



Community Emergency Response Training (CERT) Funding Program



PROGRAM OVERVIEW

Funding is available for local units of government in Michigan to establish Community Emergency Response Training (CERT). The CERT program (one of the four citizen involvement programs of the Citizen Corps) educates citizen-responders about hazards they face in their community. CERT provides training in basic lifesaving, light rescue, light fire fighting, triage and basic first aid skills. These citizen-responders use their training during a disaster as individuals or as part of a neighborhood or workplace team to assist when professional responders are overwhelmed or not immediately available. CERT information is located on the worldwide web:

<http://training.fema.gov/emiweb/cert/index.htm>

Information about each of the four Citizen Corps programs (CERT, Neighborhood Watch, Volunteers in Police Service and the Medical Reserve Corps) can be found at the Citizen Corps web site:

www.citizencorps.gov.

AVAILABLE FUNDS

Michigan has received \$402,573 from FEMA to continue establishing CERT programs across the state. These funds will be granted to communities on a competitive basis to initiate or enhance local CERT programs.

GRANT SIZE

Grants will range in size from \$10,000.00 to \$40,000.00.

PERFORMANCE PERIOD

April 1, 2004 to September 30, 2004. The Michigan Community Service Commission has requested a six-month extension of the performance period. Please submit a one-year plan. If circumstance change the terms will be renegotiated.

ELIGIBLE ORGANIZATIONS

Local governments are eligible for grants. This is defined as any county, city, village, town, district, Indian tribe or authorized tribal organization or other political subdivision. This includes any rural community or unincorporated town or village. Eligible organizations must have a registered Citizen Corps Council to qualify for funding. **Communities who have not previously received funding from Michigan Citizen Corps will be given first priority.**

ELIGIBLE ACTIVITIES (CERT)

1. Instructor preparation and delivery time.
2. Program administration of CERT.
3. Creation and maintenance of CERT database.
4. Rental of training facility.
5. Purchase of CERT member equipment (safety helmets, safety vests, goggles and gloves, etc.).
6. Printing of CERT materials (instructor guides, student manuals, brochures, certificates, handouts, newsletters and postage).
7. Other CERT items as described in work plan.
8. Non-expendable classroom equipment for CERT delivery, limited to 10 percent of the grant award.

APPLICATION PROCESS

To apply for these grants, all applicants must submit a Program Application, which is attached to this document.

The unbound original, and five copies of your CERT grant application must be submitted to the Michigan Citizen Corps **no later than 5:00 PM on Thursday, February 12, 2004. No facsimile, email or appendices will be accepted.**

OTHER GRANT APPLICATION REQUIREMENTS - EQUIPMENT

Non-expendable classroom equipment for CERT is limited to 10% of the grant award.

Non-Supplanting Agreement: Entities receiving Citizen Corps and CERT grant monies agree not to supplant local funding, or duplicate another federal grant with funding that might result from acceptance of an application submitted in response to this solicitation.

Grant Match Requirements: The Citizen Corps and CERT grant program is 100% federally funded, with no match required from state or local agencies.

UNAUTHORIZED PROGRAM EXPENDITURES

Expenditures for equipment such as vehicles, general-use laptop computers, computer monitors and printers, video-monitoring equipment, security equipment (handcuffs, etc.), firearms and ammunition are not allowable under this program.

GRANT APPLICATION REVIEW PROCESS

A sub-committee of the Michigan Citizen Corps Council will conduct a review of 2003 Citizen Corps and CERT grant program applications. The grant sub-committee will make funding recommendations to the full Council and the full Council will make final recommendations to the Michigan State Police/Emergency Management Division. The Michigan Citizen Corps Council consists of the following organizations:

- County Sheriffs
- Neighborhood Associations of Michigan
- County Public Transportation and Aging Services
- Township Police Department
- Lutheran Social Services
- Michigan Voluntary Organizations Active in Disasters (VOAD)
- Michigan Firemen's Association
- Michigan State Police Emergency Management Division
- County Emergency Management
- Air National Guard
- Red Cross

AWARD CRITERIA

The following criteria will be used to determine priorities for funding:

Factors for Consideration

1. Applicants are required to establish a Citizen Corps Council. Each Council should have broad representation from jurisdiction leadership, including representatives from emergency management, law enforcement, fire service, EMS, the medical community, local voluntary organizations, and other stakeholders with an interest in the program.
2. Communities that have appointed volunteer coordinators and have demonstrated an ongoing partnership with local voluntary agencies.
3. Communities who have not previously received funding will be given first priority.
4. Communities that have an approved emergency operations plan.
5. Communities that identify vulnerable populations or areas that are usually prone to disaster situations and describe how the CERT program will mitigate the effects of the disaster.
6. Communities that develop plans to incorporate CERT volunteers into both emergency and non-emergency operations.
7. Communities that engage in volunteer-based organizations like Volunteer Centers, Red Cross, VOAD, AmeriCorps, Senior Corps and Learn & Serve.
8. Communities with a plan on how they will network with other Citizen Corps Councils and CERT activities statewide.
9. Communities with a plan for sustaining CERT activities beyond the grant funds.

10. All other factors being equal, the number (and location) of people that will be served in the jurisdiction by the CERT program may be considered.
11. Jurisdictions with large populations, and those who may be underserved or under-represented because of their location may be considered for funding ahead of other communities that do not meet either criterion.

Once an application is approved, a grant agreement between the jurisdictions will be executed and grant funds will be available on a reimbursement basis. No purchases can be made until the applicant has received a fully executed grant agreement.

REPORTING REQUIREMENTS

For each grant awarded, applicants must submit quarterly reports to the Michigan Citizen Corps indicating their progress in meeting the CERT program goals listed in their work plan. A final narrative report and final receipt(s) for the equipment purchased and/or training and services provided will also be required. The narrative report must state how the applicant met their CERT program goals specified on the original grant application worksheet(s). This final report should be submitted at the time the grant agreement is executed. This report *must be submitted* before final reimbursement will be made. Funds will be disbursed after the applicant submits a receipt for the service provided or for equipment purchased. All receipts for reimbursement and the final report must be submitted no later than one year after the grant award date.

MAILING/CONTACT INFORMATION

Gary Zulinski
Program Coordinator
Michigan Citizen Corps
1048 Pierpont, Suite 4
Lansing, MI 48913
(517) 241-3867
(517) 241-3869 fax
citizencorps@michigan.gov



2003 Grant Application
Community Emergency Response Training (CERT)

Organization/Agency Name*

Organization Address

City _____ **State** _____ **ZIP** _____

* Organization/agency must be eligible to receive federal grant monies.

Who is the contact person for this grant?

Name _____ **Title** _____

Mailing Address

City _____ **State** _____ **ZIP** _____

Phone (____) _____ **E-Mail** _____

Who is the local emergency management director?

Name _____ **Title** _____

Mailing Address

City _____ **State** _____ **ZIP** _____

Phone (____) _____ **E-Mail** _____

Is she/he aware of this application? YES NO (Please circle one)
(Please provide some proof of notification.)

Legal Authorization: _____ **Title:** _____

EMERGENCY OPERATIONS PLANS

Does your community have an approved Emergency Operations Plan? (Please circle the correct response)	YES / NO
--	----------

If yes, when was the plan last reviewed and approved? Who approved the plan?

CITIZEN CORPS PROGRAMS

Please indicate which of the four Citizen Corps programs you are planning to implement, or already have in place. **NOTE: Funding from this grant program is for establishing and maintaining CERT programs only. (Establishment of a Citizen Corps Council is a requirement of the grant.)** Grant opportunities for Citizen Corps and all four affiliate programs will be available later in 2004 from the Michigan Citizen Corps.

PROGRAMS	PLAN TO IMPLEMENT PROGRAM	ALREADY HAVE THIS PROGRAM	HAVE A SIMILAR PROGRAM	DO NOT PLAN TO IMPLEMENT PROGRAM
Citizen Corps Council (To oversee all four Citizen Corps programs)				
Community Emergency Response Teams (CERT)				
Medical Reserve Corps (MRC)				
Volunteers in Police Service (VIPS)				
Neighborhood Watch				

BUDGET
 (For documentation purposes, please list all costs)

Expense Category	Cost
COMMUNITY EMERGENCY RESPONSE TEAM (CERT)	
Instructor preparation & delivery time	
Rental of training facility	
CERT member equipment	
CERT classroom equipment (limited to 10% of grant award)	
Printing/distributing CERT materials	
Creating/maintaining CERT member records (database)	
CERT program administration	
Other CERT items (to accomplish CERT objectives listed earlier)	
CERT PROGRAM SUB-TOTAL	
LESS FUNDS RECEIVED/EXPECTED FROM OTHER SOURCES	
TOTAL AMOUNT REQUESTED	

NARRATIVE INTRUCTIONS

Your Michigan Community Emergency Response Training (CERT) application must follow these instructions. The application must not exceed the page limitation specified for each section. You must number the pages of the narrative section. **The narrative portion of the application must be typed and double-spaced in not less than 12-point font size with one-inch margins.** One side counts as one page. The title page, one page description of proposed program, and budget form are not included in the narrative page limitation. The unbound original, plus five copies of your **Community Emergency Response Training (CERT) grant application must be received no later than 5:00pm on Thursday, February 12, 2004. No facsimile, email or appendices will be accepted**

1. **Title Page** are the application form, program choices, and budget form preceding this instruction page and must be attached to the front of the submitted narrative and copies attached to the five additional copies.
2. **Description of your plans for forming a Citizen Corps Council. (Four page maximum)** (Include a time line for forming the Council, the representation of the Council, and your plan of activities for the grant period and beyond) *If you already have an approved Council please describe the representation of the Council, your past accomplishments and future plans for the Council.*
3. **Description of your plans for forming CERT in your community. (Four page maximum)** Include a time line for forming CERT, the number of teams you plan to establish during the performance period, the number of volunteers from your jurisdiction who will receive training, and your plans for continuing CERT activities beyond the grant period.
4. **Description of major objectives of local CERT. (Two page maximum)** Describe how your CERT will be used. Include objectives related to emergency preparedness and education as well as response during times of emergency/disaster. Describe your plans for keeping CERT members engaged in your emergency management program during non-emergency times and how you would collaborate with other CERT and Citizen Corps programs.
5. **Description of Partnerships with the Volunteer Community (Two page maximum):** Describe what roles volunteers and voluntary agencies currently play in your emergency preparedness and response program. Do you have a Volunteer Coordinator in your jurisdiction? Also indicate your plans for increasing opportunities for volunteers and voluntary agencies through the CERT program including Volunteer Centers, AmeriCorps, Senior Corps and Learn & Serve Programs.

- 6. Description of diversity and vulnerable populations/areas prone to disaster or emergency (Two page maximum):** From your jurisdiction's hazard analysis, please identify any vulnerable populations (senior citizens, low income, disabled, single parent, those for which English is a second language, etc.), and areas within the jurisdiction that are especially vulnerable to emergencies/disasters (floodplains, near nuclear power plants, major transportation routes, airports, etc.). Estimate how many vulnerable people or people in disaster/emergency prone areas may benefit from your proposed CERT program.

- 7. Budget Narrative.** Please complete and attach a detailed budget narrative that is organized in the same order as the budget form and clearly identifies the requested amount and list any funds received from other sources.