MEMORANDUM FOR:  
All State Administrative Agency Heads  
All State Administrative Agency Points of Contact  
All Urban Area Security Initiative Points of Contact  
All State Homeland Security Advisors  
All State Emergency Management Agency Directors  
All Eligible Regional Transit Agencies  
All Private Sector Transportation Security Partners  
All Public and Private Sector Port Security Partners  
All Tribal Nation Points of Contact

FROM:  
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Federal Emergency Management Agency

SUBJECT:  
Guidance to Recipients of FEMA Preparedness Grants  
Impacted by Hurricanes Harvey, Irma, and Maria

I. Purpose

This Information Bulletin (IB) provides guidance to recipients of FEMA preparedness grants impacted by Hurricanes Harvey, Irma, and Maria. Specifically, this IB provides guidance regarding award acceptance for Fiscal Year (FY) 2017 and criteria for extension requests to the period of performance for all open grant awards.

II. Applicability

This IB is applicable to all FEMA preparedness grant recipients located within states that received a Major Disaster or Emergency Declaration for Hurricanes Harvey, Irma, or Maria. It is applicable to recipients of the grant programs listed below, including all open and pending awards:

- Emergency Management Performance Grant (EMPG)
- Homeland Security Grant Program (HSGP)
  - State Homeland Security Program (SHSP)
  - Urban Areas Security Initiative (UASI)
  - Operation Stonegarden (OPSG)
- Intercity Bus Security Grant Program (IBSGP)
• Intercity Passenger Rail Security Grant Program (IPR)
• Nonprofit Security Grant Program (NSGP)
• Port Security Grant Program (PSGP)
• Transit Security Grant Program (TSGP)
• Tribal Homeland Security Grant Program (THSGP)
• Assistance to Firefighters Grants (AFG)
• Staffing for Adequate Fire and Emergency Response (SAFER) grants
• Fire Prevention and Safety (FP&S) grants
• Program to Prepare Communities for Complex Coordinated Terrorist Attacks (CCTA) (award acceptance only)
• Presidential Residence Protection Assistance (PRPA) grant (award acceptance only)

III. Guidance

A. Award Acceptance

1. With the exception of AFG, SAFER, FP&S, and CCTA, the Notices of Funding Opportunity (NOFO) for the preparedness grant programs identified above require recipients to accept their awards no later than 90 days from the award date listed on the award document. Recipients have 30 days to accept their award under the FY 2016 AFG, SAFER, and FP&S programs and 60 days under CCTA.

2. In addition, for SHSP and UASI, the State Administrative Agency (SAA) must pass-through at least 80 percent (80%) of the funds awarded to local or tribal units of government within 45 calendar days of receipt of the funds. According to the FY 2017 HSGP NOFO, “receipt of the funds” occurs either when the SAA accepts the award or 15 calendar days after the SAA receives notice of the award, whichever is earlier.

3. The FEMA Grant Programs Directorate (GPD) will consider requests to delay acceptance of FY 2016 and 2017 awards and, for SHSP and UASI, to delay the start of the 45 day pass-through period if submitted in writing to the applicable FEMA HQ or Regional Program Analyst. Such requests should specify the Major Disaster (DR) or Emergency Declaration (EM) number and anticipated date of acceptance. It should be noted that grant funds, including management and administration funds, will not be available until the award is accepted.

4. GPD will not consider requests to delay acceptance of an award and, for SHSP and UASI, to delay the start of the 45-day pass-through period if the recipient has already accepted the award. GPD will also not consider such requests under this IB for recipients or subrecipients not receiving a Major Disaster or Emergency Declaration from Hurricanes Harvey, Irma, or Maria.

5. Any approved delay in the acceptance of an award will not extend the period of performance for the award.

B. Extensions to Periods of Performance for Open Awards

1. Recipients and subrecipients may only charge to their awards allowable costs incurred during the award’s period of performance. The NOFO for each FEMA preparedness
grant program named in this IB – excluding CCTA, PRPA, and certain SAFER awards\(^1\) – identifies certain circumstances under which FEMA will provide an extension to the grant award period of performance including, for example, “other exceptional circumstances”, or “where other special circumstances exist.”

2. FEMA will consider delays associated with a Major Disaster or Emergency Declaration for Hurricanes Harvey, Irma, or Maria an exceptional circumstance for those recipients who request an extension to the period of performance.

3. Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to the recipient’s respective GPD or Regional Program Analyst. SAAs and other recipients are advised to coordinate with their respective GPD or Regional Program Analyst as needed when preparing an extension. As with all other extension requests, those resulting from delays associated with a Major Disaster or Emergency Declaration for Hurricanes Harvey, Irma, or Maria must address the criteria described in the award’s respective NOFO, which will generally include the following:
   - Grant program, fiscal year, and award number;
   - Reason for delay – this must specify the storm experienced and Major Disaster or Emergency Declaration number;
   - Current status of the activity/activities;
   - Approved period of performance termination date and new project completion date;
   - Amount of funds drawn down to date;
   - Remaining available funds, both Federal and non-Federal;
   - Budget outlining how remaining Federal and non-Federal funds will be expended;
   - Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
   - Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Please review the applicable NOFO for the specific criteria that apply to the award.

4. Extensions will be granted in accordance with IB #379 and/or the award’s respective NOFO, which generally provide that extensions are typically granted for no more than a six month time period. In extreme cases, extensions may be granted for up to 12 months. However, the recipient must provide additional justification in order to demonstrate the extenuating circumstances that necessitate a longer extension. Extension requests must be submitted no less than 120 days prior to the end of the period of performance, however FEMA will prioritize extension requests that are submitted in response to this Information Bulletin.

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\(^1\) FEMA may not issue period of performance extensions to FY 2016 CCTA, FY 2017 PRPA, and FY 2016 SAFER hiring awards.
5. Due to the limitations placed on Federal appropriations under 31 U.S.C. 1552, Federal funding under awards covered by this IB are not available for reimbursement beyond September 30 of the fifth fiscal year of the grant period. In order to allow for the 90-day liquidation and closeout period outlined in the NOFO, the period of performance will not be extended past June 30 of the fifth fiscal year of the grant period. On or after July 1 of the fifth fiscal year, FEMA will initiate closeout procedures. At that point, the period of performance will expire and the recipient will have 90 days to expend all remaining funds and submit closeout documentation.

IV. Questions

Questions regarding this IB may be directed to the applicable GPD or Regional Program Analyst.

V. Review Date

This IB will be reviewed within five years (5) from date of issuance.