



**Homeland
Security**

**Federal Emergency Management
National Preparedness Directorate
Information Bulletin
No. 250, April 11, 2007**

TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Administrative Agency Grant Points of Contact
All Training Partners and Training Grant Points of Contact
All Infrastructure Protection Program Points of Contact
All Office of Grant Operations Financial Points of Contact

FROM: Corey Gruber
Acting Deputy Administrator
National Preparedness Directorate
Federal Emergency Management Agency

SUBJECT: FEMA Chief Financial Officer and National Preparedness Directorate: Manual Grant Payment Request Procedures

Purpose: Provide procedures on how grantees are to manually request emergency grant funding for the period covering May 1 through May 15, 2007.

Background: As the former Office of Grants and Training transitions into the Federal Emergency Management Agency (FEMA), we are committed to keeping our grantees and stakeholders informed of our progress. As we previously communicated via email on March 21 and March 30, stakeholders are reminded that April 22 will be the last date to request payments using the Phone Activated Paperless Request System (PAPRS), which is managed by the Department of Justice's Office of Justice Programs (OJP). This will allow OJP time to complete its normal monthly reconciliation. As the new National Preparedness Directorate (NPD) migrates its grant payment and report processing from OJP to FEMA, there will be a brief period (May 1 through May 15) during which the new grant Payment and Reporting System (PARS) will be unavailable for grantee drawdown and submission of the SF269 report. FEMA will manually process requests for grant drawdown on an emergency basis during system downtime. We expect that PARS will be fully operational by mid-May and available for all routine payment requests activities and report submissions. More details on PARS and how to register will be forwarded to you in the next few days.

Procedures: All NPD grantees requesting emergency payments should follow these procedures:

1. Grantees requesting manual payment must complete two forms:
 - a. SF 270 Request for Advance or Reimbursement, and
 - b. SF 1199A Direct Deposit Sign-up.

NOTE: Instructions on how to prepare forms are attached. Due to the time required to process the SF 1199A, grantees that anticipate requesting an emergency payment should immediately initiate internal processing of the SF 1199A.

2. Grantees will submit the completed SF 270 and SF 1199A along with a written emergency justification, signed by the Authorized Grantee Official, to the National Preparedness Directorate for approval.

An “emergency” shall be defined as those situations in which one or more of the following would result unless the grantee is able to drawdown funds during the downtime period:

- Imminent or actual threat to life or property
- Default on contract let before this notice
- Violation of State or local law or regulation
- Termination of employee caused by lack of funding

Materials can be faxed to: 202-786-9920, ATTN: CSID or mailed to:

The U.S. Department of Homeland Security
245 Murray Lane - Building 410
Washington, DC 20528-7000
ATTN: Centralized Scheduling and Information Desk (CSID)

3. NPD Program Office staff will review and make recommendations to the appropriate Division Director.
4. Once the request is approved by the Division Director, NPD staff will forward approved requests to FEMA’s Office of the Chief Financial Officer for payment. The CSID will notify each grantee organization once payments have been processed.