



**THE DEPARTMENT OF EMERGENCY MANAGEMENT & HOMELAND SECURITY  
FY 2005 HOMELAND SECURITY GRANT PROGRAM**

**DESIGNATION OF ADMINISTRATOR FORM**

The (Municipal Name) will receive the following allocation from the FY 2005 State Homeland Security Grant Program (SHSGP):

PROGRAM	ALLOCATION
State Homeland Security Grant Program	Amount
Law Enforcement Terrorism Prevention Program	Amount
Total FY 2005 Allocation	Total

This allocation was developed by the Homeland Security Working Group and approved by the Emergency Management and Homeland Security Coordinating Council on February 10, 2005.

In addition to the jurisdictional allocations, the following set asides for special projects have been approved from the local portion of the HSGP for initiatives benefiting First Responders on a statewide basis:

PROGRAM	PROJECT	ALLOCATION	PROJECT	ALLOCATION
SHSGP	Regional Response Teams (9)	\$ 1,312,343	Interoperability Issues	\$ 797,840
	Regional Response Systems	\$ 1,468,018	Medical Reserve Corps (3)	\$ 90,000
LETPP	POST Training	\$ 181,130	Statewide Anti-Terrorism Task Force Stipends	\$ 300,000
	Interoperability Issues	\$ 200,000	CAPTAIN Upgrades	\$ 88,400

The Jurisdictions have three options to administer these funds: (Check one)

Option 1

**ADMINISTER THE FUNDS AT LOCAL LEVEL**

Jurisdiction chooses to administer the funds locally. An ISIP must be submitted with this form. Grant applications with all the necessary assurances and budget information will be distributed to jurisdictions submitting an ISIP. Jurisdictions will submit completed grant packages for review and approval. ***NO EMCUMBRANCES OR EXPENDITURES MAY BE INCURRED UNTIL THE JURISDITON RECEIVES A GRANT AWARD INDICATING THE ISIP AND APPLICATION HAVE BEEN APPROVED.***

The Jurisdiction will assume all administrative functions including grant reporting requirements as outlined in the grant application. Jurisdictions will be permitted to drawdown funds up to ***120 days prior to expenditure/disbursement subject to the requirements and guidelines stated in the grant application.*** A maximum of (2.5%) of the total allotment may be used for administrative purposes as detailed in the grant guidelines. The jurisdiction must comply with all requirements detailed in the grant guidelines and DOJ Financial Guide.

Option 2

**ADMINISTER THE FUNDS THROUGH A REGIONAL PLANNING ORGANIZATION**

Designate the Regional Planning Organization (RPO) to administer the funds on the behalf of its member Jurisdictions. The RPO will be responsible for submitting an ISIP for its Jurisdictions. The Jurisdiction is responsible to coordinate with the designated RPO to ensure the ISIP is submitted on its behalf by the April 18, 2005 deadline. Grant applications with all the necessary assurances and budget information will be distributed to RPO submitting an ISIP. RPOs will submit completed packages for review and approval. ***NO EMCUMBRANCES OR EXPENDITURES MAY BE INCURRED UNTIL THE JURISDITON RECEIVES A GRANT AWARD INDICATING THE ISIP AND APPLICATION HAVE BEEN APPROVED.***

The RPO will assume all administrative functions including grant reporting requirements as outlined in the ODP FY 2005 Homeland Security Grant Guidelines. The RPO will be permitted to drawdown funds up to ***120 days prior to expenditure/disbursement subject to the requirements and guidelines stated in the grant application.*** A maximum of (2.5%) of the total allotment may be used for administrative purposes as detailed in the grant guidelines. The RPOs must comply with all requirements detailed in the grant guidelines and DOJ Financial Guide.

Jurisdictions will be responsible to ensure their individual needs will be met with Regional Administration. RPOs will not be required to maintain separate jurisdictional accounts.

Designate the administering RPO: \_\_\_\_\_

Option 3

**ADMINISTER THE FUNDS THROUGH THE STATE ADMINISTRATIVE AGENCY**

Designate the State Administrative Agency (SAA) to administer the allocation on their behalf. Sign the enclosed MOU and return with this completed form.

The State will accept all administrative oversight: procurement, fiscal, grant reporting and audit requirements. The entire allotment will be used for the equipment, planning, training, and exercise needs of the Jurisdiction.

The Jurisdictions will submit their equipment, training, planning, and exercise needs to the SAA for processing.

The signature indicates approval of your jurisdiction's allocation of FY 2005 Homeland Security Grant Program and designation of fund administrator.

\_\_\_\_\_  
(CEO Signature)

**This completed form must be returned by April 18, 2005 regardless of the option chosen.**

Pease mail the original form to: Department of Emergency Management & Homeland Security  
Rowland Government Center  
55 West Main St.  
Waterbury, CT 06702 Attn: Rosemary Salerno (203) 805-6577