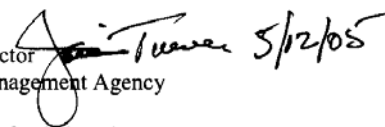




**Delaware Emergency Management Agency**  
*State Homeland Security Grant Program*

**DE Information Bulletin**  
No. 9 11 May, 2005

TO: Members of the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG).  
  
All Agencies Receiving Equipment Under the State Homeland Security Grant Program (SHSGP).

FROM: James E. Turner, III, Director  5/12/05  
Delaware Emergency Management Agency

SUBJECT: Accountability of SHSGP funded equipment.

---

This Bulletin is to notify and ensure all parties involved in the receipt of equipment funded through the SHSGP understand their responsibilities and the accountability process associated with the funding.

The DEMA Logistics Section is responsible for receiving, accounting for, and distributing all equipment procured under the grant program. Recipients of the equipment assume all responsibility for the proper storage, security, and maintenance of said equipment upon signing the Memorandum of Understanding for the State Homeland Security Grant Program (MOU SHSGP). The individual for an organization who signs the MOU is responsible for knowing where and in what condition all items are for which they have signed.

The DEMA Logistics Section has devised the attached inventory checklist to assist in creating an accurate count of where and in what condition the signed for equipment is in. This will enable DEMA, the DHSTPWG, and the end user to know what equipment is on hand and accessible in the event of an emergency. The checklist will also assist DEMA with federal and state required audits.

The DEMA Logistics Section will be sending a copy of the Recertification Report of all Issued Equipment to each of the ten emergency response discipline leads. This report is a compilation of all equipment, broken down by discipline that has been purchased from the 2002 grant year through the 2004 grant year. The equipment accountability checklist will accompany the Recertification Report. Upon receipt, each discipline will have 30 days to inventory their equipment, fill out the accountability checklist, and annotate any discrepancies that may arise. Upon completion, please fax both reports to the DEMA Logistics Section at (302) 659-6876.