

July 20, 2006

Dear Homeland Security Grant Points of Contact:

I am writing regarding two important and time-sensitive administrative matters associated with the federal Homeland Security Grant Program.

First, to remind you September 1, 2006, is the date by which all municipalities must submit written procurement/reimbursement requests to the Department of Emergency Management and Homeland Security (DEMHS) for the FFY2004 Homeland Security Grant Program. The specific language in the Memorandum of Understanding between the DEMHS and each municipality is as follows:

By September 1, 2006, the Town of XXX must provide the standard documentation required by the State Administrative Agency (SAA) to designate funds for specific purposes. Any funds for which the Town of XXX has failed to provide the necessary written documentation by September 1, 2006 will revert to the SAA for reprogramming.

Standard documentation includes the Summary Funding Request and Authorization form and/or Reimbursement Request form, both of which are available at [www.ct.gov/demhs](http://www.ct.gov/demhs) in the Grants Section.

The second reason I am contacting you is to request that all outstanding documentation associated with the Memorandum of Understanding (MOU) be submitted immediately. Many communities have not yet submitted the necessary town resolution or signed MOU. DEMHS must receive this information as soon as possible to be sure the MOU is fully executed before the term expires on September 1, 2006.

Please contact your program manager immediately to make the necessary arrangements to designate funds for specific purposes and to determine if MOU documentation must be submitted. Listed below are the program managers and the areas for which they have primary responsibility:

Ken Rigney	DEMHS Area 1& 2	860-256-0920
Jack Leonard	DEMHS Area 3	860-256-0913
Bill Hackett	DEMHS Area 1, 3, 5	860-256-0918
Doug Glowacki	DEMHS Area 4	860-256-0917
Rich Zaccagnino	DEMHS Area 5	860-256-0914

Thank you for your prompt attention to these matters. We appreciate working with you to fulfill your homeland security and emergency management needs.

Please feel free to contact me directly at 860-256-0910 if you have any questions.

Sincerely,

*Libby Graham*

Elizabeth K. Graham  
Manager