



Grant Programs Directorate Information Bulletin
No. 453
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MEMORANDUM FOR: All Fiscal Year 2016 Staffing for Adequate Fire and Emergency Response Hiring Grant Recipients

FROM: Christopher P. Logan
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SUBJECT: **Modifications to the Fiscal Year (FY) 2016 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Notice of Funding Opportunity and FY 2016 SAFER Hiring of Firefighters Grant Awards**

I. Purpose

This Information Bulletin (IB) modifies the Fiscal Year (FY) 2016 Staffing for Adequate Fire and Emergency Response (SAFER) grant program period of performance and amendment requirements contained in the FY 2016 SAFER Notice of Funding Opportunity (NOFO) for grants under Hiring of Firefighters Activity. The Federal Emergency Management Agency (FEMA) acknowledges that some FY 2016 SAFER Hiring of Firefighters grant recipients will not expend all awarded grant funds by the end of the third (and final) year of their award's period of performance. This is especially the case where a recipient's resources have been overwhelmed by, or otherwise diverted to, addressing the COVID-19 pandemic. In response, FEMA is authorized to extend the period of performance of FY 2016 SAFER Hiring of Firefighters grants for up to one additional year, on a case-by-case basis pursuant to the authority at section 306(b), division D of Pub. L. No. 116-93.

FY 2016 SAFER Hiring of Firefighters grant recipients are required to request an amendment to receive this extension to their period of performance. Recipients should request extensions sparingly and only under exceptional circumstances. Approval is not guaranteed.

Extensions to the initial period of performance identified in the award will only be considered through formal requests, via the eGrants system, and must contain specific and compelling justification as to why an extension is required.

All extension requests must contain:

1. Grant Program, Fiscal Year, and award number;
2. Justification for the extension—this must include details of the legal, policy, or operational

challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;

3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and non-federal;
7. Budget outlining how remaining federal and non-federal funds will be expended;
8. Plan for completion, including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. 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.

For recipients with an initial period of performance that expires on or before October 31, 2020, extension requests must be submitted via eGrants prior October 31, 2020. For recipients with a period of performance that expires on or after November 1, 2020, extension requests must be submitted no later than 60 days prior to the end of the award's period of performance.

In accordance with FEMA policy, extensions are reviewed on a case-by-case basis. Extension requests will be granted only due to compelling legal, policy, or operational challenges. The review process can take up to 30 days or longer. This review period should be factored into the timing of when to submit a request for an extension.

As stated in the FY 2016 SAFER NOFO, recipients of SAFER Hiring of Firefighters Activity grants are required to contribute non-federal funds subject to a Position Cost Limit and a Cost Share. These requirements are not being waived if a recipient receives an extension to its period of performance. The Position Cost Limit and Cost Share requirements that applied to the third year of the grant will continue to apply to any extended period of time under the grant award's period of performance beyond the third year. See pages 6-8 of the FY 2016 SAFER NOFO for further information on the Position Cost Limit and Cost Share requirements.

II. Applicability

This IB applies to FY 2016 SAFER Hiring of Firefighters Activity recipients.

III. Guidance

- A. The terms of the original FY 2016 SAFER NOFO released on January 4, 2017 indicated that extensions to the Period of Performance for grants awarded under the Hiring of Firefighters Activity were not permitted, as discussed on pages 3, 22, 26, and 28 of the FY 2016 SAFER NOFO, which can be found on the FEMA [website](#). As provided by this IB, FEMA is modifying this requirement and is providing FY 2016 SAFER Hiring of Firefighters Activity recipients the opportunity to request period of performance extensions of up to one year on a case-by-case basis.

IV. Questions

Any questions regarding this IB may be directed to your SAFER Preparedness Officer (PO) or the SAFER Help Desk at firegrants@fema.dhs.gov or (866) 274-0960, Monday through Friday, 9 a.m. – 4:30 p.m. ET.