



ODP Information Bulletin No. 48
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**TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact**

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

SUBJECT: Expediting Application Process for FY 2000/2001 Funding

State Administrative Agencies (SAA) are encouraged to apply for FY 2000/2001 domestic preparedness funding as soon as they are notified by the Office for Domestic Preparedness (ODP) that the State's three-year domestic preparedness strategic plan has been approved. To expedite the grant application process and the equipping of State and local emergency responders, ODP has modified the requirement that States provide a detailed equipment budget worksheet with the State's grant application.

States that purchase and disseminate equipment directly may now submit their application prior to completing the equipment budget detail worksheet. ODP will process the award with a special condition requiring that the State submit an equipment budget detail worksheet to ODP for approval prior to release of the funds. This will allow States to complete the worksheet while ODP is reviewing the application and processing the award. The worksheet has been simplified and should contain the following information: (1) a listing of the jurisdictions in the State to receive funding, (2) the name and identity of the equipment item(s) to be procured for each jurisdiction, (3) the estimated quantity of the items to be purchased for each jurisdiction, (4) the public safety disciplines receiving these items in these jurisdictions, and (5) the total funding allocation for each jurisdiction funded. An itemized estimated cost for each type of equipment is not required. States will be allowed to increase or decrease the number of previously approved equipment items on the worksheet without prior approval from ODP. The State must request approval from ODP to add new equipment items to the approved equipment budget detail worksheet to ensure that the requested items are allowable under the terms of the grant.

States that distribute their funds through sub-awards are responsible for ensuring that items purchased by sub-grantees are allowable under the terms of the grant and are not required to submit an equipment budget detail worksheet. However, these States are required to provide a list of jurisdictions receiving sub-grants, and the total amounts being awarded to each of those jurisdictions. If this list is not submitted as part with the application, the award will be special conditioned to require the list prior to the release of the funds. Because the State remains

responsible for ensuring that the grant funds are expending in accordance with the grant award, the State should require an equipment budget detail worksheet from each subgrantee prior to releasing its grant funds. Subgrantees should be required to obtain State approval for new equipment items prior to ordering the equipment item. Questions on the allowability of an equipment item should be referred to the ODP Program Manager to the State.

States that plan to use part of the grant funds for subgrants and part to make direct purchases are required to provide 1) for the subgrants: a list of jurisdictions receiving sub-grants, and the total amounts being awarded to each of those jurisdictions, and 2) for the direct purchases: an equipment budget detail worksheet. See the previous paragraphs for more information on both procedures.

The modified budget requirements described above also apply to funds awarded under the FY1999 State Domestic Preparedness Equipment Program. States that have not provided the equipment budgets for their FY 1999 funds should use the modified formats when requesting the release of those funds.

After all funds have been expended, each States must provide a final equipment list containing: (1) the total amount of funds expended for each jurisdiction, (2) the equipment items purchased for each jurisdiction, (3) the quantity of each item purchased, and (4) the public safety disciplines that received the equipment. This information must be submitted to ODP for all equipment purchased with grant funds, including equipment purchased by subgrantees.

For clarification or additional information regarding these changes please contact your State program manager.