

Letter of Invitation/Request for Application

Dear Applicant:

This is to invite your organization to apply for funding to support the Metropolitan Medical Response System (MMRS) Program.

Please visit our website at <http://www.fema.gov/ofm/grants2.shtm> to download forms. Click the link for Information for Business. Then click on Grants Administration. To get the most current version of the SF 424 form, please go to <http://www.whitehouse.gov/omb/grants>. Or you may complete the attached forms.

Standard Form 424, Request for Federal Assistance
FEMA Form 20-20, Budget Information-Non-construction Programs
FEMA Form 20-16, Summary of Assurances & Certifications
SF LLL, Disclosure of Lobbying Activities
SF 270, Request for Advance/Reimbursement

If you are claiming indirect cost, you must also submit a current indirect cost rate agreement. If funded, the above-mentioned documents will be made a part of the agreement upon award. Please complete the enclosed documents and your program narrative. Send two copies of your completed application to the address below by COB August 23, 2004:

Department of Homeland Security
Federal Emergency Management Agency
Grants Management Branch, AF-FA-GM
500 C Street, SW, Room 334
Attn: Assistance Officer – MMRS
Washington, DC 20472

Enclosed is a Project Description/Guidance for your information and use. Your program narrative should describe how your jurisdiction will carry out the activities as described in the program guidance, attached to this request for application package. Please include budget narrative detail for any object class you list in your budget (i.e., travel, personnel).

This Request for Federal assistance does not commit the US Government to fund your application or to pay any costs incurred in the preparation of an application. The Government reserves the right to accept, reject, or revise your application, if it is in the best interest of the Government to do so.

Your application will be programmatically reviewed by the Regional Point of Contact while the Grants staff make an administrative/grants management review. Any concerns or issues will be jointly discussed with you. Your initial Point of Contact for any questions related to this grant application process is your FEMA MMRS Regional Program Officer (see list online at http://www.mmrs.fema.gov/publicdocs/FY2004grants_directory.pdf).

All existing contracts remain in effect until the contracts are completed. Please call Nathan Wolfe at (202) 646-4082 if you have any questions regarding your contracts.

If you have questions relating to the grant process, please call one of the following persons:

Arlene Ramsey (202-646-4531)
Tanya Barnes (202-646-3742)
Lisa Lewis, (202-646-4572)
Sylvia A. Carroll (202-646-3503)

Sincerely,

Assistance Officer

Enclosures