



FEMA

Grant Programs Directorate Information Bulletin
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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: Elizabeth M. Harman
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Grant Programs Directorate

SUBJECT: Update to Information Bulletin #388 - Supplemental Guidance
on Reporting FY 2011 and FY 2012 Homeland Security Grant
Program (HSGP) Performance Measures

In FY 2011, FEMA added five new requirements within the State Homeland Security Program (SHSP) and Urban Areas Security Initiative (UASI) program under three priorities – *Whole Community*, *Building Prevention and Protection Capabilities*, and the *Maturation and Enhancement of State and Major Urban Area Fusion Centers*. These measures continue in the FY 2012 guidance. The purpose of this Information Bulletin is to (a) issue guidance regarding reporting the measures, (b) describe the scope of these measures, and (c) establish the timeline for submission.

Measures

Comprehensive Preparedness Guide (CPG) 101 v.2 Compliance:

The FY 2011 HSGP Guidance and 2012 Funding Opportunity Announcement (FOA) require that any SHSP or UASI grantee that maintains an emergency operations plan (EOP) must submit the evaluation matrix annually. This same requirement is in the FY 2011 and FY 2012 Emergency Management Performance Grants (EMPG) guidance. Grantees need to submit only one evaluation matrix to FEMA to satisfy this requirement.

Reporting Instructions:

Each grantee will submit annually the Process and Analysis Support Tool located at <http://www.fema.gov/plan>, which is the evaluation matrix referenced in the guidance. The Tool includes instructions to complete the self-assessment. While the guidance requires bi-annual updates on percentage completion of CPG 101 v.2 compliance, annual reporting is sufficient. The Tool should represent the status of the grantee's EOP as of June 30. Grantees will send the completed Tool via email to the HSGP Program Analyst and courtesy copy the EMPG Regional

Program Analyst by September 21, 2012. Thereafter this report will be submitted annually on July 30. Questions on the Tool should be addressed to npd-planning@fema.dhs.gov.

Typing of Equipment and Training:

The FY 2011 HSGP Guidance and 2012 FOA require grantees to report all grant-funded equipment and training that supports typed resources using the fields in the attached FY 2012 Grant-Funded Typed Resource Report. This reporting will include both NIMS-typed resources at the National (Tier I) and State and local (NIMS Tier II) levels. The description and listing of NIMS typed resources can be found at: <http://www.fema.gov/resource-management>.

Reporting Instructions:

Grantees will list the specific resources, capability supported, whether it is a Tier I or Tier II NIMS-typed resource, the cost, and whether the resource sustains current capabilities or adds new capabilities. The resources should be reported only after equipment is delivered or after training has occurred and the corresponding grant funds have been expended. Each typed resource should include a line for equipment and a line for training, if applicable. These lines should include the total amount of grant dollars expended for equipment or training that supports the typed resources. The equipment purchased column should include all equipment purchased with grant funds to support that typed resource. Additionally, if grant funds have supported both equipment and training for the same typed resource, the comment section should note this so that typed resources are not double counted. The first submission for the FY 2011 and FY 2012 grant reporting is due December 31, 2012 and should be emailed to the HSGP Program Analyst. Thereafter, the Tool should be submitted bi-annually as an attachment to the performance report in the ND Grants system. The attached Grant-Funded Typed Resource Report can also be found at <http://www.fema.gov/library/viewRecord.do?id=6432>.

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

FY 2011 and FY 2012 guidance requires 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.

Reporting Instructions:

HSGP grantees will provide:

- The number of people who are engaged in the NSI that are funded through SHSP and UASI (in whole or in part); and
- The number people engaged in the NSI that are funded through SHSP and UASI who have completed the required training.

Required training is accessible at: http://nsi.ncirc.gov/training_online.aspx. Funded personnel are all personnel with salaries supported with grant funds, including those supported with management and administrative (M&A) funds and cost-share recipients.

The information will be reported on the attached SF-PPR-B form in column 3 and submitted via email to HSGP Program Analysts by September 21, 2012. Thereafter, the report will be required bi-annually and will be submitted as an attachment to the performance report in the ND Grants system. The attached SF-PPR-B form can also be found at <http://www.fema.gov/library/viewRecord.do?id=6427>.

Sustaining Capabilities

The FY 2012 FOA requires that grantees ensure funding is used to sustain core capabilities that were funded by past HSGP funding cycles. FEMA will measure the percentage of funding, on a project-by-project basis that supports the maintenance and sustainment of the National Preparedness Goal's core capabilities.

Reporting Instructions:

In the Biannual Strategy Implementation Report (BSIR) due September 21, 2012, HSGP grantees will, on a project-by-project basis, check one of the following:

- Sustaining or maintaining a capability acquired with federal homeland security funding;
- Sustaining or maintaining a capability acquired without federal homeland security funding; or
- Developing or acquiring a new core capability.

Scope of the FY 2011 HSGP Performance Measures

These performance measures are required *only* for activities supported with HSGP funding from FY 2011 and subsequent years, and are not required to be reported for FY 2010 HSGP awards and prior.

Instructions on Submitting These Requirements

Please note that this reporting requirement **does not** replace the BSIR reporting requirement for FY 2011 HSGP awards. Per Information Bulletin #375, GPD waived the submission requirement of the December BSIR for FY 2011 awards contained within the Grants Reporting Tool (GRT). Grantees are required to submit data on FY 2011 award activity on the July 2012 BSIR. The applicable FY 2011 performance measures will continue to be reported separately from the BSIR until these data fields can be incorporated into the ND Grants Management System.

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.

Attachments:

CPG 101 Process and Analysis Support Tool, March 2011
Standard Form Performance Progress Report
Grant-Funded Typed Resource Report