

OSLDPS Information Bulletin
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TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All County and Municipal Agency Grantees

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

SUBJECT: Categorical Assistance Progress Reports

The Office for State and Local Domestic Preparedness Support (OSLDPS) has recently learned that the on-line instructions for completing Categorical Assistance Progress Reports (OJP Form 4587/1), located at www.ojp.usdoj.gov/forms.htm, contain some erroneous information. These instructions indicate that Categorical Assistance Progress Reports are due quarterly. In fact, the OJP Office of the Comptroller (OC) requires that Categorical Assistance Progress Reports be submitted biannually. These reports are due within 30 days after the end of the two reporting periods, which are 06/30 and 12/31 for the life of the award. A copy of the relevant guidance from the OC's *Financial Guide* is attached for clarification.

According to OC, both the forms and the instructions are in the process of being updated. However, this process requires approval from the Office of Management and Budget (OMB). In the interim, OSLDPS grantees should to continue to complete and submit the old form using the updated guidance described above.

I hope this information is helpful. If you have additional questions on these issues, please feel free to contact your OSLDPS grant program manager.

Attachment