Instructions for Submitting a Blanket Request

Definition:

Blanket Request – A series of the same or similar pre-arranged events containing multiple delivery dates scheduled to take place within the same fiscal year.

Instructions:

1) The Requestor should first estimate the average cost of each event within the series.
2) Select the highest cost from each Conference Cost Category within the series to complete the Total Conference Costs section of the Conference & Event Submission Form.

Example: Requestor anticipates conducting (4) four Train the Trainer Workshops within the current fiscal year. The multiple delivery dates and locations consist of the following:

   b) Cincinnati, OH / April 17-18, 2013
   c) San Antonio, TX / July 24-25, 2013
   d) San Francisco, CA / September 18-19, 2013

For each location, the Requestor should select the highest cost from each category to complete the Conference & Event Submission Form. If the Federal lodging rate for each location consisted of:

   i. Washington, DC - $183;
   ii. Cincinnati, OH - $118;
   iii. San Antonio, TX - $106; and
   iv. San Francisco, CA - $184

The Requestor would utilize San Francisco’s ($184) lodging rate when completing the Conference & Event Submission Form. This process should be followed for each Conference Cost Category.

3) To submit a request as a Blanket Request select (Yes) from the drop down menu for question #7 under General Conference Information.
4) Indicate the number of times the conference will take place within the current fiscal year (i.e., 4). Also, identify each (City and State) and date(s) of each occurrence for question #8.
5) The system will automatically grey out questions 9 through 13 and 16.
6) Total Conference Costs should reflect the highest cost from each Conference Cost Category (i.e., printing and distribution, common carrier transportation, facilitator, etc.).
7) Completing the balance of the form and providing the appropriate documentation will remain consistent as that for a single event submission.

**Post Reporting Requirements for Blanket Request:**

All Blanket Request costs for events held by cooperative agreement recipients or contractors costing over $20,000 must be reported within 45 calendar days after the last day of the event.

1) The Requestor will receive an Approval Notification email from the Office of Justice Programs (OJP) along with a copy of the Conference & Event Submission Form.
2) OJP will expect the appropriate number of post reports to be submitted based on the events approved within the series (i.e., 4).
3) A post report must be submitted within 45 calendar days after the last day of the event in the series.