



**FEMA**

**Grant Programs Directorate  
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**TO:** All State Administrative Agency Heads  
All State Administrative Agency Points of Contact  
All State Homeland Security Directors

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**SUBJECT:** Public Safety Interoperable Communications (PSIC) Grant Program Second Year Extension Process

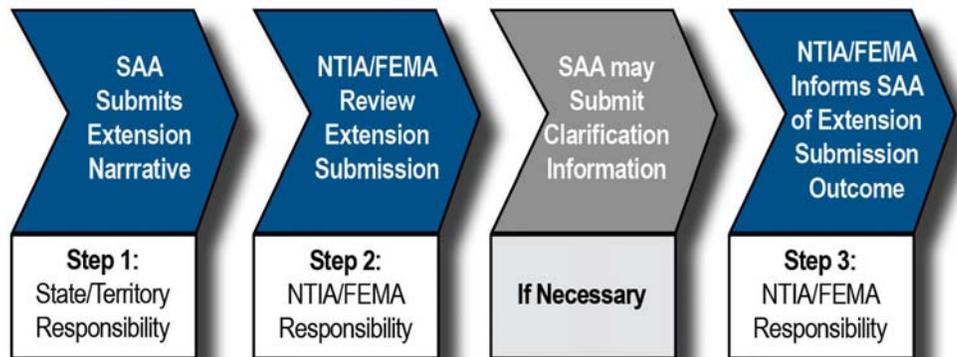
In November 2009, Information Bulletin (IB) No. 337 announced that President Obama signed P.L. #111-96 into law to allow PSIC funding to remain available for the completion of approved PSIC projects until September 30, 2011, and the possibility of an additional one-year period of performance extension to September 30, 2012. This Information Bulletin outlines the request process for a Second Year Extension under the PSIC Grant Program, which is jointly administered by the U.S. Department of Commerce National Telecommunications and Information Administration (NTIA) and the U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA). To comply with the extension process deadlines, eligible grantees are encouraged to read the following overview and begin preparing the required documentation. As a reminder, the extension will not result in additional funding for PSIC Investments and any unexpended PSIC funds at the end of the period of performance must be returned to the U.S. Department of the Treasury.

**Extension Process Overview:** The award period depends on whether or not a grantee receives a Second Year Extension. In both instances, the grantee must expend all PSIC funds prior to the end date of the award (either September 30, 2011, or September 30, 2012). NTIA and FEMA will be unable to provide any reimbursements on PSIC expenditures after the end date of the award. All PSIC grants funds that are not expended by the end date of the award must be remitted by the grantee to NTIA, which will deobligate the funds and return them to the U.S. Treasury.

- **Existing September 30, 2011, Deadline:** Grantees must expend all PSIC funds prior to the end date of the award (September 30, 2011). Grantees have 90 days (through December 30, 2011) for grant closeout activities after the end of the period of performance.
- **Approved for Second Year Extension:** *The Second Year Extension award period will end no later than **June 30, 2012**; grantees must obligate all grant funding by this date.* Grantees will have the following 90 days (through September 30, 2012) to liquidate (expend) funds and complete grant closeout activities.

The below steps outline the process for the State Administrative Agency (SAA) to submit an extension request to [PSIC@dhs.gov](mailto:PSIC@dhs.gov) no later than *April 15, 2011*.

### PSIC Second Year Extension Process



**Submission Format:** SAAs are asked to submit a brief narrative of no more than three (3) typed pages as part of a Second Year Extension request. The narrative should describe the following:

- Specific challenges that have caused delays in the implementation and/or completion of PSIC Investments;
- Plan to address the issue(s) causing the delays and the plan to complete the Investments within budget and before the new proposed deadline;
- An updated project schedule (including milestones) that reflects when your agency plans to complete the steps of the unfinished Investments; and
- Additional information supporting the need for an extension, if necessary

The SAA will need to send the request via email to [PSIC@dhs.gov](mailto:PSIC@dhs.gov) by April 15, 2011, for review consideration.

**Submission Guidelines:** Grantees are reminded that a Second Year Extension, if approved, is for the sole purpose of providing public safety agencies with the additional time to complete program requirements and does not provide any additional funding. Extension requests must be submitted through the SAA and are evaluated on a case-by-case basis. PSIC Program Managers will make their final recommendations to the Assistant Secretary for Communications and Information, who is the sole authority for the determination of project extensions [P.L.111-96 Section 1(b)]. Furthermore, all projects must still comply with PSIC statutory and programmatic requirements, including:

1. Special Award Conditions (e.g., including compliance with the National Environmental Policy Act)
2. Statutory Requirements (e.g., Strategic Technology Reserve, matching requirement and appropriate documentation, eligible activities, allowable costs)
3. Programmatic Requirements (e.g., pass through, program goals)
  - Scope/Budget modifications must still be submitted according to previous guidance criteria.

**Submission Review Process:** Once an extension request is received through the [PSIC@dhs.gov](mailto:PSIC@dhs.gov) account, the request will be reviewed for compliance with submission guidelines, as well as for sufficient information to justify the need for extension. In the event that additional information is needed, the PSIC Program support team will return the request to the SAA and ask that the request be updated accordingly. As the deadline to submit extension requests is April 15, 2011, please ensure you have sufficient time to submit your request and make updates if necessary.

After the request has been initially reviewed, the request will be sent to the PSIC Program Managers for the next level of review. The PSIC Program Managers will then draft their recommendation on the approval of the request and send to the Assistant Secretary for Communications and Information for final review and decision. The SAA and grantee will be notified of the outcome of their request within 45 days of receipt. If the request has been approved, all grant files will be updated with the new period of performance extension. In the event that the extension has not been approved, the PSIC Program Managers and support team will work with you to determine if a scope modification or reprogramming of remaining PSIC funds will be needed to meet the existing deadline of September 30, 2011.

If you have any questions regarding the PSIC Grant Program or the Second Year Extension process, please email [PSIC@dhs.gov](mailto:PSIC@dhs.gov). We look forward to working with you to successfully implement your interoperable communications projects.