

# Citizen Corps Program Information

## PROGRAM OVERVIEW

Local units of government in Wisconsin have a unique opportunity to obtain grants to assist them with the establishment of "Citizen Corps Programs" consisting of trained volunteers that are capable of assisting local law enforcement, emergency management, and medical officials with emergency and non-emergency public health and safety projects. The five programs that make up the Citizen Corps program include:

1. **Medical Reserve Corps** – Inactive and retired doctors, nurses, pharmacists and other medical professionals willing to assist their community, providing health-related expertise during times of emergency and for community health projects at other times. A dedicated web site for the Medical Reserve Corps is in the development stage. Watch for new information on the program soon.
2. **Neighborhood Watch Program** – An already existing program where community members band together to form groups to reduce crime in their neighborhoods by encouraging businesses, the faith community, schools and citizens to cooperate with and assist local law enforcement officials by reporting suspicious activity. For more information, visit the Neighborhood Watch website at [www.usaonwatch.org](http://www.usaonwatch.org)
3. **Volunteers in Police Service (VIPS) Program** – A corps of trained civilian volunteers that assists local law enforcement agencies by doing duties that do not require the attention of a sworn or armed officer. More information about VIPS can be found on there website: [www.policevolunteers.org](http://www.policevolunteers.org).
4. **Community Emergency Response Team (CERT)** – A program that educates citizens about hazards they face in their community, providing training in basic lifesaving skills. If needed following a disaster, these citizen-responders use their training as part of a neighborhood or workplace team to assist when professional responders are overwhelmed or not immediately available.

CERT information including a CERT Instructor Guide and Student Guide is located on the web at:

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

5. **Terrorist Information and Prevention System (Operation TIPS)** – Provides a hotline and referral system for workers in the trucking, shipping, maritime and mass transit industries to report suspicious, and potentially terrorism-related activities occurring in public areas to local, state and federal law enforcement authorities. Operation TIPS is still in the development phase; watch for new information on the program soon.
6. Information about all five of the Citizen Corps programs can also be found at the Citizen Corps web site, [www.citizencorps.gov](http://www.citizencorps.gov).

## AVAILABLE FUNDS

In fiscal year 2002, FEMA allocated \$74,856 to Wisconsin to begin building Citizen Corps Programs across the state. Seventy-five percent of this amount will be passed through to communities to initiate or enhance local Citizen Corps Programs. The Department of Military Affairs, Wisconsin Emergency Management (WEM) is the designated administrator for this program.

## ELIGIBLE ORGANIZATIONS

"Local governments," as defined in 42 U.S.C., subsection 5122(6) of the Robert T. Stafford Disaster Act, means any county, city, village, town, or other political subdivision of any State, and Indian tribe or authorized tribal organization, or Alaska Native village or organization, including any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by a State or political subdivision thereof.

## ELIGIBLE ACTIVITIES (Citizen Corps Councils)

1. Establishment of Citizen Corps Councils at the state and local levels.
2. Risk and resource assessment.
3. Developing/Implementing a strategic approach to public education, training opportunities and volunteer programs including printing, marketing, advertising & special events.
4. Establishing a tracking system for volunteers.
5. Measures taken to foster increased collaboration between first responder/emergency management, volunteer groups, and other stakeholders.
6. Implementing official Citizen Corps programs, using citizens in all aspects of crime prevention, mitigation, preparedness, response, recovery efforts and public health activities.

## APPLICATION PROCESS

To apply for **Citizen Corps Program** funds, all applicants must submit the attached **Grant Application for Citizen Corps Councils**. To apply for Community Emergency Response Team (CERT) funding, use WEM's standard training form or contact Jerry Haberl, WEM Training Officer at 608-242-3213.

## OTHER GRANT APPLICATION REQUIREMENTS - EQUIPMENT

**Non-Supplanting Agreement:** Entities receiving Citizen Corps/CERT 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/CERT Grant programs are 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, and video-monitoring equipment, as well as arms and ammunition, are not allowable under this program.

## GRANT APPLICATION TIME FRAME

All applications for 2002 grant funds must be submitted to WEM by **February 28, 2003**.

## GRANT APPLICATION REVIEW PROCESS

Review of 2002 Citizen Corps Program applications will be conducted by WEM.

## AWARD CRITERIA

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

### Mandatory

Requesting jurisdictions will establish a Citizen Corps Council. It will 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.

### Additional Factors for Consideration

1. Communities that have appointed volunteer coordinators and have demonstrated an ongoing partnership with local voluntary agencies.
2. Communities that have an approved emergency operations plan (EOP).
3. Communities that identify vulnerable populations or areas that are usually prone to disaster situations and who describe how one or more of the Citizen Corps programs they will implement will mitigate the effects of a disaster.
4. All other factors being equal, the number (and location) of people that will be served in the jurisdiction by the Citizen Corps program may be considered. 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 jurisdiction and WEM will be executed and grant funds will be available on a

reimbursement basis. However, 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 WEM indicating their progress in meeting the Citizen Corps program goals listed in their work plan and any requests for reimbursement. A final narrative report and expenditure report including 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 Citizen Corps program goals specified on the original grant application worksheet(s). Reports should be submitted on the form that will be supplied by WEM at the time the grant agreement is executed. Reports *must be submitted* before final reimbursement will be made.

Funds will be disbursed by WEM 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 by **November 30, 2003**.

## **MAILING/CONTACT INFORMATION**

***Grant Application and all related worksheets for county-wide councils should be submitted no later than February 28, 2003 to the appropriate WEM Regional Director.*** Other eligible organizations should submit applications direct to:

***Wisconsin Emergency Management  
Attn: Citizen Corps Program  
2400 Wright Street, P.O. Box 7865  
Madison, WI 53707-7865***

If you have any questions about this application or program guidelines, please feel free to call ***Margie Weigle or David Jones at (608) 242-3232.***