



FISCAL YEAR 2003 URBAN AREAS SECURITY INITIATIVE – DISCRETIONARY GRANTS PROGRAM

Program Guidelines and Application Kit

U.S. Department of Homeland Security

U.S. Department of Homeland Security
Office for Domestic Preparedness

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Tom Ridge
Secretary

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FOREWORD

In July 2002, President Bush approved the National Strategy for Homeland Security, establishing a road map for the national effort to prevent and respond to acts of terrorism in the United States. The National Strategy recognizes the vital role of state and local public safety agencies in providing for the security of our homeland. In February 2003, President Bush signed into law the Consolidated Appropriations Resolution of 2003, Public Law 108-7, which provides state and local governments with vital funding to participate in the national effort to combat terrorism. In April 2003 the Emergency Wartime Supplemental Appropriations Act, 2003 provided additional funds to continue and expand these efforts.

The U.S. Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP) FY 2003 Urban Areas Security Initiative (UASI) reflects the intent of Congress and the Administration to create a sustainable national model program to enhance security and overall preparedness to prevent, respond to, and recover from acts of terrorism. While most states and municipalities have strengthened their overall capability to respond to acts of terrorism involving chemical, biological, radiological, nuclear, or explosive (CBRNE) weapons, there continues to be room for improvement in meeting national priorities of preventing and responding to terrorist attacks.

ODP is now accepting applications for the FY 2003 UASI Discretionary Grant Program (UASI-DGP). The purpose of the UASI-DGP is to support the development of innovative approaches to some of the most critical homeland security issues facing the nation. As part of this program, Cooperative Agreement Grant Awards will be made to eligible applicants for the development of projects that would affect high-density, high-threat areas and for the protection of critical infrastructure. In order to be eligible for consideration and award of this Cooperative Agreement Grant Award, applicants must be invited by ODP to apply.

The Department of Homeland Security looks forward to working with all of you in this critical national effort to secure our homeland.

Tom Ridge
Secretary
Department of Homeland Security

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I. BACKGROUND AND OVERVIEW

Authorized Program Purpose

The FY 2003 UASI Grant Programs I and II are being provided to address the unique equipment, training, planning and exercise needs of large high-threat urban areas. Seven selected urban areas are receiving direct funding from the Consolidated Appropriations Resolution of 2003; thirty selected urban areas are receiving funding through their respective States through the Emergency Wartime Supplemental Appropriations Act of 2003.

As part of the UASI Grant Program II, pilot programs have been identified to build an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism. Information about eligible applicants and program requirements for the FY 2003 UASI-DGP follows.

Solicitation Overview

In order to continue to improve the nation's ability to prevent, respond to, and recover from acts of terrorism, multiple pilot programs have been identified for funding through UASI-DGP by DHS to address unique homeland security issues. These pilot programs are intended to be national models that can be utilized by state and local governments in meeting their homeland security needs. As part of this program, Cooperative Agreement Grant Awards will be made to eligible applicants identified by ODP.

General Guidance

- Period of performance for these Cooperative Agreement Grant Awards is two years.
- The CEO's of invited organizations must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number with the FY 2003 UASI-DGP application. This number may be provided in one of the attachment fields within the GMS application.
- The OJP Office of the Comptroller (OC) will continue to provide fiscal support and oversight of the grant programs included in this solicitation.

II. ELIGIBLE APPLICANTS

The FY 2003 UASI-DGP is intended to build first responder capabilities to respond to incidents of domestic terrorism at the state and local levels of government through multi-faceted projects. Projects approved for the FY 2003 UASI-DGP include port security and response to CBRN incidents, critical incident information management system development, Tribal interoperability with DHS along the border, creation of the Homeland Security Advisory System Terrorist Alert Policy Group, university and college emergency support guideline development, and the establishment of a national model to improve community safety and security. Cooperative Agreement Grant Awards will be made to eligible applicants to develop and implement these projects.

Eligible applicants are the chief executive officers (CEOs) of entities specifically invited by ODP to apply.

III. PROGRAM REQUIREMENTS

The following steps must be completed in accordance with directions in this package on the Grants Management System (GMS) to ensure a successful application and grant award process:

1. Application Process

Grant applicants must apply for FY 2003 UASI-DGP through the Grant Management System (GMS) located on the Office of Justice Programs website. Instructions regarding electronic submissions through GMS are provided at www.ojp.usdoj.gov/fundopps.htm. Applications must be received by ODP no later than **December 8, 2003**.

Required submissions: SF-424 Grant Application with certifications (through GMS). Also, applicants must now provide a DUNS Number in accordance with paragraph 8f in this section of the application.

2. On-Line Application

The on-line application must be completed and submitted by the applicant using GMS. This on-line application replaces the following previously required paper forms:

- Standard Form 424, Application for Federal Assistance

- Standard Form LLL, Disclosure of Lobbying Activities
- OJP Form 4000/3, Assurances
- OJP Form 4061/6, Certifications
- Equipment Coordination Certification
- Non-Supplanting Certification

The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is **“Office for Domestic Preparedness Fiscal Year 2003 Urban Area Security Initiative Discretionary Grant Program.”** When referring to this title, please use the following CFDA number: **97.008**. When completing the on-line application, applicants should identify their submissions as new, non-construction applications. ***The project period will be for a period not to exceed 24 months.***

3. Additional Application Requirements

Applications must clearly demonstrate the applicant’s ability to provide deliverables consistent with the purpose of the program, and guidance provided by ODP. ***As such, the application must also include a program narrative and a budget.***

The **program narrative** should include the following elements:

- **Program Plan:** The applicant must provide a complete program plan for the entire project period. This plan should include the goals and objectives of the proposal and describe the activities to be conducted to accomplish these goals and objectives. The applicant must develop a performance based evaluation plan to assess completion of goals and objectives. Additionally, the applicant must develop a quality control plan to be incorporated into the development and delivery of project deliverables.
- **Project Management Structure:** The applicant must describe how the program will be structured, organized, and managed within the recipient’s organization. The applicant must provide an organizational chart of the agency and describe how the organization will support the program.
- **Project Description:** The applicant must provide a complete description of each deliverable. The project description must also include the following:
 - a. A statement of need, to include why the program is needed, how the need was determined, and what “gaps” the program will fill;
 - b. Description of how the program relates to the purpose of the UASI-DGP; and,

c. Identification of program objectives.

- **Program Budget:** The applicant must provide a budget narrative that includes a description of the allocation methodology for the funds awarded under the FY 2003 UASI-DGP.

Applicants will be asked to provide a more detailed budget for use of the funds at a later date. ***The program narrative and budget narrative must be completed and attached to the online application as file attachments.***

4. Freedom of Information Act (FOIA)

ODP recognizes that much of the information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552 (FOIA), all determinations concerning the release of information of this nature are made on a case-by-case basis by the OJP FOIA Office, and may well likely fall within one or more of the available exemptions under the Act.

Applicants are also encouraged to consult their own State and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. At the same time, applicants should be aware that any information created exclusively for the purpose of applying for and monitoring grants hereunder is the property of the U.S. Government, and shall not otherwise be disclosed or released pursuant to State or local law or regulation.

5. Grant Award to Organization

Upon approval of the electronic grant application through GMS, the grant will be awarded to the organization invited to apply for the grant. This date will be known as the Award Date. If no special conditions withholding funding are placed on the grant, the Award Date will also be referred to as the Receipt of Funds date.

Required Submissions: 1) Signed award document and special conditions returned to the Office of the Comptroller.

6. Grantee Obligation of Funds

Following award of the grant, the grantee will be responsible for providing updated obligation and expenditure information on a regular basis. Grantees will submit biannual Categorical Assistance Progress Reports (CAPRs). (Additional information on CAPRs is included in paragraph 10b of this application.) Updated obligation and expenditure information must be provided with the CAPRs to show progress made in meeting project requirements.

Required Submissions: CAPRs (biannually).

7. General Requirements

For the purpose of the FY 2003 UASI-DGP, the limitations cited in this section shall apply.

- a. **Land Acquisition:** No funds shall be used for land acquisition.
- b. **Civil Justice:** No funds or other assistance shall be used with respect to civil justice matters except to the extent that such civil justice matters bear directly and substantially on criminal matters or are inextricably intertwined with criminal justice matter.
- c. **Federal Law Enforcement Personnel:** Nothing in the enabling legislation authorizes the use of federal law enforcement personnel to investigate violations of criminal law other than violations with respect to which investigation is authorized by other provisions of the law.
- d. **Direction, Supervision, and Control:** Nothing in the enabling legislation shall be construed to authorize the Secretary of Homeland Security or the federal law enforcement community to exercise any direction, supervision, or control over any police force or other criminal justice agency of an applicant for federal law enforcement assistance.

8. Financial Requirements

- a. **Non-Supplanting Certification:** This certification, which is a required component of the on-line application, affirms that federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post-award monitoring, and the audit. Applicants or grantees may be required to supply documentation certifying that a reduction in non-federal resources

occurred for reasons other than the receipt or expected receipt of federal funds.

b. **Match Requirement:** None

c. **Assurances:** The on-line application includes a list of assurances that the applicant must comply with in order to receive Federal funds under this program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. You will be agreeing to these assurances when you submit your application on-line through GMS.

d. **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement:**

This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 28 CFR part 69, New Restrictions on Lobbying, and 28 CFR part 67, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Homeland Security in awarding grants.

The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

e. **Suspension or Termination of Funding:** ODP may suspend or terminate funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to make satisfactory progress toward the goals or objectives set forth in this application.
- Failing to follow grant agreement requirements or standard or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in this application or other report or document.

Before taking action, ODP will provide the grantee reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

f. **Use of a Universal Identifier by Grant Applicants:** Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the government-wide electronic portal (Grants.gov). **An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individuals who would personally receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

9. Drawdown and Expenditure of Funds

Following the grant award and release of any special conditions, the grantee can draw down and expend grant funds through the electronic PAPRS or LOCES systems. Questions regarding grant accounts should be addressed to the Office of the Comptroller at 1-800-458-0786. Drawdowns and expenditures must be reported to ODP on a quarterly basis through the Financial Status Report (FSR).

The FSR is due 45 days after the end of each quarter (i.e. for the quarter ending March 31, FSR is due on May 15).

Note: Grant funds may be drawn down up to 90 days after the end of the grant period in order to facilitate final expenditures. However, no obligations can be made after the grant project period has ended.

Required Submissions: SF-269 FSR (submitted quarterly; see sample instructions in **Appendix B**).

10. Reporting Requirements

The following reports are required of all program participants:

- a. **Financial Status Reports (Standard Form 269A):** Financial Status Reports are due within 45 days of the end of each calendar quarter. A report must be submitted for every quarter the award is active, including partial calendar quarters, as well as for periods where no grant activity occurs. The OJP OC will provide a copy of this form in the initial award package. Future awards and fund drawdowns will be withheld if these reports are delinquent. The final financial report is due 120 days after the end date of the award period.
- b. **Categorical Assistance Progress Reports:** CAPRs are due within 30 days of the end of the reporting periods, which are June 30 and December 31, for the life of the award. Thus, CAPRs are due by July 31 with a reporting period of January 1 through June 30, and by January 31, with a reporting period of July 1 through December 31. The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns will be withheld if these reports are delinquent. The final programmatic progress report is due 120 days after the end date of the award period. Instructions for completing CAPRs are on the reverse side of the form.
- c. **Exercise Evaluation and Improvement:** Exercises that are implemented with grant funds should be threat- and performance-based and should evaluate performance of critical prevention and response tasks required to respond to the exercise scenario. Guidance on conducting exercise evaluations and implementing improvement is defined in the *Homeland Security Exercise and Evaluation Program (HSEEP) - Volume II: Exercise Evaluation and Improvement*. Recipients must report on scheduled exercises and ensure that an After Action Report (AAR) and Improvement Plan (IP) are prepared for each exercise conducted with ODP support (grant funds or direct support). The AAR documents the performance of exercise related tasks and makes recommendations for improvements. The IP outlines the actions that the

exercising jurisdiction(s) plans to take to address recommendations contained in the AAR. Generally, the IP, with at least initial action steps, should be included in the final AAR. ODP is establishing a national database to facilitate the scheduling of exercises, the submission of the AAR/IPs and the tracking of IP implementation. Guidance on development of AARs and IPs is provided in Volume II of the HSEEP manuals.

Recipients are responsible for ensuring that copies of the AAR/IP are submitted to ODP within 60 days following completion of the exercise at the following address:

Office for Domestic Preparedness
Centralized Scheduling and Information Desk
810 7th Street, NW
Washington, DC 20531

- d. **Financial and Compliance Audit Report:** Recipients that expend \$300,000 or more of federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards and OMB Circular A-133. Audit reports are currently due to the Federal Audit Clearinghouse no later than 9 months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2003 UASI-DGP assistance for audit and examination purposes, provided that, in the opinion of the Secretary of Homeland Security or the Comptroller General, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

11. Technical Assistance and Monitoring

Throughout the project period ODP Preparedness Officers will work closely with urban area and State officials in their assigned States and territories. The primary duty of ODP Preparedness Officers is to assist State and local agencies in enhancing their homeland security preparedness through planning, training, equipment acquisition, exercises, and technical assistance. Preparedness Officers will be in continuous contact with the awardees, and should be considered as the primary point of contact within ODP for addressing questions, concerns, and general issues.

Additionally, grant recipients will be monitored periodically by ODP staff to ensure that the program goals, objectives, timelines, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, and administrative issues relative to each program, and will identify areas where technical assistance and other support may be needed.

12. Grant Close-out Process

Within 120 days after the end of the grant period, the grantee will submit a final FSR and a final CAPR detailing all accomplishments throughout the project. After both of these reports have been reviewed and approved by the ODP Preparedness Officer, a Grant Adjustment Notice (GAN) will be completed to close-out the grant. The GAN will indicate the project as being closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FSR. After the financial information is received and approved by the Office of the Comptroller, the grant will be identified as "Closed by the Office of the Comptroller."

Required Submissions: 1) Final SF-269 Financial Status Report; 2) Final CAPR.

APPENDIX A

Sample Award Package

APPENDIX A: Sample Award Package

TAB 1: SAMPLE REVIEW OF AWARD

Office of Justice Programs Post Award Instructions for ODP Awards

1. Review Award and Special Conditions Document.

Carefully read the award and any special conditions or other attachments. There is an original plus one copy of the award page.

If you **agree** with the terms and conditions, the authorized official should sign and date both the original and the copy of the award document page in Block 19. You should maintain a copy and return the original signed documents to:

Office of Justice Programs
Attn: Control Desk - ODP Award
810 Seventh Street, NW – 5th Floor
Washington, DC 20531

If you **do not agree** with the terms and conditions, contact the awarding ODP Preparedness Officer as noted in the award package.

2. Read Guidelines.

Become familiar with the “OJP Financial Guide” which is available through the internet at the Office of Justice Programs, Office of the Comptroller website: <http://www.ojp.usdoj.gov/oc>. New award recipients are automatically placed on a mailing list to receive future Guides and their change sets.

Up to 5 copies of the Guide may be ordered at no cost through:
<http://puborder/ncjrs.org>

You may also order the Guide by calling 1-800-851-3420. Select #2 for publications; select #1 to speak with a publications specialist.

TAB 2: SAMPLE POST AWARD INSTRUCTION

U. S. Department of Justice
Office of Justice Programs
Office of the Comptroller

Post Award Instructions

The Office of Justice Programs is currently responsible for the financial administration of grants awarded by the Office for Domestic Preparedness, Department of Homeland Security (ODP).

The following is provided as a guide for the administration of awards from ODP. Forms and other documents illustrating each step are attached.

Step 1. Review Award and Special Conditions.

If you agree with the terms and conditions stated in the award, sign and date the award document and the last page of the Special Conditions, and return to OJP. Notify your ODP Program Manager when Special Conditions have been met (refer to Step 1 attachment);

If you do not agree with the terms and conditions as written, contact your ODP Program Manager.

Step 2. Read Guidelines.

Read and become familiar with the "OJP Financial Guide" and related material (refer to Step 2 attachment).

Step 3. Complete and Return ACH Form.

The Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form (refer to Step 3 attachment) is used to arrange direct deposit of funds into your designated bank account.

Step 4. Access to Payment Systems.

The Office of Justice Programs uses two payment systems: Phone Activated Paperless System (PAPRS) and Letter of Credit Electronic Certification System (LOCES) (refer to Step 4 attachment). Current LOCES users will see the addition of new ODP grants on the LOCES grant number listing as soon as the ODP award acceptance has been received. PAPRS grantees will receive a letter with the award package containing their PIN to access the system and Grant ID information.

Step 5. Reporting Requirements.

Reporting requirements must be met during the life of the grant (refer to the OJP

Financial Guide for a full explanation of these requirements, special conditions and any applicable exceptions). The payment systems contain edits which will prevent access to funds if reporting requirements are not met on a timely basis. Refer to Step 5 attachments for forms, due date information, and instructions.

Step 6. Questions about your ODP award?

A reference sheet is provided containing frequently asked financial questions and answers. If you have questions concerning this checklist or any financial aspect of your award, contact the Office of the Comptroller's Customer Service Center at [1-800-458-0786](tel:1-800-458-0786) or by email at askoc@ojp.usdoj.gov. Customer Service staff are available Mon-Fri from 9:00 a.m. to 6:00 p.m. (EST) to assist you.

APPENDIX B

Drawdown and Expenditure of Funds

APPENDIX B: Drawdown and Expenditure of Funds

SF 269A FINANCIAL STATUS REPORT

INSTRUCTIONS FOR FINANCIAL STATUS REPORTING (SF269A)

The quarterly Financial Status Report (FSR) is due 45 days after the end of the calendar quarter. Please be reminded that this is a report of expenditures **not a request for reimbursement**. To request reimbursement, use an OJP payment system*. Send the completed report to: **Office of Justice Programs, Attn: Control Desk, 810 Seventh Street, NW - 5th Floor, Washington, DC 20531** or fax them to (202) 616-5962 or alternate fax #(202)353-8475. Please type or print legibly and do not change any pre-printed information. If you have already filed an FSR for the current calendar reporting quarter and need to make changes, please submit a corrected FSR and print "AMENDED" or "CORRECTED" at the top of the form.

Note: Without a current FSR on file, funds will not be disbursed. Please ensure that you fill out every space (except Box #5) of this report, or your FSR will not be processed.

1. Pre-printed as: **Department of Homeland Security, Office for Domestic Preparedness.**
2. Enter the ODP grant number found on your grant award document. For example, 2003-TE-TX-0000.
3. Enter current name and address of the award recipient.
4. Enter the OJP-assigned 9 digit vendor number as recorded on your grant award document.
5. Enter any identifying number assigned by your organization for your internal use. If none, leave blank.
6. If you have finished expending funds and recording your required match related to this award, regardless of whether they have been or will be reimbursed by the Federal Government, check "Yes." Otherwise, check "No."
7. Indicate whether your accounting system uses a CASH or an ACCRUAL basis for recording transactions related to this award. For reports prepared on a CASH basis, outlays are the sum of actual cash disbursement for direct

purchases of goods and services at the lowest funding level. For reports prepared on an ACCRUAL basis, outlays are the sum of actual cash disbursement at the lowest funding level. Unliquidated obligations represent the amount of obligations that you incurred at the lowest funding level but have not yet paid out. *Note: Data for more than one calendar quarter may be rolled up into one report for the first report submitted.*

8. Enter both the begin and end dates of the award period.
9. Enter the FROM and TO dates for the current reporting calendar quarter as listed below.

<u>Reporting Quarter</u>	<u>Reports Due Not Later Than</u>
Jan 1 through Mar 31	May 15
Apr 1 through Jun 30	Aug. 14
Jul 1 through Sep 30	Nov 14
Oct 1 through Dec 31	Feb 14

10. Lines 10a, 10b, and 10c refer to your **cash outlays** including the value of in-kind match contributions for this award at the lowest funding level (i.e., monies you have spent). Column I is the cumulative total of expenditures for the prior reported calendar quarter. If you wish to correct previously reported quarterly totals, enter the corrected amounts in this column. Column II is for the current reporting calendar quarter outlays. Column III is for the result when adding across the amounts reported in Columns I and II. **The total of lines 10b and 10c should equal the amount reported on line 10a for each column.**

Lines 10d, 10e, and 10f should only be completed if you indicated in **Box 7** that you are on an accrual basis of accounting. Lines 10d, 10e, and 10f refer to the amount of unpaid obligations or accounts payable you have incurred. Items such as payroll (which has been earned, but not yet paid) is an example of an accrued expense. Line 10d is the total of your unpaid obligations to date.

Line 10e is your share of these unpaid obligations. Line 10f is the Federal share of unpaid obligations. **The total of lines 10e and 10f should equal the amount on line 10d.**

Line 10g is the total Federal share of your cash outlays and unpaid obligations regardless of whether you have received reimbursement. It will be the total of Column III, Lines 10c and 10f. Line 10h is the total amount of your award. Change this amount only if you have received a supplemental award. Line 10i is the amount of your total award which has not either been

expended through a cash outlay or encumbered by an unpaid obligation. **It is the difference between Column III, Lines 10h minus 10g equals Line 10i.**

11. Please refer to your award documents to complete this section. This section will only be completed if you have a Negotiated Indirect Cost Rate with your cognizant agency.

Line 11a Indicate the type of rate that you have. Line 11b is the indirect cost rate in effect during this current reporting period. Line 11c is the amount of the base against which the cost rate is applied. Line 11d is the total amount of indirect costs charged during this current reporting period. Line 11e is the Federal Government share of the amount reported on Line 11d. *Note: If more than one rate was in effect during this reporting period, attach a schedule showing all applicable rates amounts for Line 11b through 11e*

12. Line 12A is the cumulative amount of Federal funds your State agency has passed-through to local units of government, other specified groups or organizations as directed by the legislation of the program.

Line 12B is the cumulative amount of Federal funds subgranted including amounts subgranted to State agencies and amounts reported on Line 12A.

Line 12C is the cumulative Federal portion of forfeited assets to be used in this grant whether the assets were forfeited as a result of this grant or another grant.

Line 12D is the cumulative Federal portion of program income earned from other than forfeited assets. This is income from sources such as registration fees, tuition, and royalties. This amount should not be included in Box 10.

Line 12E is the cumulative amount of program income from all sources, including forfeited assets and interest earned, which have been expended by your organization. This amount should not be included in Box 10.

Line 12F is the balance of unexpended program income (12C + 12D - 12E).

13. Along with your printed name and telephone number, please remember to sign and date the FSR. **It will not be processed without signature.**

*If you need any assistance with completing this form, contact the OC Customer Service Center at 1-800-458-0786 or email us at askoc@ojp.usdoj.gov.

APPENDIX C

Customer Support

Appendix C: Customer Support

To assist grantees with program activities, ODP has established a number of support programs. These include: 1) the ODP Help Line; 2) Applicant Assistance Services; 3) the Equipment Purchase Assistance Program; and, 4) the Domestic Preparedness Equipment Technical Assistance Program (DPETAP). The Centralized Scheduling Information Desk (CSID) Help Line (1-800-368-6498 – askcsd@ojp.usdoj.gov) provides grantees with answers to non-emergency technical questions. Likewise, ODP Applicant Assistance Services are designed to provide grantees with assistance in completing and submitting their applications to meet the required deadlines. The Equipment Purchase Assistance Program provides ODP grantees with access to prime vendors through memoranda of agreement with the Defense Logistics Agency and the Marine Corps Systems Command. Finally, the DPETAP program provides on-site training in the use and maintenance of specialized response equipment. Additional information on each of these programs can be found on the ODP web site located at: <http://www.ojp.usdoj.gov/odp>, or by contacting your ODP Preparedness Officer.

