DEMA

Delaware Emergency Management Agency
State Homeland Security Grant Program

DE Information Bulletin
No. 10 – May 3, 2005

TO: All Delaware Homeland Security Grant Partners

FROM: James E. Turner
Director

5/3/05

SUBJECT: State Homeland Security Subgrant Process

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1. As the State Administrative Agency (SAA) for the Homeland Security Grant Program, DEMA is committed to providing federal funding assistance to state and local response disciplines for improving Delaware's terrorism preparedness. One of the methods of providing this federal assistance is through sub-grants from this agency to the emergency response disciplines. The other methods involve the procurement processes (sole source, open market, State and Agency contracts, General Services Administration, Defense Logistics Agency, etc.) that are centrally managed through DEMA.

2. Due to the size and scope of some disciplines' projects, a sub-grant may be the best method for procurement. Subgrants require the requesting agency and/or organization to accomplish all of the procurement responsibilities using their organization's funds, invoice or bill DEMA and receive reimbursement from DEMA of the federal grant funds. Projects with a substantial one-time cost, sole source, or agency/municipal specific requirement are prime candidates for a sub-grant. Agencies that sub-grant will be required to certify adherence to their agency's procurement guidelines and procedures before a subgrant may be awarded.

3. Organizations that have requirements that meet the above criteria are asked to contact a DEMA Technical Assistance Coordinator (see below) to process their request and determine if their project is a viable candidate for the sub-grant option. To apply for a sub-grant the grantee must complete the subgrant application (attached) and submit it to DEMA. The application must contain the funding amount requested, project title, project duration, and a clear description of the work to be accomplished. Applicant contact information - name, title and phone number of the project director and the authorizing official from the requesting organization - is also needed. The application may be mailed or faxed to DEMA. Once received at DEMA, a project number will be assigned to the application for processing and accountability purposes and the project will be evaluated.

4. Applicants will be notified within 10 business days of the sub-grant award status (approved/pending/not eligible). If the application is approved, the subgrantee will receive an award letter from the DEMA Director describing the award amount and the sub-grant conditions. The award letter will be accompanied with an acceptance certification letter for the sub-grantee. The certification letter must be signed by the applicant to signify the approval of the terms of the subgrant. DEMA will then send the subgrantee a copy of the progress report and a reimbursement voucher forms for completion and submission to the DEMA Program Manager. Monthly progress reports describing the progress made on the project sent to DEMA are a condition of the sub-grant. Sub-grantees are required to submit this document monthly regardless to whether there is activity or not for that particular month. The sub-grantee must submit also submit a reimbursement voucher monthly regardless to whether there is activity or not for that particular month. The reimbursement vouchers must include copies of vendor invoices anytime they are received from vendors and paid by the sub-grantee. After the project is complete, the sub-grantee will submit a final reimbursement voucher, along with a final monthly progress report. Barring any questions about expenses, all reimbursement vouchers will be processed within 10 business days of receipt by DEMA.

If you have any questions, please contact: John Moore, David West or Mike Lipko at 659-3362 or 1-877-SAY-DEMA.

//Attachment:
Sub Grant Application

DELAWARE EMERGENCY MANAGEMENT AGENCY DEMA *SUB-GRANT APPLICATION FOR HOMELAND SECURITY GRANT PROGRAM (HSGP) FUNDS*	Project Number: Award Amount:

***Acceptance conditions:** All equipment and/or service purchases are the responsibility of the sub-grantee and invoice(s) shall be submitted to DEMA for reimbursement.

1. Project:	**2. Duration of Project (mm/dd/yyyy):** From: To:

3. Description of Work:

4. Project Director:		
a. Name:	b. Title:	c. Phone Number:
d. Signature:	e. Date (mm/dd/yyyy):	

5. Authorizing Official:		
a. Name:	b. Title:	c. Address:
d. Signature:	e. Date (mm/dd/yyyy):	f. Phone Number:

For DEMA Use Only	
1. Approval Date:	2. Federal Funds Obligated by Agreement:
3. Signature	4. Title: