

**OSLDPS INFORMATION BULLETIN**  
**No. 00-002 March 6, 2000**

TO: All State Agency Heads  
All State Agency Points of Contact

FROM: C. H. "Butch" Straub II  
Director

SUBJECT: Fiscal Year 1999 Equipment Grant Application Electronic Submissions  
Using the Worldwide Web

To reduce paperwork and improve efficiency, the Office of Justice Programs (OJP) has adopted an on-line grant application process for all OJP program offices which includes the Office for State and Local Domestic Preparedness Support (OSLDPS).

States participating in the OJP State and Local Domestic Preparedness Equipment Program are encouraged to submit their state applications through the OJP Grants Management System (GMS). User ID's and passwords state points of contact use to access GMS must be verified by OSLDPS before on-line applications can be submitted. To speed the process, please contact your OSLDPS program manager to review on-line submission procedures, and to discuss related programmatic issues.

Under this system, state agency grant applications will be automatically linked to the needs assessment data and state strategies which states will submit at a later date. This, however, will not occur until states are prepared to begin inputting this information later this spring or early summer. In the meantime, states should submit on-line grant applications now to receive FY 1999 funding. As you know, planning funds are included with state allocations for FY 1999 funding. The Preliminary Budget Submission sheet found in Appendix A of the OSLDPS application kit for this program will be used to submit your initial budget. Instructions to attach the budget submission, narrative, and other text or word files to electronic applications are provided on-line in GMS. States are strongly encouraged to apply for planning funds as soon as possible which when awarded will allow states to begin to plan for the needs assessment and submission of related data, and the submission of statewide strategies. OSLDPS will provide state agencies with additional information regarding on-line submissions of the needs assessment data and statewide strategies in the coming weeks.

To access the OJP webpage to submit state agency FY 1999 grant applications, please go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). Helpline assistance is available by dialing 1-888-549-9901.

Further, please feel free to contact OSLDPS at 202-305-9887 with any questions.