

**Template to Report Use of Priority-Rating Authority
Under the Defense Priorities and Allocations System (DPAS)**

[Date]

MEMORANDUM TO: David J. Kaufman
Director
Office of Policy and Program Analysis
Federal Emergency Management Agency

FROM: [Name]
[Title]
[Organization]

SUBJECT: Quarterly Status Report on Use of Priority Rating Authority in Support of emergency preparedness, response, recovery, and mitigation activities for **[INSERT NAME OF PROGRAM]**

1. Was the program still active at the end of the reporting quarter? ____Yes ____No
2. Reporting Period [indicate fiscal quarter]: _____
3. Was the priority rating authority used during the fiscal quarter? ____Yes ____No

If yes, please fill out the following:

Contract Number	Contract Performance Period	Dollar Amount	Title/Purpose of the Contract

[To file this report electronically, please contact William Watrel, DPA Program Analyst, OPPA, at 202-646-3153 or william.watrel@dhs.gov.]