



State of Connecticut
Department of Emergency Services and Public Protection
Division of Emergency Management & Homeland Security
 Strategic Planning & Grant Administration Unit



Completion Report for Citizen Corps Program Funding
Training (Cat. A & B), Equipment (Cat. D) and Statewide Applications (Cat. E)
 (Revised: May, 2016)

Please refer to the Connecticut Statewide Citizen Corps Program Handbook for application and program guidance

1. Name, title and address of eligible applicant:
2. Federal Employer Identification Number (FEIN):
3. Eligible applicant telephone number and email:
4. Name and email address of person completing form:
5. Project title:
6. Date completion report submitted:

Approval Date:
(DEMHS e-mail approval)

7. Select **type of approval received**:

- Category A:** Initial CERT Training. Maximum funding: **\$1,200***
- Category B:** Advanced Training. Maximum funding **\$1,000**

Category C: Please see separate Planning Completion Report on [DESPP/DEMHS website](#)

- Category D:** CERT Equipment Max Funding: **\$1,000** Eligible applicants can apply for one Equipment Grant per calendar year

- Category E: Statewide Applications**

Please note: training must have started within 180 days of approval and completed within 270 days to be eligible for reimbursement.

8. Summary of completed project: (for training include dates of training, number of students etc.)

9. Financial Report

Category	Approved Budget	Amount Expended
Instructor Costs		
Travel		
Training Equipment		
Training Supplies		
Facility Fees		
Other Eligible Items		
Total		

10. Amount of Citizen Corps Program funding being requested:

11. Attachments:

- Copies of invoices and proof of payment (copies of checks, financial system generated reports showing payment date, check number, vendor name, and payment amount).
- For training (Category A and B): Please attach the final class roster

I hereby certify that the project outlays shown have been made in accordance with the applicable grant terms and conditions of the Citizen Corps Program funding (Homeland Security Grant Program).

Signature of Eligible Applicant

Date

Name (Print)

Title (Print)

Please mail the completion report with original signatures to: Grants Unit, 3rd Floor North, 1111 Country Club Road, Middletown, CT 06457. Please send a copy of this request to your local or regional Citizen Corps Council.