

TO: FFY 2007 Region Homeland Security Grant Programs
FROM: Lisa Hansen, Strategic Planning Manager
RE: Homeland Security Grant Program Award Packet
DATE: October 14, 2007

In mid-October you should have received your official Homeland Security Grant Program award notice from Director Leesa Berens Morrison. I would like to congratulate you on your award and provide you with important information about managing your grant award.

As a reminder, the contract period for your Homeland Security Grant Program is from July 1, 2007 through July 31, 2009.

Attached you will find essential programmatic and financial information regarding your grant award.

Program Information:

In the attached award packet you will find a copy of the required programmatic quarterly report format and deadlines for submission. If you are going to be late with your quarterly report, I ask that you please contact me to let me know the status of your report. In return, I will inform our finance and administration staff as to the status of your quarterly report related to the processing of reimbursement payments pending quarterly report deliverables. Failure to submit your quarterly report by the due date may delay reimbursement payments.

Finance Information:

Reimbursement requests should be submitted to the Arizona Department of Homeland Security at least quarterly and can be submitted as frequently as monthly. The financial quarterly report is due quarterly with the submission of your programmatic report. Even if you have \$0 expenditure within the quarter, we require that you submit the financial quarterly report form indicating this with the submission of your programmatic quarterly report. If you submit reimbursements regularly, we still require that you submit the financial quarterly report form summarizing quarterly financial activity. This submission of timely expense reimbursement will assist our efforts to maximize full expenditure of funding. Information on where to send quarterly reports as well as financial reports can be found in the attached information.

If you have any questions or concerns, please do not hesitate to contact your Regional Planner:

- Central, North, Phoenix UASI
 - Susan Dzbanko, sdzbanko@azdohs.gov, (602) 542-1777
- East, West, South, and Tucson UASI
 - Will Schulz, wschulz@azdohs.gov, (602) 542-7044
- State Agencies
 - Lisa Hansen, lhansen@azdohs.gov, (602-542-7014

I look forward to working with you and your agency.