



# CITY OF DANBURY

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DANBURY, CONNECTICUT 06810

DENA DIORIO  
DIRECTOR OF FINANCE

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## MEMORANDUM

TO: Mark D. Boughton via the Common Council

FROM: Dena R. Diorio, Director of Finance & Personnel *Dena*

DATE: March 29, 2005

SUBJECT: Homeland Security Grant

The United States Department of Homeland Security, Office of Domestic Preparedness has awarded the State of Connecticut \$24.1 million for fiscal year 2005 to address the equipment, training, planning and exercise needs of state and local emergency first responders.

Of that amount, \$243,436 has been awarded to the City of Danbury. The City plans to use the funds consistent with the guidelines established by the State Homeland Security Working Group: 56.5% for equipment, 3.5% for exercises, 10% for planning and 30% of training. There is no local match required for the program.

As was the case in 2004, the City has elected to have the State serve as the grant administrator, which will make them responsible for all administrative oversight, procurement, grant reporting and audit requirements. The City will enter into a Memorandum of Understanding (MOU) with the State to accept the funds and designate them as the administrative agency.

I respectfully request that the Common Council approve the attached resolution authorizing the Mayor to execute the MOU pursuant to the requirements of the grant.

Please feel free to contact me should you require any additional information. Thank you.

C: Pete Sicienski, Fire Chief  
Mitch Weston, Acting Chief of Police



## RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_ A. D., 200\_

RESOLVED by the Common Council of the City of Danbury:

**WHEREAS**, the U.S. Department of Homeland Security, Office of Domestic Preparedness has awarded a \$24.1 million dollar State Homeland Security Grant to the State of Connecticut for the fiscal year 2005; and

**WHEREAS**, the Department of Public Safety, Division of Homeland Security of State of Connecticut has been designated as the State Administrative Agency authorized to contract with the City of Danbury for a local share of said grant; and

**WHEREAS**, grant funds in the amount of two hundred forty three thousand, four hundred and thirty six dollars (\$243,436.00) are available to the City of Danbury under the aforesaid grant program for the purpose of equipment, training, planning and exercise needs of our local emergency first responders; and

**WHEREAS**, acceptance of the foregoing grant is in the best interests of the residents of the City of Danbury.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF DANBURY THAT**, Mayor Mark D. Boughton be and hereby is authorized to enter into a Memorandum of Understanding between the State of Connecticut, Department of Public Safety and the City of Danbury with respect to the acceptance of said funds, to designate the State Administrative Agency to administer said allocation on behalf of the City and to take any additional action that may be necessary to effectuate the purposes hereof.



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

**DESIGNATION OF ADMINISTRATOR FORM**

The City of Danbury will receive the following allocation from the FY 2005 State Homeland Security Grant Program (SHSGP):

| PROGRAM                                      | ALLOCATION |
|--|------------|
| State Homeland Security Grant Program        | \$161,941  |
| Law Enforcement Terrorism Prevention Program | \$81,494   |
| Total FY 2005 Allocation                     | \$243,436  |

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.

\_\_\_\_\_  
Mayor Mark Boughton  
City of Danbury

**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