will be structured, organized, and managed within the recipient's organization. The applicant must provide an organization chart of the agency and describe how the organization will support the program.
- A program schedule containing a high-level schedule that reflects the program life cycle and shows phases and deliverables.
- A risk management plan describing the approach for identifying and managing risks, and identifying known or postulated events or factors that could prevent program objectives (cost, schedule, function, performance, or quality) from being met.
- A performance-based evaluation plan including program performance measures that will assess the attainment of goals and objectives and details a data collection plan including how data will be analyzed.
- A quality control plan to be incorporated into the development and delivery of programs and courses.

Appendix C

Budget Worksheets

APPENDIX C: BUDGET WORKSHEETS



OMB APPROVAL NO. 1121-0188
EXPIRES 5-98 (Rev. 1/97)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Position 1, each position entry limited to one line		
Position 2		
Position 3		
Position 4		
Position 5		
Position 6		
SUB-TOTAL		\$0.00

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Fringe benefit 1, each benefit entry is limited to one line		
Fringe benefit 2		
Fringe benefit 3		
Fringe benefit 4		
Fringe benefit 5		
SUB-TOTAL		\$0.00
Total Personnel & Fringe Benefits		\$0.00

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Travel entry 1, two lines per entry				
Travel entry 2				
Travel entry 3				
Travel entry 4				
Travel entry 5				
Travel entry 6				
Travel entry 7				
TOTAL				\$0.00

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Equipment entry 1, one line per entry		
equipment entry 2		
equipment entry 3		
equipment entry 4		
equipment entry 5		
TOTAL		\$0.00

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Supply item 1, one line per entry		
supply item 2		
supply item 3		
supply item 4		
supply item 5		
supply item 6		
supply item 7		
supply item 8		
supply item 9		
TOTAL		\$0.00

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
four lines per entry, use boxes below or an additional page for more space if required		
TOTAL		\$0.00

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Supply item 1, one line per entry	maximum of three lines		
Supply item 1, one line per entry			
Supply item 1, one line per entry			
Supply item 1, one line per entry			
<i>Subtotal</i>			\$0.00

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Consultant expense entry 1, one line per	maximum of three lines		
	maximum of three lines		
Consultant expense entry 1, one line per	maximum of three lines		
<i>Subtotal</i>			\$0.00

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost	
maximum of four lines, additional information should be attached on a separate sheet(s)		
maximum of four lines		
<i>Subtotal</i>		\$0.00
TOTAL		\$0.00

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
four lines per entry, use boxes below or an additional page for more space if required		
TOTAL		\$0.00

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
one line per entry		\$0.00
one line per entry		
TOTAL		\$0.00

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$0.00
B. Fringe Benefits	\$0.00
C. Travel	\$0.00
D. Equipment	\$0.00
E. Supplies	\$0.00
F. Construction	\$0.00
G. Consultants/Contracts	\$0.00
H. Other	\$0.00
Total Direct Costs	\$0.00
I. Indirect Costs	\$0.00
TOTAL PROJECT COSTS	\$0.00
Federal Request	_____
Non-Federal Amount	_____