

# Application Checklist

Applications must be submitted by mail, fax, or electronically in PDF format with complete signatures to:

**Division of Homeland Security and Emergency Management**  
**Attn: Homeland Security Grants Administrator**  
**PO Box 5750**  
**Fort Richardson, Alaska 99505-5750**  
**Fax: (907) 428-7009**  
**Email: [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) Phone: (907) 428-7000 or 1-800-478-2337**

**Application Deadline 11:59 p.m., Wednesday, July 13, 2011**

## Jurisdiction Checklist

- Application
  1. Completed FFY 2011 HSGP Application Form(s)
  2. Project Budget Detail for each project
  3. Signatory Form with the three (3) required signatures for each jurisdiction
- Attach a spending plan to expend the balance of any remaining FFY 2009 and FFY 2010 Homeland Security Grant funds, if any
- Jurisdictional NIMSCAST input is ongoing
- No more than 10 total eligible projects submitted per program
- For Citizen Corps Program grant applications, attach proof the local Citizen Corps Council is established. Submit a resolution demonstrating tribal or local jurisdiction Council adoption, and a list of Council membership and points of contact