



FEMA

**Grant Programs Directorate Information Bulletin
No. 471
April 19, 2022**

MEMORANDUM FOR: All Fiscal Year 2018 Staffing for Adequate Fire and
Emergency Response Program Recipients
All Fiscal Year 2019 Staffing for Adequate Fire and
Emergency Response Program Recipients
All Fiscal Year 2020 Staffing for Adequate Fire and
Emergency Response Program Recipients

FROM: Pamela S. Williams
Assistant Administrator
Grant Programs Directorate

SUBJECT: Modifications to the Fiscal Years 2018, 2019, and 2020
Staffing for Adequate Fire and Emergency Response Program
Notices of Funding Opportunity and Awards

I. Purpose

This Information Bulletin (IB) revises the Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER) Program, FY 2019 SAFER Program, and FY 2020 SAFER Program reporting schedule outlined in the Notices of Funding Opportunity (NOFO).

FY 2018, FY 2019, and FY 2020 SAFER 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 SAFER, FY 2019 SAFER, and FY 2020 SAFER Program recipients.

III. Guidance

A. Overview

1. The terms of the original FY 2018 SAFER Program NOFO released on February 7, 2019 required recipients to submit a PPR every three months after the start of the grant's period of performance, as discussed on pages 23 and 24 of the FY 2018 SAFER 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 SAFER Program NOFO released on April 7, 2020 required recipients to submit a PPR every three months after the start of the grant's period of performance, as discussed on page 23, 24, and 25 of the FY 2019 SAFER 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 SAFER Program NOFO released on December 29, 2020 required recipients to submit a PPR every three months after the start of the grant's period of performance, as discussed on pages 25 and 26 of the FY 2020 SAFER 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. The timeline for PPR reporting is being changed from every three months to every six months after the start of the grant's period of performance, and every six months thereafter until the period of performance ends.
2. 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.
3. 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)
4. 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 SAFER Program and FY 2019 SAFER 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 SAFER 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 SAFER Program Preparedness Officer or the SAFER Program Help Desk at firegrants@fema.dhs.gov or (866) 274-0960, Monday through Friday, 9 a.m. – 4:30 p.m. Eastern Time.