



FEMA

**Grant Programs Directorate Information Bulletin
#388b
May 19, 2014**

MEMORANDUM FOR: All State Administrative Agency Heads
All State Agency Points of Contact
All Urban Areas Security Initiative Points of Contact
All State Homeland Security Directors
All State Emergency Management Agency Directors

FROM: Brian Kamoie
Assistant Administrator for Grant Programs

SUBJECT: Update to Information Bulletin #388 and #388a - Supplemental
Guidance on Reporting Fiscal Year (FY) 2014 Homeland
Security Grant Program (HSGP) and Emergency Management
Performance Grant (EMPG) Program Performance Measures

In FY 2014, FEMA modified and streamlined many of the reporting processes and procedures within the State Homeland Security Program (SHSP), Urban Areas Security Initiative (UASI) program, and EMPG program. The purpose of this Information Bulletin (IB) is to: (a) address changes to reporting requirements and clarify the scope of these measures; and (b) clarify the timeline and method of submission. This IB supersedes IB 388a. All reporting requirements for FY 2014 are detailed in the enclosed attachment (Attachment A).

Reporting on the Implementation of the National Preparedness System

Threat and Hazard Identification and Risk Assessment (THIRA)

The FY 2014 HSGP Funding Opportunity Announcement (FOA) requires grantees to update their THIRA by December 31, 2014. This same requirement is in the FY 2014 EMPG FOA.

Reporting Instructions:

Grantees will continue to report their THIRA through the Unified Reporting Tool (URT) by December 31, 2014. As a part of their THIRA submission, grantees will conduct a capability estimation process for a subset of core capabilities. The core capabilities that must have a resource requirement list to meet identified capability targets as described in Comprehensive Preparedness Guide 201, Second Edition are:

- Response Mission Area: Critical Transportation; Environmental Response/Health and Safety; Fatality Management Services; Infrastructure Systems; Mass Care Services; Mass Search and Rescue Operations; On-Scene Security and Protection; Operational

Communications; Public and Private Services and Resources; Public Health and Medical Services; Situational Assessment

- Recovery Mission Area: Health and Social Services; Housing

Through the THIRA, grantees are encouraged to set measurable targets for all capabilities, with special emphasis on those identified as areas for improvement in the 2013 National Preparedness Report, which will be released soon, and gaps identified in their respective THIRA/SPRs. To assist in target development, information regarding the critical tasks associated with each core capability is contained within the National Planning Frameworks.

State Preparedness Report (SPR)

The FY 2014 HSGP FOA requires HSGP grantees to submit their State Preparedness Report (SPR) through the URT annually by December 31. This is the same requirement in the FY 2014 EMPG FOA.

Reporting Instructions:

Grantees will continue to use the URT to submit the SPR. The SPR will also capture Comprehensive Preparedness Guide 101 version 2 compliance and National Incident Management System (NIMS) implementation.

Comprehensive Preparedness Guide 101, Version 2 (CPG 101, v.2) Compliance

The FY 2014 HSGP FOA requires HSGP grantees to update their emergency operations plan (EOP) at least once every two years to maintain compliance with the CPG 101, v.2. This same requirement is in the FY 2014 EMPG FOA.

Reporting Instructions:

Grantees will continue to report annually on CPG 101, v.2 compliance. Beginning in 2014, grantees will report compliance in the Planning section of the SPR which will be submitted to FEMA through the URT and is due annually on December 31.

National Incident Management System (NIMS) Implementation

Grantees will continue to report annually on their adoption and implementation of NIMS. The NIMS assessment process has been updated to allow users the ability to provide a more accurate reflection of NIMS implementation within their jurisdictions and to request any tools, training, or guidance that may be helpful in advancing their implementation of NIMS.

Reporting Instructions:

Beginning in FY 2014, HSGP grantees will report this compliance in the Operational Coordination section of the SPR, which will be submitted to FEMA through the URT and is due annually on December 31.

Validating Capabilities (Exercise)

The FY 2014 HSGP and EMPG FOAs require grantees to develop and maintain a progressive exercise program consistent with the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Exercise Program (NEP). Grantees must conduct a Training and Exercise Planning Workshop (TEPW) and then develop a multi-year Training and Exercise Plan

(TEP) that addresses the priorities identified in the TEPW. Grantees are reminded of the importance of implementing corrective actions throughout the progressive exercise cycle. For grantees receiving both HSGP and EMPG funds, one TEPW and TEP is sufficient for both programs. There is no minimum requirement for the number of HSGP-funded exercises. EMPG grantees shall conduct no fewer than four (4) quarterly exercises (i.e., one exercise per quarter) and one full-scale exercise within a 12-month period.

Grantees are encouraged to use the HSEEP After Action Report/Improvement Plan (AAR/IP) template located at <https://www.llis.dhs.gov/hseep> and use the Corrective Action Program (CAP) System at <https://hseep.dhs.gov/caps/> as a means to track the implementation of corrective actions listed in the AAR/IP.

Reporting Instructions:

Each grantee will submit their TEP to hseep@fema.dhs.gov no later than 90 days after that grantee's TEPW. States are encouraged to post their training and exercise schedules to the National Exercise Scheduling System (NEXS).

Grantees can either submit one (1) AAR/IP for the entire progressive exercise series conducted within the periods of performance or individual AAR/IPs for each exercise conducted within the periods of performance.

AAR/IPs should be submitted to hseep@fema.dhs.gov no later than 90 days after the completion of the final exercise in the progressive series or 90 days after completion of each individual exercise.

Reporting on Percentage of Funding for Mass Casualty Events

The FY 2014 HSGP FOA removes the requirement for grantees to report on the percentage of funding for mass casualty events.

Reporting Instructions:

This requirement has been eliminated and is retroactively removed for all open HSGP awards.

Reporting on Percentage of Funding for Community Preparedness

The FY 2014 HSGP FOA removes the requirement for grantees to report on the percentage of funding for community preparedness.

Reporting Instructions:

This requirement has been eliminated and is retroactively removed for all open HSGP awards.

Senior Advisory Committee (SAC) and Urban Area Working Group (UAWG) Documentation Submission

The FY 2014 HSGP FOA requires grantees to report compliance with SAC and UAWG charter requirements in the URT. The FY2014 HSGP FOA requires that grantees submit the name of the UAWG point of contact (POC) at the time of application. This information will not be collected during application, but rather in the annual URT submission.

Reporting Instructions:

Each grantee will report on compliance with SAC and UAWG charter requirements in the URT due annually on December 31. The State Administrative Agency (SAA) will submit their information in the SPR while the UASI will submit their information as part of the Threat and Hazard Identification and Risk Assessment (THIRA). While grantees will not be required to submit copies of the charter to FEMA, this documentation may be requested as part of programmatic monitoring.

Critical Emergency Supply Requirements

The FY 2014 HSGP FOA updates the Critical Emergency Supply requirement by creating a threshold of \$100,000 before a five-year viable inventory management plan is required. If grantees have planned expenditures over \$100,000 for critical emergency supplies they are required to submit a five-year viable inventory management plan. Critical emergency supply expenditures under the \$100,000 threshold do not require an inventory management plan.

Reporting Instructions:

Prior to the allocation of grant funds for stockpiling purposes, each state must have written approval from their FEMA Headquarters (HQ) Program Analyst for the state's five-year viable inventory management plan, which should include a distribution strategy and related sustainment costs of the planned critical emergency supply expenditures if the total amount is over \$100,000.

Training Information Reporting System Training (“Web-forms”)

The FY 2014 HSGP FOA removed the requirement for grantees to submit Training Information Reporting System “web-forms” for reporting training activities. Additionally, grantees are no longer required to request approval for training from FEMA for personnel to attend non-FEMA training as long as the training is coordinated with and approved by the SAA or Training Point of Contact and falls within the jurisdiction's EOP.

Reporting Instructions:

This requirement has been eliminated and is retroactively removed for all open HSGP awards.

Initial Strategy Implementation Plan and Pass-Through Certification

The FY 2014 HSGP FOA removes the requirement for grantees to submit an Initial Strategy Implementation Plan (ISIP). In place of the ISIP, the signatory authority of the SAA must certify in writing to the FEMA HQ Program Analyst that the 80 percent pass-through obligation was met within 45 days of the award date.

Reporting Instructions:

The signatory authority of the SAA must certify in a letter on official letterhead to the FEMA HQ Program Analyst that the grantee has met 80 percent pass-through obligation within 45 days of the award date. This letter can be scanned and emailed to the FEMA HQ Program Analyst.

Bi-Annual Strategy Implementation Report (BSIR)

The FY 2014 HSGP FOA requires grantees to submit a BSIR. The first BSIR for the FY 2014 award will require that grantees submit information on every project. The BSIR must include information, on a project level, for all awarded funding.

Reporting Instructions:

The BSIR is submitted in the Grants Reporting Tool within 30 days after the end of each reporting period.

Typing of Equipment and Training

The FY2014 HSGP FOA removes the requirement for grantees to submit a separate typed resources reporting tool which reported on HSGP-funded equipment or credentialing and training that was purchased to support NIMS-typed resources. Information on NIMS typing will now be collected in the BSIR.

Reporting Instructions:

The requirement to submit the separate typed resources reporting tool has been eliminated and is retroactively removed for all open HSGP awards. Grantees will be required to report on NIMS-typed resources in the BSIR.

Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI) Compliance

The FY 2014 HSGP FOA does not require submission of a certification indicating the number of personnel involved in the NSI as well as the number of personnel who have completed the required training. However, grantees are strongly encouraged to ensure all personnel have taken the appropriate NSI line officer or hometown partners training. Nationwide SAR Initiative Training courses can be found at: http://nsi.ncirc.gov/training_online.aspx.

Reporting Instructions:

There is no reporting requirement for this performance measure for FY 2014.

Building and Sustaining Capabilities

In the FY 2014 HSGP FOA, grantees are required to describe how expenditures support maintenance and sustainment of core capabilities and how expenditures support a gap identified in the THIRA/SPR. In the FY 2014 EMPG FOA, grantees are required to describe how expenditures support a gap identified in the THIRA/SPR.

Reporting Instructions:

HSGP grantees will identify all projects as building or sustaining capabilities as well as identify how the project supports a gap identified in the THIRA/SPR at the time of application in the Grants Reporting Tool and through bi-annual reporting in the BSIR. EMPG grantees will report how their expenditures at the project level (not individual expenditure level) support a gap identified in the THIRA/SPR in the quarterly performance progress reports.

Questions regarding this Information Bulletin may be directed to your assigned Program Analyst or the Centralized Scheduling and Information Desk at askcsid@fema.gov or 1-800-368-6498.