



**FEMA**

**Grant Programs Directorate Information Bulletin  
No. 470  
April 19, 2022**

**MEMORANDUM FOR:** All Fiscal Year 2018 Fire Prevention and Safety Grant Program Recipients  
All Fiscal Year 2019 Fire Prevention and Safety Grant Program Recipients  
All Fiscal Year 2020 Fire Prevention and Safety Grant Program Recipients

**FROM:** Pamela S. Williams  
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**SUBJECT:** Modifications to the Fiscal Years 2018, 2019, and 2020 Fire Prevention and Safety Grant Program Notices of Funding Opportunity and Awards

**I. Purpose**

This Information Bulletin (IB) revises the Fiscal Year (FY) 2018 Fire Prevention and Safety (FP&S) Program, FY 2019 FP&S Program, and FY 2020 FP&S Program reporting schedule outlined in the Notices of Funding Opportunity (NOFO).

FY 2018, FY 2019, and FY 2020 FP&S Program recipients are required to submit the Programmatic Performance Report (PPR) throughout the entire period of performance of the grant and as part of grant closeout. The functionality to submit a PPR in the FEMA GO portal became available on March 10, 2022.

**II. Applicability**

This IB applies to FY 2018 FP&S, FY 2019 FP&S, and FY 2020 FP&S Program recipients.

**III. Guidance**

**A. Overview**

1. The terms of the original FY 2018 FP&S Program NOFO released on November 6, 2018 required recipients to submit a PPR on a semi-annual basis, as discussed on page 29 of the FY 2018 FP&S Program NOFO, which can be found on the FEMA [website](#). As directed by this IB, the PPR schedule is revised to that stated in sections B and C.

2. The terms of the original FY 2019 FP&S Program NOFO released on April 21, 2020 required recipients to submit a PPR on a semi-annual basis, as discussed on pages 29 and 30 of the FY 2019 FP&S Program NOFO, which can be found on the FEMA [website](#). As directed by this IB, the PPR schedule is revised to that stated in sections B and C.
3. The terms of the original FY 2020 FP&S Program NOFO released on January 13, 2021 required recipients to submit a PPR on a semi-annual basis, as discussed on page 35 of the FY 2020 FP&S Program NOFO, which can be found on the FEMA [website](#). As directed by this IB, the PPR schedule is revised to that stated in sections B and C.

#### B. Programmatic Reporting Schedule

1. First Report
  - i. The first report must account for all project activities, expenditures, and issues incurred since the initiation of the grant.
  - ii. Due: no later than April 30, 2022.
  - iii. Reporting Period: date of award through March 31, 2022.
2. Subsequent reporting must be submitted through the FEMA GO portal based on the calendar year. Future reports are due:
  - i. No later than January 30 (for the period of July 1 – December 31)
  - ii. No later than July 30 (for the period of January 1 – June 30)
3. If a second PPR is submitted covering the period of July 1 – December 31, 2022, the second report must modify the reporting period to start on April 1, 2022. A second PPR would therefore cover the period of April 1 – December 31, 2022.

#### C. Closeout Reporting

1. For awards made before November 12, 2020, under the FY 2018 FP&S Program and FY 2019 FP&S Program, a final PPR must be submitted in the FEMA GO portal within 90 days after the end of the period of performance. The final PPR must detail all accomplishments, including a narrative summary of the impact of those accomplishments throughout the full period of performance.
2. For awards made on or after November 12, 2020, under the FY 2020 FP&S Program, a final PPR must be submitted in the FEMA GO portal within 120 days after the end of the period of performance. The final PPR must detail all accomplishments, including a narrative summary of the impact of those accomplishments throughout the full period of performance.
3. The functionality to submit a grant closeout is not available at this time in the FEMA GO portal. Future guidance will be issued when the closeout module becomes available.

Future awards and fund drawdowns may be withheld if PPRs are delinquent, demonstrate lack of progress, or are insufficient in detail.

#### **IV. Questions**

Any questions regarding this IB may be directed to your FP&S Program Preparedness Officer or the FP&S Program Help Desk at [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov) or (866) 274-0960, Monday through Friday, 9 a.m. – 4:30 p.m. Eastern Time.