

March 21, 2006

Mr. Jamie Dake  
Citizen Corps Coordinator  
State of Missouri Emergency Management Agency  
2302 Militia Drive  
Jefferson City, MO 65101

Dear Mr. Dake:

Enclosed you will find the grant application for the Phelps County (MO) Disaster Committee for the current Citizen Corps grant cycle. It includes the narrative and the line item budget requests that cover each of our six areas of interest:

- Fire Safety (Rolla, St. James and Rolla Rural Fire Departments)
- Neighborhood Watch (20+ NW groups throughout the county, Sheriff's Department, Rolla and St. James Police)
- Incident Support (American Red Cross)
- Severe Weather Shelters (Salvation Army, City of Rolla, area churches, schools)
- Medical Reserve Corps (Phelps County Health Department, PCRMC, Pathways)
- Citizen Corps Support (USGS, MRPC, MREPC, RSVP, UMR Retirees)

As you can see, we have developed partnerships with a wide variety of groups – both lay and professional - in Phelps County, and our mission is to provide each of them with the tools and training they need to respond effectively to virtually any kind of disaster. We remain focused, however, on training laypersons to protect themselves and their neighbors.

We have also created a working relationship with the eight-county Meramec Regional Planning Commission (MRPC), an organization that has through the years developed an effective model for training first responders to handle HAZMAT incidents in the region.

The individuals associated with the organizations listed above are ready to continue their work to train the people of Phelps County for effective disaster preparation, response and relief. We are building a seamless network of citizens in Phelps County, and we are ready to give them the knowledge that will make them effective and self-reliant.

We appreciate the opportunity to present this proposal, and we pledge to expend any funds we receive responsibly. Please contact me ([hogan14@fidmail.com](mailto:hogan14@fidmail.com) or 573-364-2395) or Tammy Snodgrass ([tsnodgrass@meramecregion.org](mailto:tsnodgrass@meramecregion.org) or 572-265-2993) if you have any questions.

Sincerely,

Edward J. "Buz" Harvey  
President, Phelps County Disaster Committee

Enclosures

## FY 04 CERT GRANT APPLICATION – Current

<p>DESCRIBE IN GENERAL WHAT YOU PLAN TO ACCOMPLISH WITH YOUR CITIZEN CORP PROGRAM IN THE COMING YEAR</p>	<p>Building on the successes of last year’s grant, PCDC will focus on two areas of citizen involvement in emergency preparedness: A) Enhancing and expanding the Neighborhood Watch (NW) groups throughout the county through training opportunities, technology and education on the need for local, civilian response capabilities in times of disaster; B) Expanding opportunities for training citizen volunteers in the basics of emergency preparedness and response through the CERT program. We intend to establish both of the points as a continuing component of the county emergency management infrastructure. Activities will also include providing support to the area Red Cross Chapter to provide training, as well as to the local fire department to provide training on preparedness to senior citizens. PCDC intends to further develop and train the Medical Reserve Corps for Phelps County. This group has decided to focus on the psychiatric needs of the community following a major disaster. The MRC planning group has developed a plan to create a Psychiatric Triage and Brief Treatment Center.</p>
<p>DESCRIBE YOUR PLAN FOR MARKETING, PUBLIC AWARENESS, AND RECRUITMENT. (INCLUDE TARGET AUDIENCES)</p>	<p>Marketing efforts will include further distribution of PCDC brochures and information on PCDC's programs and CERT at area events, including the Rolla Area Volunteer Fair and PCDC sponsored Family Emergency Preparedness Forum. PCDC will also distribute information by placing brochures on PCDC, CERT and “Ready in 3” at area public buildings and businesses and appropriate display units will be needed. PCDC members will make presentations at NW meetings throughout the county and share information on the project with area civic and service organizations. PCDC will prepare press releases on its activities and make those available to area newspapers, radio and television outlets and on the web. Each activity will focus on raising awareness about PCDC, the MRC, NW and CERT and urge residents to take action to better prepare themselves for disasters. Target audiences include NW groups, UMR retirees, UMR student groups, local healthcare professionals, local civic organizations and local emergency response agencies. PCDC members believe that it is critical to not only train CERT teams, but to raise awareness of their capabilities and usefulness with local response agencies. PCDC will also continue to encourage local response agencies to include at appropriate levels, CERT members in local exercises and training activities.</p>

## FY 04 CERT GRANT APPLICATION – Current Program

<p>DESCRIBE YOUR PLANS FOR ADDITIONAL TRAINING AND REFRESHER COURSES FOR YOUR VOLUNTEERS</p>	<p>PCDC plans to provide five additional CERT trainings for 100 additional members. Emphasis will be placed on providing training for NW members. The goal is to establish a fully-staffed CERT team for each NW group or NW region in the county. Those who complete the CERT training will be encouraged to complete additional disaster response training, such as CPR/First Aid that would be provided by the Phelps/Pulaski Chapter of the American Red Cross. In addition, PCDC plans to continue to provide training and software on the "Global Mapper" programs which NW groups are currently using for planning purposes. The program helps the groups track members with special needs in their neighborhoods and provides a method to inventory local resources. PCDC also intends to work with local emergency response agencies to encourage them to include CERT members in local training exercises.</p>
<p>BRIEFLY DESCRIBE WHAT OUTREACH PROGRAMS/ COMMUNITY EVENTS YOU PLAN TO ATTEND, FACILITATE OR OTHERWISE BE A PART OF (FAIRS, CAREER DAYS, ETC.)</p>	<p>The PCDC has participated in the Rolla Area Volunteer Fair since its inception in 2004 and will do so again in 2006 and 2007. PCDC also took an active part in the Earthquake Preparedness informational meeting sponsored by the MDNR Division of Geology and Land Survey in Rolla and at the annual Family Health event held at the Centre in Rolla. In 2005, the PCDC offered a "Family Emergency Preparedness Forum" in which several experts presented information on topics relevant to emergency preparedness and personal, household and public safety. Another forum is planned for the coming year.</p>
<p>HOW DOES YOUR CITIZEN CORPS PLAN AND OR COLLABORATE WITH OTHER REGIONAL AGENCIES OUTSIDE YOUR JURISDICTION (INCLUDING OTHER CITIZEN CORPS COUNCILS?)</p>	<p>PCDC is closely involved with the Meramec Regional Planning Commission (MRPC), which serves as the coordinating agency for both PCDC and the Meramec Regional Emergency Planning Committee (MREPC)—an emergency planning district for seven counties in south central Missouri. Through MRPC and MREPC, the PCDC will to begin mentoring adjacent counties to encourage the establishment of Citizen Corps councils in those counties and network with councils that already exist. Another example of collaboration is in PCDC's efforts to establish a MRC in Phelps County. Gary Brown, Regional Medical Reserve Corps Coordinator, with EPA Region VII, made presentations at two MRC recruitment meetings and continues to provide valuable information on what other MRCs are doing in the Midwest. Because of the area's rural nature, it makes sense to establish a regional MRC that would serve several counties and PCDC is exploring this possibility. Gasconade County has expressed an interest in partnering in a MRC.</p>

<p>BRIEFLY DESCRIBE THE LEVEL OF ACTIVITY YOUR JURISDICTION HAS IN THE VARIOUS CITIZEN CORPS PROGRAMS. (Medical Reserve Corps, Neighborhood Watch, Volunteers in Police Service and Fire Corps)</p>	<p>PCDC is actively developing and recruiting for the South-Central Missouri MRC. The MRC planning group has developed a plan to create a psychiatric triage and brief treatment center to service the area in the event of a disaster and PCDC is requesting funds to further that project. In addition, PCDC has been working diligently to develop closer ties with area NW groups. Last year's grant provided funds for NW signs, training activities and printed materials. Several people serve on the PCDC board representing various NW groups in Phelps County. PCDC has been coordinating training sessions specifically for NW and encouraging the formation of more NW organizations in the county. This year's grant request includes training and supplies for the county NW program. Rolla Fire &amp; Rescue has requested funds through the PCDC to purchase materials that will target senior citizens and educate them on how to prepare for disasters.</p>		
<p>HOW DO YOU PLAN TO INCORPORATE OTHER COMMUNITY AGENCIES INTO YOUR CITIZEN CORPS PROGRAM (RED CROSS, SALVATION ARMY, FOOD PATRIES, VOADS/COADS)</p>	<p>Representatives of many Phelps County organizations and agencies are involved with the PCDC, including: the local Red Cross Chapter, the Salvation Army, Rolla Fire &amp; Rescue, Phelps County Sheriff's Dept., Rolla Police Dept., UMR retirees, US Geological Survey, local ambulance district, ham radio operators and UMR students. PCDC intends to expand membership by networking through existing members and increasing awareness of the committee and its programs through press releases. The Phelps-Pulaski County Red Cross Chapter and the local Salvation Army have been integral to the efforts of the PCDC to date in establishing short-term storm shelters throughout the county and distributing information and providing training. PCDC will continue to expand its network of cooperating agencies and organizations by providing presentations on its activities and networking with key representatives of those groups. Included will be local civic groups such as Rotary, Lions, Kiwanis and Optimists, local churches and additional emergency response agencies. An integrated volunteer/agency emergency response and disaster recovery plan needs to be formulated for Phelps County. In order for that plan to be feasible, many different groups need to be involved in its development.</p>		
<p><b>Jurisdiction:</b>  <b>Authority Name and Title:</b></p>	<p><b>Phelps County, MO</b> <b>Randy Verkamp,</b> <b>Presiding Commissioner</b></p>	<p><b>Date:</b>  <b>Signature:</b></p>	<p>   </p>

## 2005 Citizen Corps Grant Application Questionnaire

1. Have you received any previous Citizen Corps Grants?     Yes     No
  
2. If so, were all funds expended from these grants?     Yes     No *Approximately \$10,000 of the original grant funds were returned and reallocated.*
  
3. Were all the necessary reimbursement forms/paperwork and progress reports returned to the state on time?     Yes     No
  
4. Did your Citizen Corps Council meet at least 3 times in 2005?     Yes     No
  
5. Does your Board have representation from the following agencies/organizations?
  - a. EMA                                     Yes     No
  - b. Law                                     Yes     No
  - c. Fire                                     Yes     No
  - d. EMS                                     Yes     No
  - e. Medical Community                 Yes     No
  - f. Voluntary Organizations (VOAD/COAD/etc.)     Yes     No
  - g. Community/Faith Based Organization     Yes     No
  - h. Human Service agencies/providers     Yes     No
  - i. Others                                     Yes     No
  
6. Do you have a plan for sustaining activity beyond grant?     Yes     No
  
7. Do you have an appointed volunteer coordinator or an ongoing partnership with voluntary organizations to handle volunteers?     Yes     No
  
8. Do you have a plan to deal with special needs populations and at-risk populations  
 Yes     No    *MRC will handle mental health issues; NW groups will inventory their respective areas for special health needs.*
  
9. Do you have a plan to incorporate volunteers in ALL phases of emergency management?  
 Yes     No    *Partnering with RSVP and UMR retirees organization.*
  
10. Do you have a plan on networking with other councils?     Yes     No    *Once it is up and running we will share the methodology with the other seven counties in the MRPC region.*
  
11. Number of programs included in your program? (circle each one)
  - a. MRC
  - b. CERT
  - c. VIPS
  - d. Fire Corps
  - e. Neighborhood Watch
  - f. Other Affiliate programs: Salvation Army (Weather Shelters), Red Cross (Incident Support), Fire Service (Fire Safety Education). \_\_\_\_\_
  
12. Do you have a plan for community outreach and education?     Yes     No

Citizens Corps

FY 05 State Homeland Security Grant Program

Line Item	Jurisdiction Name	Phelps County, MO					Line Item
	Award Amount	\$49,850.00					
	ODP Function	CCP Category	Item	Quantity	Unit Cost	Total Cost	Program Area
	<b>Planning</b>						
		<b>General Planning</b>	Establish and/or enhance Citizen Corps Councils, to include planning and evaluation. Costs associated with activities to develop and implement a state, regional, local or tribal Citizen Corps all-hazards strategic plan to engage the full community in hometown security.				
1		Establish, enhance or evaluate Citizen Corps related volunteer programs					1
2		Hiring of full or parttime staff or contractors/consultants to assist with planning activities(not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)	Coordination of programs			\$9,500	MRPC
3		Conferences to facilitate planning activities	Statewide CERT Conference			\$500	CERT
4		Materials required to conduct planning activities	Mapping Software			\$4,975	NW
5		Travel/perdiem related to planning activities					
6							
7							
		<b>Public Outreach/Education</b>	Citizen Corps Councils may develop or reproduce public education and outreach materials to educate and engage the public: conduct outreach and hold community events: develop alerts, warning and communication systems to the public, to include tailored materials and communications to special needs populations.				
8		Materials to support public awareness campaign, media coverage, outreach and public events	PCDC Printing, Shelter Publicity, MRC Printing			\$2,800	PCDC, Salvation Army, MRC
9		Printed advertising	NW signs, NW decals, NW ads			\$3,390	NW
10		Booth displays/public events					
11		Publications	Masters of Disaster, Together We Prepare			\$4,950	NW, Red Cross
12		Public safety announcements					
13		Recognition pieces for Citizen Corps participants (pins, buttons, key chains, badges, magnets,etc)					
14		Materials and communications to special needs populations	Senior Citizen Preparedness Materials	1,000	\$4 each	\$4,000	Fire Service

15	Special Note: All public education materials MUST include the Citizen Corps logo.	Other materials that either educate the public, encourage the public to participate, or recognize and support Citizen Corps partners and participants						15
16								16
17								17
		<b>Citizen Participation / Volunteer Programs</b>	To provide volunteer service opportunities across all emergency prevention, preparedness and response disciplines, for community safety efforts, and for disaster and volunteer recruitment efforts and for disaster relief.					
18		Recruiting Costs	PCDC Mailing			\$4,300	PCDC, MRC	18
19		Screening/Assessing Volunteer Costs						19
20		Retaining/Motivating Costs						20
21		Recognizing Volunteers						21
22		Evaluating Volunteers						22
23		System to track activities and participants						23
24		Purchase of or subscription to identification/credentialing systems to support tracking of volunteers						24
25		Volunteer Evaluation						25
26		MRC Supplies	On-site disaster supplies			\$500	MRC	26
		Canteen Supplies	Incident support supplies			\$500	Red Cross	
27		Shelter Supplies	Water/food/batteries, etc.			\$1,000	Salvation Army	27
	<b>Training</b>	<b>a</b>						
		<b>General Training</b>						
28		Instructor preparation and delivery	MRC Trainer expenses			\$6,400	MRC	28
29		Hiring Staff/Consultants to conduct training or manage administration of training						29
30		Training Workshops & Conferences	CERT trainings	5	\$500	\$2,500	CERT	30
31								31
32		Database construction/maintenance						32
33		Rental of training facilities						33
34		Course materials (general) ex: manuals, handouts, newsletters, postage, certificates...	MRC training materials, postage/handouts, etc.			\$1,625	MRC	34
		<b>Course materials specific to the subject matter</b>						
35		Instructor guides, student manuals						35
36		Student manuals						36
37		Bandages, gloves						37
38		Fire Extinguishers						38

39		Extinguisher refills						39
40		Mannequins						40
41		ID tags						41
42		Other course related expenses	Food for NW and CERT trainings			\$1,200	NW, CERT	42
43			Travel expenses for trainer			\$1,210	MRC	43
<b>Equipment</b>								
<b>General Equipment</b>								
44		CBRNE Reference Materials						44
	<b>Specific CERT member equipment can not exceed 20% of the total award amount.</b>	<b>Other Authorized Equipment</b>	<b>Equipment for citizen participants.</b> Equipment related to specific training or volunteer assignments and outfitting trainees and volunteers with program related materials and equipment					
45		CERT Kits						45
46		Identifying clothing						46
47		Goggles						47
48		Identification Vests						48
49		MRC handheld radios				\$500	MRC	49
50								50
<b>Exercises</b>								
51		Plan and conduct an Exercise Planning Workshop (meeting space, facilitation costs, materials and supplies, exercise plan development)						51
52		Full or Part Time staff or contractors / consultants may be hired to support exercise related activities.						52
53		Exercise materials ex: manuals, handouts, newsletters, postage, certificates...						53
54		Supplies that are consumed during the course of the planning and conduct of the exercise (gloves, tape, non-sterile masks, disposable protective equipment)						54
55		Providing simulated victims(moulage)						55
56								56
						\$49,850		



Section 1 – Instructions	
This application must be typewritten. Please refer to the enclosed Instructions to complete this form	
Section 2 – Grant Programs	
X <input type="checkbox"/> Fiscal Year 2005 Citizen Corps Grant	
Section 3 – Applying Agency	Section 8 – County Location
Agency <b>Phelps County</b>	Phelps County, MO
Fax: : 573-458-6119 Phone: 573-458-6000	
Section 9 – Type of Application	
Address 200 North Main Street	<input type="checkbox"/> New Applicant      X Previous Applicant
City Rolla      State MO      Zip 65401	Section 10 – Current Grants
Section 4 – Applicant Authorized Official	<input type="checkbox"/> Medical Reserve Corps    X 04 Citizen Corps <input type="checkbox"/> VIPS/Neighbor Watch <input type="checkbox"/> 04 CERT
Name Randy Verkamp	Section 11 – Federal Employer ID Number (FEIN)
Fax: 573-458-6119 Phone: 573-458-6000	43-6002750
Title Presiding Commissioner	Section 12 – Application Number
Agency Phelps County Commission	N/A
Address 200 North Main Street	Section 13 – Contract Period
City Rolla      State MO      Zip 65401	BEGINNING DATE: March 22, 2006    END DATE: March 1, 2007
Section 5 – Project Director	Section 14 – Type of Project
Name Edward J. “Buz” Harvey	Citizen Corp Program
Fax: 573-364-6371 Phone: 573-364-2395 x117	Section 15 – Program Income
Title Phelps County Disaster Committee Chairman	Will Program Income be generated?    Yes    No X
Agency Phelps County Disaster Committee	Section 16 - Budget
Address	<b>Equipment:</b>
City      State      Zip	
Section 6 – Applicant Fiscal Officer	<b>Total Project Costs</b> \$49,850.00
Name Carol Bennet	Funding Purpose Agreement
Fax: 573-458-6119 Phone: 573-458-6000	I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. FURTHERMORE, I UNDERSTAND THAT ANY HOMELAND SECURITY GRANT FUNDS GRANTED TO THIS AGENCY WILL BE USED TO ENHANCE TERRORISM RESPONSE AND INTERVENTION IN THE EVENT OR THREAT OF A TERRORIST INCIDENT.
Title Phelps County Clerk	Section 17 – Authorized Official’s Signature
Agency Phelps County Clerk’s Office	
Address <b>200 North Main Street</b>	
City Rolla      State MO      Zip 65401	
Section 7 – Associated Non-Profit Agency Board Chairperson (where applicable)	
Name	
Fax:	
Phone:	
Title	
Agency	Signature      Date



Contact Information



Section 1 – Instructions

This application must be typewritten

Section 2 – Grant Programs

Select the appropriate grant Program.

Section 3 – Applicant Agency

Enter the legal name and address of the organization that has the authority to legally bind the agency in a contract.

Section 4 – Applicant Authorized Official

This person cannot be the same person named as the Project Director.

Enter the name and address of the individual who has the authority to legally bind the applicant agency, as listed in Section 3, in a contract.

City Government – If the applicant agency is a city, the mayor/city administrator shall be the Authorized Official.

County Government – If the applicant agency is a county, the county commissioner/administrator shall be the Authorized Official.

Private/Nonprofit – If the applicant agency is a nonprofit organization, the Authorized Official must be the individual who has the legal authority to bind the organization in a contract. Any potential funds awarded as a result of this application cannot be used for the salary of the Authorized Official.

Section 5 – Project Director

Enter the name and address of the person who will have direct oversight of the proposed project.

Section 6 – Applicant Fiscal Officer

Enter the name and address of the individual who has responsibility for project accounting, reporting, and closeout. May be the same as Project Director

Section 7 – Associated Non-Profit agency Board Chairperson

Enter the name and address of the individual serving as the organization’s board chairperson. Please provide an address

other than the agency address if possible. If this doesn’t apply to your organization mark “N/A.”

Section 8 – County Location

Enter the name of the county your agency presides.

Section 9 – Type of Application

Indicate the type of application based on the following

New – If the applicant agency has not received prior funding to for a Citizen Corps project, check “New Applicant”

Continuation – If you have previously received funding by the Missouri State Emergency Management Agency for any Citizen Corps programs, check “Previous Applicant”

Section 10 – Current Grants

Check any Homeland Security Grant Programs that you have received.

Section 11 – Federal Employer Identification Number

Enter the applicant agency’s Federal Employer Identification Number. This number must be included in order to document receipt of this application.

Section 12 – Application Number

Not Applicable

Section 13 – Contract Period

Not Applicable

Section 14 – Type of Project

Not Applicable

Section 15 – Program Income

Enter Yes if your program anticipates generating any income.

Section 16 – Budget

Include the amount being applied for. Do not include any expenses that are the responsibility of the applicant.

Section 17 – Authorized Official’s Signature

This application must bear the Original Signature of the Authorized Official as identified in Section 4. Electronic signatures will not be accepted.