Office for Domestic Preparedness
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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 Syste_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

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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 or the SLGCP Centralized Scheduling and Information Desk at askcsid@dhs.gov, 1-800-368-6498.