U.S. DEPARTMENT OF HOMELAND SECURITY

Office of State and Local Government Coordination and Preparedness

Office for Domestic Preparedness

Fiscal Year 2005 Trucking Security Grant Program

Program Guidelines and Application Kit

U.S. DEPARTMENT OF HOMELAND SECURITY

Contents

Program Description

Overview. The FY2005 Trucking Security (TSP) will provide financial assistance to the American Trucking Association (ATA) to facilitate training and reporting of suspicious activities on our nations' highways. The program is administered by the Office of State and Local Government Coordination and Preparedness, Office for Domestic Preparedness (ODP), within the Department of Homeland Security (DHS).

The FY 2005 TSP provides follow-on funding that will build on the FY2003 and FY2004 trucking security programs. The intent of TSP is to maintain a sustainable national Highway Watch program to enhance homeland security through increased vigilance and awareness on our nation's highways.

Background. The program was originally developed in the trucking industry with an emphasis on safety. It has undergone a dramatic expansion with the grant funds provided by DHS in FY2003 and FY2004, to provide access to all professionals and operating entities throughout the entire highway sector, including private companies, public entities, and governmental operations. The program will also provide resources and services, free of charge, to intercity transit and school bus owners and operators; governmental entities which own the highways; the companies and entities that build and maintain the highways; highway cargo facility operators and brokers; support operations such as visitors centers, truck and bus support, and maintenance operations; operators of private truck fleets; and public safety personnel, including law enforcement, who respond to emergencies on the highways. By continuing to expand the scope of the existing Highway Watch Program to encompass additional motor carriers and drivers in every state, territory, and federal district in the country, all segments of the commercial motor carrier and transportation community can participate in the security of the American homeland. To coordinate the program, a response center has been established to communicate with active program participants and to link with the transportation-based Information Sharing and Analysis Centers (ISAC).

Program and Application Guidelines

1) Program Information

a) Grants Management. ODP has assumed responsibility for the administration of the TSP from the Transportation Security Administration (TSA). This is a cooperative agreement program. The nature of the federal involvement in the execution of this program may range from joint conduct of a project to prior approval of a new project or the next phase of an approved project. A few examples of substantial involvement may include the following:

   (1) Collaboration, participation, and/or intervention in any activity covered by the cooperative agreement.

   (2) ODP approval prior to the selection of a new project or commencement of the next phase of an approved project.

   (3) Authority for ODP to halt an activity if detailed performance specifications are not met.

   (4) Authority for ODP to direct or redirect the scope of work of a project based on new circumstances.

   (5) Authority for ODP to create a working group of key federal and private sector stakeholders to provide guidance and coordination for Highway Watch activities.

b) Authorizing Statute. Public Law 108-334, the FY2005 DHS Appropriations Act, provides funding and authority for the TSP.

c) Funding available through the FY2005 TSP is $4,828,569.00

2) Eligibility Information

a) Eligible Applicant. The FY 2005 DHS Appropriations Act provides discretionary funds for a financial assistance program to support and expand the existing Trucking Security Program (TSP). Eligibility for funding under this program is limited to the American Trucking Associations (ATA).

b) Eligible Projects/Proposals. Funding will be limited to continuing and expanding the existing four project priorities. (See Section 4)

c) Ineligible Projects/Proposals.

(1) Proposals that do not comply with the terms of these instructions.

(2) Proposals in which there is a real or apparent conflict of interest.

d) Ineligible Costs.

(1) Personnel Costs as a separate line item. (Personnel costs may be included in the Management and Administrative Costs Line Item, which is limited to 3% of the total award).

(2) Maintenance Costs.

(3) Monthly Service charges or recurring costs.

e) Cost Sharing or Matching.

(1) There is no match requirement for this program; however, ODP encourages cost sharing.

(2) Any matching funds shall be obligated during the project period.

(3) For further information on allowable sources and types of funds, timing of match contributions and records for match, please consult the *OJP Financial Guide*, Chapter 3 available at http://www.ojp.usdoj.gov/FinGuide/

f) Other.

(1) Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program.

(2) Federal employees may not receive funds under these awards.

3) Application and Submission Information

This cooperative agreement is offered by the U.S. Department of Homeland Security, Office for Domestic Preparedness. The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "Offic*e for Domestic Preparedness Trucking Security Program."* The CFDA number is 97.059. When completing the on-line application, ATA should identify its submission as a new, non-construction application. The project period will be for a period not to exceed **30 months.**

The following steps must be completed using the on-line ODP Grants Management System (GMS) to ensure a successful application submission:

a) **Applicants must apply for FY 2005 TSP funding through GMS at https://grants.ojp.usdoj.gov/.** Applications must be received by ODP no later than May 25, 2005. Applications will not be accepted after this date and time.

b) **On-Line Application, SF-424, Grant Application with Certifications.** The on-line application must be completed and submitted by an authorized representative of ATA using GMS. The 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

c) **Point(s) of Contact**. The applicant must identify specific point(s) of contact (POC) to work with ODP on the implementation of the FY 2005 TSP.

d) **Project Narrative.** The applicant must submit a separate project narrative for each of the four project priorities. Do not combine project priorities under one narrative. Each narrative must not exceed 5 single-spaced pages and the type size shall not be smaller than 12 pitch/10 point type; page margins shall be no less than 1 inch from top and bottom, and left and right. Enter the title of the project priority on the top of each page of the attachment and number the pages. The narrative must contain the following information.

    i) **Project Priority.** The applicant must explicitly identify the project priority for which funding is being requested. Include a discussion to address: (1) the vulnerability, (2) mitigation strategy, and (3) anticipated risk reduction to be achieved with this funding. The following is a list of project priorities under the FY 2005 TSP. See Section 4 of this Program Guide for a description of each project priority.

        (a) Participant Identification and Recruitment.
        (b) Training.
        (c) Communications.
        (d) Information Analysis and Distribution.

    ii) **Project Detail**. The following information about the each project must be provided:

(a) Management capabilities, including a description of technical plans for the project and a biographical summary of key personnel.

(b) Challenges and impediments to completing the project along with the proposed solutions.

(c) Major initiatives, including a chart showing milestones and target dates for project completion.

e) **Budget Worksheet and Budget Narrative**. The applicant must submit a separate budget worksheet and budget narrative for each project priority. Do not combine project priorities under one budget and budget narrative. Enter the title of the project priority on the top of each page of the attachment and number the pages.

The applicant must provide a budget that (1) is complete, detailed, reasonable, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting budget narrative to link costs with project implementation (see below for more information about the budget narrative). The applicant must submit **both** a budget worksheet and a budget narrative for each project priority in one file. The worksheet provides the detailed computation for each budget item (often in spreadsheet format). The narrative justifies or explains each budget item and relates it to project activities.

(i) **Budget Worksheet.** The budget worksheet must list the cost of each budget item and show how the cost was calculated. The budget worksheet should present a complete and detailed itemization of all proposed costs.

Note: Total costs specified in the budget detail worksheet must match the total grant amount requested.

(ii) **Budget Narrative**. The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable. A sample budget worksheet form that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is

available in Appendix C. and on OJP's web site.
(www.ojp.usdoj.gov/forms.htm).

f) **Universal Identifier**. The applicant must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number with the application. *An application will not be considered complete until a valid DUNS number is provided by the applicant.* This number is a required field within the on-line GMS application. 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.

The information for each project priority in the application must be provided using one of the attachment fields within the on-line GMS application. Use separate attachment fields for each project priority in the application. Each attachment should be named "[Project Priority Title] Narrative."

4) **Funding Priorities.**

The FY2005 TSP will expand the scope of the current project to encompass additional motor carriers, drivers and transportation professionals in every state, territory, and federal district in the country. The following project priorities are allowable:

a) **Participant Identification and Recruitment.**
   Motor Carriers - Identify and recruit motor carriers (truck, bus, school transportation) that will actively participate and support Highway Watch training and activity reporting goals and who agree to adopt recommended "best practices" .
   Individual Drivers - Develop methodologies to identify and recruit active current drivers to include independent, unaffiliated drivers, passenger carriers, and other vehicle fleets to expand the program.
   Responder/Law Enforcement - Develop methodology to identify and recruit first responder/enforcement entities that will actively support Highway Watch goals regarding driver training and activity reporting, and will adopt recommended "best practices" within their entities.

b) **Training.**
   Create highway security training programs designed specifically for each service segment of the motor carrier industry, driver, first responder and law enforcement communities to ensure that trainees understand the difference between those incidents that require reporting as potential threats to homeland security and those incidents that are more rightly fielded as highway safety emergencies.

c) **Communications.**
   Highway Watch Call Center - Maintain a full-service (24/7) communications/call center staffed with well-trained responders who will provide nationwide first

responder/enforcement contact numbers and electronic linkage to registered participants, and be capable of re-directing calls to law enforcement and first responders for immediate action or to the Highway Information Sharing and Analysis Center (ISAC) for investigation as terrorist threats.

d) **Information Analysis and Distribution**.
The applicant will provide management consulting services and oversight in cooperation with ODP leadership to maintain the Highway Information Sharing and Analysis Center (ISAC, located at the Transportation Security Operations Center (TSOC) in Herndon, VA dedicated exclusively to highway and highway-transport related security needs and issues. The applicant will provide recommendations, implementation strategies and a completed plan for continued Highway ISAC operations. Responsibilities may include identifying the appropriate role of a highway-specific ISAC, identification of benefits of highway-ISAC separation from existing rail or other centers, optimal configuration and location of a new ISAC, and optimal staffing or implementation strategies.

5) Award Administration Information

a) Notice of Funding. An ODP official will notify the applicant concerning final approval of funding.

b) Administrative Requirements. Awards are administered in accordance with applicable OMB circulars and ODP grant guidance, which include 49 CFR Parts 17-21, and 29. Uniform administrative requirements are contained in OMB Circular A-102, *"Grants and Cooperative Agreements with State and Local Governments"* and OMB Circular A-110, *"Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher education, Hospitals, and Other Non-Profit Organizations"*.

c) Reporting. The following reports are required of all program participants.

(i) Financial Status Reports (FSRs) – Standard Form 269
Obligations and expenditures must be reported to ODP on a quarterly basis through the FSRs, which 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 draw downs will be withheld if these reports are delinquent.***

(ii)   Categorical Assistance Progress Reports - OJP Form 4587/1
Categorical Assistance Progress Reports are due within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund draw downs

will be withheld if these reports are delinquent. Instructions for completing the Categorical Assistance Progress Report are on the reverse side of the form. A copy of these instructions is also included.

(iii) Financial and Compliance Audit Report
For-profit grantees that expend $500,000 or more in a year in Federal funding must have a program-specific audit performed. The auditor should follow Generally Accepted Government Audit Standards and the requirements for a program-specific audit as described in OMB Circular A-133 § .235. The Generally Accepted Government Auditing Standards can be found on the Internet at http://www.gao.gov/govaud/ybk01.htm.

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 2005 TSP funding 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 applicant will also give DHS 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.

The applicant shall require that sub-recipients comply with the audit requirements set forth in *OMB Circular A-133*. Recipients are responsible for ensuring that sub-recipient audit reports are received and for resolving any audit findings.

6) Award Requirements

a) Monitoring.

The applicant will be monitored periodically by ODP to ensure that the project 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.

The applicant is responsible for monitoring grant activities to provide reasonable assurance that the federal award is administered in compliance with federal and state requirements. Responsibilities include the accounting of receipts and expenditures, cash management, the maintaining of adequate financial records, and the refunding of expenditures disallowed by audits.

b)   Grant Close-out Process

Within 90 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 ODP, 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 OJP Office of the Comptroller, the grant will be identified as "Closed by the Office of the Comptroller."

7) Contacts

a) For further information about these instructions, contact the Centralized Scheduling and Information Desk (CSID) **The CSID can be contacted at 1-800-368-6498 or askcsid@dhs.gov. CSID hours of operation are from 8:00 am–7:00 pm (EST), Monday-Friday**

8)   Other Information

a) These are the initial application instructions under TSP using Fiscal Year 2005 funds. Future funding will be dependant upon appropriations from congress.

b) **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 under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the DHS FOIA Office, and may 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.

APPENDIX A

AUTHORIZED PROGRAM EXPENDITURES

Authorized Program Expenditures

This appendix serves as a guide for program expenditure activities. Grantees are encouraged to contact their ODP Program Manager regarding authorized and unauthorized expenditures. Funding may be used in the following categories:

1. Planning
2. Training
3. Management and Administrative

1) *Allowable Planning Costs*

a) FY 2005 TSP funds may be used for the following types of planning activities:

   i) Public Education/Outreach;

   ii) Development and implementation of homeland security support programs and adoption of ongoing DHS national initiatives;

   iii) Development and enhancement of plans and protocols;

   iv) Hiring of full or part-time staff or contractors/consultants to assist with planning activities (not for the purpose of hiring personnel);

   v) Conferences to facilitate planning activities;

   vi) Materials required to conduct planning activities;

   vii) Travel/per diem related to planning activities; and,

   viii) Other project areas with prior approval from ODP.

2) Allowable Training Costs

a) FY 2005 TSP funds may be used for the following training activities:

   i) **Training Workshops and Conferences** - Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and training plan development.

ii) **Full or Part-Time Staff or Contractors/Consultants** - Full or part-time staff may be hired to support training-related activities. The services of contractors/ consultants may also be procured by the state in the design, development, conduct, and evaluation of CBRNE training. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

iii) **Travel** - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending ODP-sponsored courses. These costs must be in accordance with state law as highlighted in the *OJP Financial Guide*. States must also follow state regulations regarding travel. If a state or territory does not have a travel policy they must follow federal guidelines and rates, as explained in the *OJP Financial Guide*. For further information on federal law pertaining to travel costs please refer to http://www.ojp.usdoj.gov/FinGuide.

iv) **Supplies** - Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

v) **Other Items** - These costs include the rental of space/locations for planning and conducting training, badges, etc.

Note: FY 2005 TSP funding is not intended as a hiring program and funds may not be used to support hiring that would create new full-time employee positions.

3) Allowable Management and Administrative (M&A) Costs

a) FY 2005 TSP funds may be used for the following M&A costs. See *Management and Administration* (Section III, F.1.) for specific programmatic guidance.

   i) **Hiring of full-time or part-time staff or contractors/consultants**:

   (1) To assist with the management of the FY 2005 TSP;

   (2) To assist with the implementation and administration of the Security and Emergency Preparedness Plan.

   ii) **Hiring of full-time or part-time staff or contractors/consultants and expenses related to meet compliance with reporting/data collection requirements, including data calls.**

iii) **Development of operating plans for information collection and processing necessary to respond to DHS/ODP data calls.**

iv) **Meeting-related expenses** (For a complete list of allowable meeting-related expenses, please review the OJP OC Financial Guide at http://www.ojp.usdoj.gov/FinGuide).

v) **Acquisition of authorized office equipment**, including personal computers, laptop computers, printers and LCD projectors.

4) Unauthorized Program Expenditures

a) FY 2005 TSP funds may **not** be used for the following activities:

i) Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness or response functions), general-use vehicles, licensing fees, weapons systems and ammunition;

ii) Construction and renovation;

iii) Activities unrelated to the completion and implementation of projects approved under the TSP; and,

iv) Other items not in accordance with the previously listed allowable costs.

APPENDIX B

SAMPLE AWARD PACKAGE

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 Grants 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 OJP, 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 OJP is currently responsible for the financial administration of grants awarded by the 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 Grants Officer 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 Grants Officer.

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.
OJP 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** or by email at askoc@ojp.usdoj.gov. Customer Service staff are available from 9:00 a.m. to 6:00 p.m. EST, Monday-Friday.
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APPENDIX C

Budget
Worksheet

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
	TOTAL	**$0**

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	**Computation**	**Cost**
	TOTAL	**$ 0**

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., four people to 3-day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	**Location**	**Item**	**Computation**	**Cost**
			TOTAL	**$ 0**

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the Supplies category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the Contractual category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
	TOTAL	$0

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less that $5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than $5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
	TOTAL	$0

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
	TOTAL	**$0**

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
		Subtotal	**$0**

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

Item	Location	Computation	Cost
		Subtotal	**$0**

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and

open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of $100,000.

Item		Cost
	Subtotal	**$0**
	TOTAL	**$0**

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
	TOTAL	**$0**

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
	TOTAL	**$0**

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	**Amount**	
A. Personnel	$	0
B. Fringe Benefits	$	0
C. Travel	$	0
D. Equipment	$	0
E. Supplies	$	0
F. Construction	$	0
G. Consultants/Contracts	$	0
H. Other	$	0
Total Direct Costs	$	0
I. Indirect Costs	$	0
TOTAL PROJECT COSTS	$	0
Federal Request	$	0
Non-Federal Amount	$	0

APPENDIX D

ACRONYMS AND ABBREVIATIONS

Acronyms and Abbreviations

A

AAR	After Action Reports
AEL	Authorized Equipment List
ANSI	American National Standards Institute
ATA	American Trucking Association

B

BSIR	Biannual Strategy Implementation Reports

C

CAP	Corrective Action Plan
CAPR	Categorical Assistance Progress Reports
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CFDA	Catalog of Federal Domestic Assistance
CSID	Centralized Scheduling and Information Desk

D

D&B	Dun and Bradstreet
DHS	U.S. Department of Homeland Security
DUNS	Data Universal Numbering System

F

FAR	Federal Acquisition Regulations
FEMA	Federal Emergency Management Agency
FMCSA	Federal Motor Carrier Safety Administration
FOIA	Freedom of Information Act
FSR	Financial Status Report
FTA	Federal Transit Administration

G

GAN	Grant Adjustment Notice
GMS	Grants Management System

I

ISAC	Information Sharing and Analysis Center

L

LLIS	Lessons Learned Information Sharing
LOCES	Letter of Credit Electronic Certification System

M

M&A	Management and Administrative
MOU	Memorandum of Understanding

O

OC	Office of the Comptroller
ODP	Office for Domestic Preparedness

	OJP	Office of Justice Programs
	OMB	Office of Management and Budget
P		
	PAPRS	Phone Activated Paperless Request System
	POC	Point of Contact
S		
	SLGCP	DHS Office of State and Local Government Coordination and Preparedness
T		
	TA	Technical Assistance
	TSP	Truck Security Program
	TSOC	Transportation Security Operations Center