



STATE OF CONNECTICUT
DEPARTMENT OF
EMERGENCY MANAGEMENT AND HOMELAND SECURITY

James M. Thomas
Commissioner

March 16, 2005

Dear Chief Elected Official,

The U.S. Department of Homeland Security, Office of Domestic Preparedness (ODP) awarded the State of Connecticut the FY 2005 Homeland Security Grant in the amount of \$ 24,080,428. Funding will be used to address the equipment, training, planning and exercise needs of state and local emergency first responders.

After several weeks of deliberation, both collectively and in specialized sub-committees, the Homeland Security Working Group (HSWG) developed an equitable allocation for all five funding programs as well as strategic guidance for obligation of funds retained at the State level. This information is key in enabling you to make an informed decision concerning the administration of these funds. An overview of the allocation formulas, strategic guidance and state level set aside for special projects is contained in Attachment A.

Attached please find a "Designation of Administrator" Form which will designate the administrator for «Municipality1»'s funds. The three options include administering the funding at the local level as a sub grantee, designating your Regional Planning Organization, or the State Administrative Agency as the administrator. A Memorandum of Understanding is enclosed. Please return this with the Designation of Administrator Form if you choose State Administration. A description of the allocation formulas, three administrative options, and the corresponding responsibilities is contained in Attachment A.

Funding for jurisdictions that did not participate in the State Homeland Security Assessment Program will be administered either at the State level or Regional level.

In order to comply with the Federal requirements, please return the necessary paperwork by April 18, 2005. State administration requires the "Designation of Administrator" Form and the Memorandum of Understanding.

Local or Regional administration requires the "Designation of Administrator" Form and an Initial Strategy Implementation Spending Plan (ISIP). Information on the ISIP was mailed to you on March 14, 2005.

Please contact Elizabeth Graham at (860) 418-6279 or John Leonard at (203) 805-6626 with any questions or concerns.

Sincerely,

James M. Thomas
Commissioner