

OSLDPS Information Bulletin
No. 01-027 January 12, 2001

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



Financial Guide



2000

Millennium Issue

2000

Chapter 11: Reporting Requirements

Highlights of Chapter:

- ◆ Financial Status Reports
- ◆ Program Reports

Financial Status Reports. These reports contain the actual expenditures and unliquidated obligations for the reporting period (calendar quarter) and cumulative for the award. OJP will not make new discretionary awards or payments on existing awards if the Financial Status Report (FSR), also known as the SF 269A, has not been filed within 45 days of the end of the most recently past quarterly reporting period. Grantees are encouraged to promptly submit such reports to avoid interruption of account services, e.g., if a request for a payment is received on June 1, then the preceding March 31 quarterly report must be on file at OJP, otherwise the payment request will be rejected. Even when there have been no outlays, a report containing zeros must be submitted to OC. Grantees are also required to maintain adequate documentation to provide an audit trail that substantiates the amounts reported on each SF 269A as submitted. The final report is due 120 days after the end date of the award.

1. **Electronic Reporting.** SF 269A reports may be submitted electronically when the recipient receives funding through LOCES.
2. **Penalty for Non-Compliance.** Future awards and fund drawdowns will be withheld if the Financial Status Report information is delinquent.
3. **Subawards.** In addition to reporting outlays and obligations, the State must report to the awarding agency the total Federal funds subawarded to both State agencies and local governments for the award being reported. This information is required on all block and formula awards and shall be reported in item 12 of the SF 269A or the Turnaround Document.

NOTE: Financial Status Reports are not applicable to State Criminal Alien Assistance Program (SCAAP) awards.

Program Reports. These reports are prepared in a narrative fashion in order to present information relevant to the performance of a plan, program, or project.

Penalty for Non-Compliance. Fund drawdowns may be withheld, at the request of the program office, if progress report information is delinquent or incomplete.

1. **Crime Control Act Block and Formula Funds -- Annual Performance Reports.** The States shall submit annually to the Bureau of Justice Assistance (BJA) a report which contains information as required by the legislation and the Director. This report must be submitted to BJA no later than December 31 for the activities undertaken and results achieved during the prior Federal fiscal year.

2. **Narrative Report for Juvenile Justice Act (JJA) Formula Funds.** The reporting requirement of Sections 223(2) and 223(a)(22) may be met through the submission of the Annual Plan and its updates. The Annual Plan may provide a performance report on the previously planned activities utilizing JJA formula funds. Instructions for the preparation of the SF 424 by the State are contained in 28 CFR Part 31 and in the JUVENILE JUSTICE AND DELINQUENCY PREVENTION AWARD APPLICATION KIT. These documents are available from OJJDP.
3. **Crime Victims Compensation Program.** A State receiving funds for a crime victims compensation program will be required to submit an annual performance report on the effect the Federal funds had on the program. The report will be due by November 30 each year and must report on activities for the prior Federal fiscal year (October 1 through September 30). Please see the Crime Victims Compensation Guidelines for specific reporting instructions.
4. **Crime Victims Assistance Program.** Crime victims assistance program reporting requirements are set forth in the Victims Assistance Award Program Guidelines. The State crime victims assistance agency receiving Federal victims assistance award funds is required to submit a performance report 90 days after the end of each award. The performance report will provide information on the effect the Federal funds have had on services to crime victims in the State and serve as a basis for information prepared for the Report to Congress on the Victims of Crime Act (VOCA).
5. **Categorical Assistance Progress Report, OJP Form 4587/1.** This report is prepared twice a year and is used to describe the performance of activities or the accomplishment of objectives as set forth in the approved award application.

Reporting Period. Progress reports must be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31 for the life of the award. The awarding agency may opt, by special condition to the award, to combine the first report into the subsequent reporting period. For example, if the begin date on the award is June 1, the awarding agency may opt to receive the first report 30 days after the December 31 reporting period.

6. **Special Reports.** In the review and approval process for plans and applications, it is sometimes necessary for the awarding agency to require that special or unique conditions be met in order to make an award. These special conditions will vary from award to award; however, acceptance of the award by the recipient/subrecipient constitutes an agreement that the conditions will be met either prior to the project or during the course of the award period. When this is the case, special reports on the meeting of these conditions are required for submittal to the awarding agency. They are prepared free form; however, the timing, content, and process for their submittal are detailed in the award package.

NOTE: Progress Report are not applicable to State Criminal Alien Assistance Program (SCAAP) awards.