

**Wyoming Office of Homeland Security  
Grant Reporting Form  
Instructions**

These instructions are to assist you with completing Quarterly Grant Reports for the Homeland Security Grant Program. If you have additional questions please call Robin Benitz (307-777-4916) or Lynn Budd (307-777-4917).

**Subrecipient** – jurisdiction (ie Big Horn County or Laramie Police Department etc)

**Grant Number** – ie 11-GPD-ALB-SC-HSG11

**Grant Reporting Period** – dates for the quarter you are reporting

**Expenditures:**

Please use your Reimbursement Requests to classify those expenses into the areas under each major category (Planning, Organization, Equipment, Training, Exercise and Management & Administration). Note the Equipment Expenditures are categorized by the Sections used in the AEL's.

The Excel form has formulas built in so if you enter a dollar amount on the line next to an expense area it will calculate the total for the major category as well as the total for the reporting period. Of course, you may also print out the form and fill it in by hand.

**Due dates:**

The quarters are based on the calendar year; consequently the first report would be due January 10, 2012 for the quarter ending December 31, 2011. If there was no activity (reimbursement requests) for this quarter please just report that fact to us for reference in the grant file.

This is a first draft of our Reporting Form. If you have suggestions for changes please let us know. We will also be working to make sure that this is as painless as possible while providing us with the information we must report.

Thank you, in advance, for your input!