

**GRANT PROGRAM MANUAL****REVISION LOG**

OTS-30 (Rev 8/06)

**REVISIONS**

<b>REVISION NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>DESCRIPTION</b>	<b>PAGE</b>	<b>CHAPTER/ SECTION</b>	<b>PROCESSED</b>
Rev. 25	6/13	Annual Update	1-9 44-63	Chapter 1 & Chapter 8	6/13
Rev. 24	10/12	Implementation and Control of Approved Grants		Chapter 3 Section 3.8 and 3.9	1/13
Rev. 23	10/1/12 for 2013 grants	2013 Claim Form Revision to include fund code, Update OTS-25 to include Fair Market Value (FMV) is the total FMV and not just the federal share. Travel Claim Detail (OTS-36) form creation for sub grantees to report travel expenses to host agencies.		Chapter 5	10/12
Rev. 22	7/12	Fiscal Requirements		Chapter 4	7/12
Rev. 21	11/11	Add Chapter 8 Terms, Conditions and Certifications and delete OTS-33 Acceptance of Conditions and Certifications form and language. Added PAR language in Grantee Subcontracts section and Executive Summary requirements in Chapter 7.	9 37, 39 41, 42 All pages	Chapter 1 Chapter 4 Chapter 6 Chapter 7 Chapter 8	1/12
Rev. 20	10/11	Added language for OTS-26 Employee Time Certification (Grantees/Subgrantees)			10/11
Rev. 19	4/11	Summary Revision Table of Contents – Deleted Comprehensive Final Report  Program Income and Pre-Award language changes. Indirect Cost Rate Plan, Approval Letter, and Documentation Comprehensive Final Report language changes Grant Accounting Records changes Delete Exhibit 1-A Anytown Grant Agreement Sample		1.6.2, 2.3, 2.6.1, 3.10, 6.9, 7.6, 7.7, 7.8, 4.1, 4.3, 4.4.6, 4.9	6/11
Rev. 18	3/11	Changed/Added descriptive language regarding Personnel Activity Reports		Chapter 4.4.1 and 6.10	6/11
Rev. 17	12/10	Exhibit I-B, 6-A, and OTS-33 changed language regarding Federal Catalog Numbers. Added OTS-33a for CA		Exhibit I-B, 6-A, and OTS-33 and OTS-33a	2/18/11

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Rev. 16	12/10	Exhibit 6-A (Contractual Services)		Exhibit 6-A	12/10
Rev. 15	6/10	Program Income Policy/language updated due to recent NHTSA review. Table of Contents		Chapter 1.6.2 Chapter 4.9	7/13/10
Rev. 14	8/09	Annual Update		Chapter 7 Exhibit 1-A Exhibit 1-B Exhibit 4-A Exhibit 5-A Exhibit 5-B Exhibit 6-A	10/15/09
Rev. 13	6/09	Annual Update		Chapter 4 Chapter 5 Chapter 6	8/17/09
Rev. 12	6/09	Annual Update		Chapter 1 Chapter 2 Chapter 3	8/24/09
Rev. 11	2/10/09	Deleted language (Certified) Changed two or more to one or more	22, 23 30	Chapter 3.11 Chapter 5.3	2/10/09
Rev. 10		Item 4.7- Equipment Disposition Changed yearly to bi-annual Exhibit 4-B – Deleted	28	Chapter 4.7 Exhibit 4-B	5/08
Rev. 9	2/8/08	Deleted language (Contractual Services) Added “or” for indirect cost language Deleted language (Contractual Services) Clarified quarterly reimbursement claim due dates Exhibit 6-A – deleted language (Contractual Services)  Clarified Reporting and Claims Timetable	12, 13 14 23 31  44	Chapter 2.5.3 Chapter 2.6.1 Chapter 3.11 Chapter 5.3 Exhibit 6-A  Chapter 7.7	2/8/08
Rev. 8	10/29/07	Deleted language (Contractual Services)	32	Chapter 5.4	11/2/07
Rev. 7	10/1/07	Deleted Exhibit 4-B Equipment Certification, renumbered Exhibit 4-C to 4-B and changed the language in GPM.  Added Single Audit Compliance	28 29  36-39	Chapter 4.7  Chapter 4.11  Chapter 6.8,	10/23/07

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		<p>language to clarify requirements to grantees. Policy/OTS-33 revision to subcontract requirements making grantee agencies responsible for actions of their subcontractors.</p> <p>Revise OTS-33 due to revised subcontracting requirements per Chapter 6.</p> <p>Delete Equipment Certification Exhibit (OTS-25 is used in place of this form)</p> <p>Revise Exhibit number from 4-C to 4-B</p> <p>Delete Exhibit - Policy change; no longer needed.</p>		<p>6.9, 6.10, 6.11, 6.12, 6.13</p> <p>Exhibit 1-B</p> <p>Exhibit 4-B</p> <p>Exhibit 4-C</p> <p>Exhibit 6-B</p>	
Rev. 6	10/02/07	Revised Claim form and Claim form grantee instructions	E5-A E5-B	Exhibit 5-A Exhibit 5-B	10/2/07
Rev. 5	6/30/07	Added language on formatting of revision pages	19 & 20	Chapter 3.9	7/3/07
Rev. 4	6/15/06	Revised references to Chapter 3, Section 3.9.1 to Chapter 3, Section 3.12	40 and 42	Chapter 7, Sections 7.3, 7.4 and 7.5	6/14/06
Rev. 3	2/1/06	Revised Implementation and Control of Approved Projects <ul style="list-style-type: none"> <li>Removed Formal Revision Requests</li> </ul>	18-23	Chapter 3	1/27/06
Rev. 2	7/1/05	Table of Contents Contractual Services Requests <ul style="list-style-type: none"> <li>Added Single Audit Act Requirements</li> <li>Consolidated Contractor Requirements</li> </ul> Removed Sections not Applicable to OTS Funds	1-3 35-39 1-18 1-2	Chapter 6 Exhibit 6-A & Exhibit 6-B	6/24/05
Rev. 1	7/1/05	Modified Grant Agreement Modified Anytown Agreement Revised Anytown Terms & Conditions	1-9 1-12 1-3	Chapter 1 Exhibit 1-A Exhibit 1-B	6/24/05