

State of Maine
SEQUENCE of EVENTS for
FY2009 HOMELAND SECURITY GRANTS

1. MEMA announces grant application period to local communities, Counties and State agencies for the State Homeland Security Grant Program (HSGP).
2. Local meetings are held among all first responder stakeholders (Police, Fire, EMS, Hospitals, Schools, etc) and concerned local departments to set priorities for project funding.
3. An application is drafted. County Emergency Management officials and MEMA staff are available to provide technical assistance and advice in drafting applications. The application forms will be available on MEMA's website at: www.maine.gov/mema/
4. MEMA strongly recommends coordination and collaboration with regional and mutual aid partners and County EMA offices in the development of the application. County EMAs should make every effort to ensure coordination, facilitate group purchases, eliminate duplication of projects, etc. MEMA will forward any directly submitted application to the appropriate County EMA Director for initial review at the County level.

Please note that ***all applications must be signed by a Town/City Manager, County Administrator or Chief Elected Official***, whichever is appropriate for the jurisdiction. In the case of State of Maine agencies, the signature of the Chief Appointed Official of the Agency is required.

5. **Applications will only be accepted in electronic format.** Applications should be submitted to the appropriate County EMA office, and copied to the MEMA Grant Coordinator (email address listed below). **After forwarding to County EMA, please follow up with a printed and signed copy of the cover sheet, and all non-electronic attachments (bids, quotes, etc) mailed to the appropriate County EMA office.**
6. County EMAs will review every application for completeness and appropriateness to the SHSS and this grant guidance. Given the limited funding available, County EMAs are being asked to prioritize all applications before forwarding to MEMA for final scoring and awards.
7. MEMA has established a multi-disciplinary Homeland Security Grant Application Review Committee to carefully consider each application for use of grant funds. The Review Committee may request additional information or clarification from the applicant. The Committee will utilize a scoring system to evaluate all applications. No applicant presentations will be scheduled.

The Committee reserves the right to fund projects in part or in whole. Applicants should clearly denote where (if at all) projects may be separated into phases or parts. If so indicated, applicants should also rank phases or parts in priority order to ensure that the Committee funds the most important aspects of a project.

8. If an application is approved, the applicant will receive notification from MEMA detailing the amount awarded and purposes for which it will be spent (in accordance with the applicant’s own submission).

The decisions of the Review Committee will be final, and no appeals will be granted.

The official Award Letter will be accompanied by a Memorandum of Understanding (MOU) and document of Terms and Conditions for accepting grant funds through MEMA. **** The MOU and Terms and Conditions must be signed by the grantee and returned to MEMA before any reimbursements can be made.**

9. Once the project has been completed, the applicant submits invoices to MEMA for reimbursement.

Submission Address:

See County EMA contact information below. Please call for email address each County will use to accept electronic grant submissions, as well as mailing address to forward hardcopy materials. Also please CC the MEMA Homeland Security Grant Coordinator at [HSGrants.Maine@maine.gov] when submitting electronic grant applications.

County Emergency Management Agency contacts:

Androscoggin	784-0147	Oxford	743-6336
Aroostook	493-4328	Penobscot	945-4750
Cumberland	892-6785	Piscataquis	564-8660
Franklin	778-5892	Sagadahoc	443-8210
Hancock	667-8126	Somerset	474-6788
Kennebec	623-8407	Waldo	338-3870
Knox	594-5155	Washington	255-3931
Lincoln	882-7559	York	324-1578

Questions:

Maine Emergency Management Agency
 Homeland Security Grants Coordinator
 800-452-8735
 Email: HSGrants.maine@maine.gov