

**Grant Programs Directorate Information Bulletin**  
**IB # 388c**  
**May 19, 2015**

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 E. Kamoie  
Assistant Administrator for Grant Programs

SUBJECT: Update to Information Bulletin #388, #388a, and #388b-  
Supplemental Guidance on Reporting Fiscal Year (FY) 2015  
Homeland Security Grant Program (HSGP), Emergency  
Management Performance Grant (EMPG) Program, and Tribal  
Homeland Security Grant Program (THSGP) Performance  
Measures

In FY 2015, FEMA continued to streamline reporting processes and procedures within the State Homeland Security Program (SHSP), Urban Areas Security Initiative (UASI), THSGP, and EMPG. The purpose of this Information Bulletin (IB) is to: (a) address changes to reporting requirements from IB #388b and clarify the scope of these measures; and (b) clarify the timeline and method of submission. This IB supplements and supersedes, in part, IB #388b. Attachment A details all reporting requirements for FY 2015 and all open grant years.

**Reporting on the Implementation of the National Preparedness System**

***Threat and Hazard Identification and Risk Assessment (THIRA)***

The FY 2015 HSGP Notice of Funding Opportunity (NOFO) requires recipients to update their THIRA by December 31 annually. The FY 2015 EMPG and THSGP funding announcements also include this requirement.

**Reporting Instructions:**

Recipients will continue to report their THIRA through the Unified Reporting Tool (URT) by December 31 annually. As part of their THIRA submission, recipients 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) include all 18 core capabilities within the Response and Recovery mission areas, including the common core capabilities for those mission areas:

- Planning, Public Information and Warning, Operational Coordination, Critical Transportation, Environmental Response/Health and Safety, Fatality Management Services, 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, Infrastructure Systems, Economic Recovery, Health and Social Services, Housing, Natural and Cultural Resources.

***Submission of State and Urban Area Homeland Security Strategies***

Given other reporting requirements, including the THIRA, SPR and Investment Justifications that require grantees to demonstrate how gaps are being addressed, the FY 2015 HSGP NOFO removed the requirement for State and Urban Areas to submit their Homeland Security Strategies to FEMA.

**Reporting Instructions:**

FEMA eliminated this requirement and reporting is retroactively removed for all open HSGP awards.

***Tribal Reporting on the National Incident Management System Implementation (NIMS)***

Tribes receiving THSGP funds are required to implement the NIMS. FEMA updated the NIMS assessment process 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 2015, THSGP recipients are required to report NIMS implementation in the URT by December 31.

***Tribal Reporting on the Comprehensive Preparedness Guide 101, Version 2 (CPG 101, v.2)***

The FY 2015 THSGP NOFO requires THSGP recipients to update their emergency operations plan (EOP) at least once every two years to maintain compliance with the CPG 101, v.2.

**Reporting Instructions:**

Beginning in FY 2015, THSGP recipients will report on CPG 101, v.2 compliance through the URT due on December 31.

***Clarification on THIRA, NIMS, and CPG 101, v.2 Requirement for Urban Areas and Tribes***

Urban Areas and tribes receiving HSGP, EMPG or THSGP preparedness grant funds are required to complete one (1) THIRA, NIMS, and CPG 101, v2 submission for each grant award. This submission is valid for the entire period of performance of the individual grant award. If an Urban Area or tribe does not receive additional fiscal year grants, the award year THIRA, NIMS, and CPG 101, v.2 submission covers the requirement for the entire period of performance.

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