

Instructions for Submitting a Blanket Request

Definition:

Blanket Request – A series of the same or similar pre-arranged events containing multiple delivery dates scheduled to take place within the same fiscal year.

Instructions:

- 1) The *Requestor* should first estimate the average cost of each event within the series.
- 2) Select the highest cost from each *Conference Cost Category* within the series to complete the *Total Conference Costs* section of the *Conference & Event Submission Form*.

Example: *Requestor* anticipates conducting (4) four Train the Trainer Workshops within the current fiscal year. The multiple delivery dates and locations consist of the following:

- a) Washington, DC / January 23-24, 2013
- b) Cincinnati, OH / April 17-18, 2013
- c) San Antonio, TX / July 24-25, 2013
- d) San Francisco, CA / September 18-19, 2013

For each location, the *Requestor* should select the highest cost from each category to complete the *Conference & Event Submission Form*. If the Federal lodging rate for each location consisted of:

- i. Washington, DC - \$183;
- ii. Cincinnati, OH - \$118;
- iii. San Antonio, TX - \$106; and
- iv. San Francisco, CA - \$184

The *Requestor* would utilize San Francisco's (\$184) lodging rate when completing the *Conference & Event Submission Form*. This process should be followed for each *Conference Cost Category*.

- 3) To submit a request as a *Blanket Request* select (Yes) from the drop down menu for question #7 under *General Conference Information*.
- 4) Indicate the number of times the conference will take place within the current fiscal year (i.e., 4). Also, identify each (City and State) and date(s) of each occurrence for question #8.

- 5) The system will automatically grey out questions 9 through 13 and 16.
- 6) *Total Conference Costs* should reflect the highest cost from each *Conference Cost Category* (i.e., printing and distribution, common carrier transportation, facilitator, etc.).
- 7) Completing the balance of the form and providing the appropriate documentation will remain consistent as that for a single event submission.

Post Reporting Requirements for Blanket Request:

All *Blanket Request* costs for events held by cooperative agreement recipients or contractors costing over \$20,000 must be reported within 45 calendar days after the last day of the event.

- 1) The *Requestor* will receive an *Approval Notification* email from the Office of Justice Programs (OJP) along with a copy of the *Conference & Event Submission Form*.
- 2) OJP will expect the appropriate number of post reports to be submitted based on the events approved within the series (i.e., 4).
- 3) A post report must be submitted within 45 calendar days after the last day of the event in the series.