



PORTCORPUSCHRISTI

Following are specific instructions for the submission of Port Security Grant Program applications to the South Texas Area Maritime Security Committee, Sector Corpus Christi. Please read carefully.

I. General Instructions

1. Download and save all forms, instructions, and supporting guidance documents from:

[http://www.portcorpuschristi.com police & security/grants](http://www.portcorpuschristi.com/police%20&%20security/grants)

2. All required forms have been formatted as Adobe PDF documents. In order to complete the forms, use Adobe Acrobat Reader. If Acrobat Reader is not already installed on your PC:

a. Acrobat Reader is available as a free download at <http://www.adobe.com/>

b. Follow the link to “Get Adobe Reader”

II. Application Instructions

1. Open “FY09 PSGP Guidance” and complete the following forms:

a. Investment Justification.pdf: Pages 21 through 27 of the guidance. Formal Investment Justification that addresses each initiative proposed for funding.

b. Budget Detail Worksheet.pdf: Pages 28-32 of the guidance. Detailed budget for the funds requested.

2. Additional documentation to be provided:

- a. Open and complete Environmental Historical Preservation worksheet located in “EHP Final Screening Memo”.
- b. Non-Supplanting Certification: A letter, written on letterhead by an officer of the company, confirming that the grant funds will not supplant existing funds.
- c. MOA/LOI: If you are applying in partnership with one or more other maritime stakeholders, you will need to provide a copy of the signed Memorandum of Agreement between the partners. If you do not have a signed MOA by the application deadline date, the STAMSC will accept a signed Letter of Intent. However, the MOA must be signed and submitted before any funds will be disbursed. Sample MOA/LOI are provided.
- d. Sub-grantee contract: Once your project is approved by FEMA, the Fiduciary Agent will draft a contract with the Sub-grantee for the conduct of the project and handling of the funds. A sample contract is provided for information.

III. Submitting the Application

1. Make sure that all required information on all forms is complete and accurate.
2. Email all of the completed forms as attachments in a single email to:
arch@pocca.com

IV. Questions

For questions on the FY09 PSGP Grant Programs, grant guidance, federal forms:

Rene Phillips, FEMA
Lurrandarene.phillips@dhs.gov

Department of Homeland Security askcsid@dhs.gov
800 368-6498

For questions on the STAMSC or review process:

John Zarbock
john.e.zarbock@uscg.mil
(361) 888-3162 ext 501

For questions on the grant web page or the required forms:

Arch Archambo
arch@pocca.com
(361) 885-6180

