



Homeland  
Security

**ODP Information Bulletin  
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TO: Captains of the Port (COTP)  
MARAD Regional Directors  
SAAs, SAA POCs

FROM: Matt A. Mayer  
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SUBJECT: FY 2005 Port Security Grant Program – **Application Submission Naming Conventions**

The Office of State and Local Government Coordination and Preparedness (SLGCP) has received a number of applications for the FY05 Port Security Grant (PSG) Program that have not used the required document naming conventions for the program narrative, project plan(s), and project budget(s) files. *As a result, SLGCP is issuing this bulletin to emphasize the required naming conventions that applicants must use when submitting documents to the Grants Management System (GMS) for the FY05 PSG Program.*

On Section IV (page 12), and again in Appendix A (page D-1), of the FY05 PSG Program application kit, it is stated that: “Applicants must use the naming convention below when uploading the program narrative, project plans, and budgets. Refer to Appendix D for the appropriate abbreviations for the COTP Zones.

COTP Zone\_Port Area\_Name of Applicant\_Document Type\_Project Number

Example #1 - PWS\_Valdez\_State Ferry System\_Program Narrative

Example #2 - PWS\_Valdez\_State Ferry System\_Project Plan\_Project 1

Example #3 - PWS\_Valdez\_State Ferry System\_Project Budget\_Project 1”

**ADDITIONAL INFORMATION**

For additional information concerning eligibility and grant guidelines, please refer to the PSG Program application kit at <http://www.ojp.usdoj.gov/fundopps.htm>. To view Frequently Asked Questions (FAQs), please visit

[http://www.ojp.usdoj.gov/odp/grant\\_programs.htm](http://www.ojp.usdoj.gov/odp/grant_programs.htm) and click on the FY 2005 Port Security Grant Program link.

Questions related to this grant program may be directed to [portsecuritygrants@dhs.gov](mailto:portsecuritygrants@dhs.gov) or the SLGCP Centralized Scheduling and Information Desk at [askcsid@dhs.gov](mailto:askcsid@dhs.gov), 1-800-368-6498.