



# Oklahoma Office of Homeland Security

*Prevent, Protect, Prepare*

P.O. Box 11415, Oklahoma City, OK 73136 • (405) 425-7296 Office • (405)425-7295 Fax  
[www.homelandsecurity.ok.gov](http://www.homelandsecurity.ok.gov)



## **CITIZEN CORPS GRANT OPPORTUNITY**

The Oklahoma Office of Homeland Security (OKOHS) is pleased to announce that it is seeking applications for Citizen Corps grant funding for subgrantees. These funds are being made available under a grant from the United States Department of Homeland Security (DHS).

Citizen Corps was created to help coordinate volunteer activities that will make our communities safer, stronger, and better prepared to respond to any emergency situation. It provides opportunities for people to participate in a range of measures to make their families, their homes, and their communities safer from the threats of crime, terrorism, and disasters of all kinds. Governor Brad Henry issued Executive Order 2008-45 in September 2008 which designated the Oklahoma Homeland Security Director as the Program Manager for the Citizen Corps Program in the State of Oklahoma.

Specifically, under this solicitation, OKOHS will not be restricting the dollar amount of each subaward. For those well-acquainted to this process, you will note this as a change from previous years. The purpose of these grants funds is to assist with implementing Citizen Corps best practices and/or innovative ideas. The Director of the OKOHS, in coordination with the Oklahoma State Citizen Corps Council and under advisement of the State Citizen Corps Program Manager, reserves the discretion to approve or disapprove part or all of the request for funding. Awardees will be notified of their selection by **Friday, March 16, 2012**, if not prior to that date.

Applicants should be made aware that due to the economic climate currently regulating federal congressional allocations, it is not certain the Citizen Corps Funding will be made available in future Fiscal Years. Therefore, applicants are encouraged to plan for the long-term sustainment of their local Citizen Corps projects and how best to utilize funding received to leverage resources from other state and/or local entities or funding sources. Applications cognizant to longevity planning will be given credit during the review process for doing so. For more information regarding the review and selection process, please call Lacey Callahan at 405-425-7296.



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**ELIGIBILITY**

Those eligible to apply are limited to local units of government as defined by the Department of Homeland Security (DHS). Other eligibility requirements are as follows:

- One of the five Citizen Corps Partner Programs (CERT, VIPS, Fire Corps, Neighborhood Watch and MRC) and associated with the local unit of government making application. Preparedness and/or volunteer projects from Non-governmental organizations are not prohibited from utilizing funding, but applications for them must be made in cooperation with a local unit of government. Please call regarding questions about this stipulation.
- This is a 100% **REIMBURSEMENT** grant meaning applicants who receive a grant must finance purchases up front and apply for reimbursement from OKOHS once purchases are delivered. **NO MATCH IS REQUIRED.**
- Applicant acknowledges that if receiving a grant, the funds must be expended, purchases delivered, and reimbursement requested **PRIOR TO JUNE 30, 2012**

## APPLICATION

To be considered, please submit a MAXIMUM three page type written proposal to OKOHS no later than 5 p.m. March 2, 2012. (It is the applicant's responsibility to confirm receipt.) The proposal should include the following:

- Applicants contact information:
  - ✓ Name
  - ✓ Title
  - ✓ Agency
  - ✓ Daytime Phone Number
  - ✓ Email Address
- A brief synopsis that describes the history of your Citizen Corps Program(s)
- A narrative that describes your innovative idea or best practice and demonstrates how it furthers partnerships, enhances citizen preparedness and reduces vulnerabilities. The narrative should provide a realistic assessment of the anticipated impact of your proposed efforts and expenditures.
- A realistic line item budget with dollar amounts as well as a brief budget narrative (e.g. why you need a particular item, how it helps you implement your innovative idea, etc.)
- A timeline for making purchases.

## TERMS AND CONDITIONS

1. Applicants agree to adhere to all OKOHS/FEMA grant application and award requirements.
2. If receiving a grant, applicants will be expected to sign an award packet outlining in detail the terms and conditions of the grant program.
3. Expenditures must advance the Citizen Corps mission to have everyone participate in hometown security through preparedness activities, training, exercise and volunteer service and the mission of the **Red Dirt Ready** preparedness campaign to educate and empower citizens to prepare for emergencies according to the FY 2009 Citizen Corps Program grant guidance<sup>1</sup>.
4. **Funds must be expended, purchases delivered, and reimbursement requested prior to June 30, 2012.** (If an applicant is unable to meet this deadline, please do not apply.)
5. Submit a brief one-page close-out report detailing your expenses and the impact of your efforts at the conclusion of the grant program.

## SUBMISSION

Applicants should submit their typed proposal to OKOHS by 5 p.m. March 2, 2012. Proposals can be sent via one of the following methods:

**Mail**  
OKOHS  
C/O Citizen Corps Grant Program  
P.O. Box 11415  
Oklahoma City, OK 73136

**Fax**  
C/O Citizen Corps Grant Program  
(405) 425-7295

**Email**  
RE: Citizen Corps Grant Program  
lcallaha@dps.state.ok.us

**Should you have questions/concerns about the grant application instructions, please call Lacey Callahan, State Citizen Corps Program Manager, at 405-425-7296.**

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<sup>1</sup> The FY 2009 grant guidance can be found online at [http://www.fema.gov/pdf/government/grant/hsgp/fy09\\_hsgp\\_guidance.pdf](http://www.fema.gov/pdf/government/grant/hsgp/fy09_hsgp_guidance.pdf). It can also be emailed to you upon your request.



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## **SIGNATURE AUTHORIZATION**

Required to sign all OKOHS subgrant documents

PROJECT CONTACT/SECONDARY AUTHORIZED OFFICIAL INFORMATION			
PRINT Name			
Title			
Agency			
Mailing Address		State	Zip
Phone #	Fax #	Email	
_____ Primary Contact Signature		_____ Date	

<b><u>OPTIONAL</u> Secondary Contact</b>		Authorized to sign subgrant documents? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "yes," please sign below)</i>	
PRINT Name	Title / Agency		
Email	Phone #		
_____ Secondary Contact Signature		_____ Date	

AGENCY/JURISDICTION CHIEF EXECUTIVE OFFICER – PRIMARY AUTHORIZED OFFICIAL INFORMATION <small>City or County Official (Mayor, City Manager, County Commissioner)</small>		
<i>I hereby authorize the individual(s) identified above to act on my behalf in coordination with the Oklahoma Office of Homeland Security (OKOHS) and to sign all documentation related to this subgrant.</i>		
PRINT Chief Executive Officer Name	OKOHS Award #	
Title	Phone #	
Jurisdiction (City, County, etc.)	Email	
Mailing Address	State	Zip
_____ Chief Executive Officer Signature		_____ Date

Form Revised as of: September 10, 2007

Please submit this form along with your application to the OKOHS, Attention: Lacey Callahan, no later than Friday, March 2, 2012.