



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



## Completion Report for Planning - Citizen Corps Program Funding

### Planning (Cat. C)

(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: Approval Date:  
(DEMHS email approval)
6. Date completion report submitted:

7. Deliverables during 6 month planning period _____ to _____	Deliverable Amount \$	Documentation (attach and label a,b,c, d)	Check off	Funds requested
a. <b>Participation of Regional Appointees</b> at Statewide Citizen Corps Council (SCCC) Regular and Special Meetings	\$600.00	Copies of meeting minutes, sign in sheets		
b. <b>Summary of Regional Activities</b> provided at SCCC Regular Meetings	\$250.00	Brief written reports		
<b>c. Other Regional CERT Activities Demonstrate 5 activities to meet this deliverable)</b> (CERT Activities can vary by Region, and are not limited to the list below) <ul style="list-style-type: none"> <li>• Outreach/ Recruitment to CERT Teams</li> <li>• Attendance at Regional CERT Council meetings</li> <li>• Town assistance with CERT applications/completion reports</li> <li>• Developing, organizing training sessions</li> <li>• Participation in SCCC subcommittees</li> <li>• Review and Signature on CERT Team Applications by Regional Council or Representative</li> <li>• Annual Report Prep (annually)</li> </ul>	\$900.00	Examples of 3 or more: <ul style="list-style-type: none"> <li>• Outreach/recruitment/ assistance emails</li> <li>• Subcommittee participation emails or minutes</li> <li>• Advertisements prepared for classes</li> <li>• Meeting minutes from Regional Council meetings</li> <li>• Emails to/from towns on grant assistance</li> <li>• Copies of applications reviewed and signed etc.</li> </ul>		
d. <b>Update by Regional appointees</b> to the Regional Emergency Planning Team (REPT) and/or Steering Committee on SCCC and CERT Activities	\$250.00	• Copies of minutes		
<b>Total Deliverables</b>	<b>\$2,000.00</b>			

8. Amount of Citizen Corps Program funding being requested:

9. Attachments:

Attach documentation for each deliverable (see chart for details)

*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, 3<sup>rd</sup> Floor North, 1111 Country Club Road, Middletown, CT 06457. Please send a copy of this request to your local or regional Citizen Corps Council.**