



**ODP Information Bulletin
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TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Directors

FROM: C. Suzanne Mencer
Director

SUBJECT: June 30, 2004 Categorical Assistance Progress Report

As part of the reporting requirement for all grants administered by ODP, each grantee must submit Categorical Assistance Progress Reports (CAPRs) for the life of each grant award. The CAPR must be submitted within 30 days after the end of each reporting period; the reporting periods end June 30 and December 31. The CAPR provides updated information on activities, as identified in the grant application, which occurred during the designated reporting period.

For the Fiscal Year (FY) 2004 Homeland Security Grant Program (HSGP) and Urban Areas Security Initiative (UASI) Grant Program, each grantee was required to submit an Initial Strategy Implementation Plan (ISIP) within 60 days of the grant award date. The ISIP demonstrates how the expenditure of grant funds at both the local and State levels support the goals and objectives outlined in the State's Homeland Security Strategy and/or Urban Area Security Strategy.

Grantees are still required to submit their CAPRs through GMS. However, due to the proximity of the ISIP and the June 30, 2004 CAPR submission dates, ODP is also allowing grantees to use their ISIP submission as the narrative section for the June 30, 2004 CAPR (Box 12) for the FY04 HSGP and FY04 UASI Grant Programs. Grantees may reference their ISIP in Box 12 of the CAPR by noting: "Please see **INSERT STATE'S NAME** ISIP submission dated **INSERT DATE**."

Grantees must still submit their June 30, 2004 CAPRs for all other grant programs in accordance with the guidelines outlined in the appropriate grant application kit. Further guidance regarding the December 31, 2004 CAPR submission will be provided at a later date.

If you have any further questions about the CAPR or ISIP requirements, please contact your ODP Preparedness Officer at 1-800-368-6498.

Thank you for your continued efforts and cooperation.