



Emergency Management Division Informational Letter

4000 Collins Road
P.O. Box 30636
Lansing, MI 48909-8136
www.michigan.gov/emd



Volume: 05-02

January 13, 2005

TO: Local, State Agency, College, University and District Emergency Management Coordinators, Regional Response Teams, and Eligible First Responder Agencies and Organizations within DHS Identified Disciplines

SUBJECT: ODP Grant Extensions for 2003 State Homeland Security Grant Program (SHSGP) Part I Exercise Grant and Part II Training Grant

2003 SHSGP Part I Exercise and Part II Training Grants - Extended to July 31, 2005: The Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP) has approved an extension of the 2003 SHSGP Part I Exercise and Part II Training Grants. The original deadline for the Part I Exercise Grant was December 31, 2004, and February 28, 2005 for the Part II Training Grant. The State Administrative Agency (Emergency Management Division-EMD) has extended the grant period as long as possible to allow agencies maximum opportunity to participate. This will require that all exercise and training activities be completed on or before July 31, 2005, to insure we are able to meet ODP's grant closing deadline.

2003 SHSGP Part I Exercise Grant - New Deadlines: The new deadlines for the Part I Exercise Grant are as follows: The local emergency management program (sub-grantee) must complete all exercise activities, including after action reporting on or before July 31, 2005. Sub-grantees must process and forward the final completed exercise reports and reimbursement requests with supporting documentation so they are received by EMD no later than 5:00 p.m., Wednesday, August 31, 2005.

Mail Part I Exercise Grant Documents to:

Michigan State Police
Emergency Management Division
Attn: Training and Exercise Section
4000 Collins Road
Lansing, MI 48910

2003 SHSGP Part II Training Grant - New Deadlines: The grant extension has allowed EMD to add the 5th and 6th quarterly grant periods in the table below. Please note that the final grant period is shortened to two months due to the grant closing deadline.

Quarterly Grant Periods	Agency Due Dates	Sub-grantee Due Dates
1 st Quarter – 03/01/04 – 05/31/04	06/18/04	06/30/04
2 nd Quarter – 06/01/04 – 08/31/04	09/17/04	09/30/04
3 rd Quarter – 09/01/04 – 11/30/04	12/17/04	12/31/04
4 th Quarter – 12/01/04 – 02/28/05	03/18/05	03/31/05
5 th Quarter – 03/01/05 – 05/31/05	06/15/05	06/30/05
6 th Quarter – 06/01/05 – 07/31/05	08/15/05 *	08/31/05 **

* - Final completed Agency Reimbursement Worksheets and supporting documentation must be received by the local emergency management coordinator (sub-grantee) no later than 5:00 p.m., Monday, August 15, 2005.

** - Sub-grantees must process and forward the final completed Agency Reimbursement Worksheets and supporting documentation so they are received by EMD no later than 5:00 p.m., Wednesday, August 31, 2005.

Mail Part II Training Grant Documents to:

Hazardous Materials Training Center
Attn: Sgt. Michael Johnson
7426 Osborn
Lansing, MI 48913

If you have questions regarding the content of this EMD-Informational Letter, please contact your respective District Coordinator. The contact list for District Coordinator's is at: http://www.michigan.gov/documents/Mi-emdis_11-14-03_97039_7.pdf.

Sincerely,



JOHN ORT, CAPTAIN
Deputy State Director of Homeland Security
and Emergency Management

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