



FEMA

**Grant Programs Directorate Information Bulletin
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TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All Core City/Core County Points of Contact
All State Homeland Security Directors
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

FROM: W. Ross Ashley, III
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SUBJECT: Transit Security Grant Program (TSGP) Draw Down Guidance

PURPOSE: The purpose of this Bulletin is twofold: to remind grantees of the importance of prompt draw down of grant funds, and to reiterate the procedures for accessing the automatic payment systems and general information regarding the draw down of funds.

Although grantees are afforded some flexibility in the timing of drawing down Federal grant funds, GPD would like to remind TSGP grantees that the draw down of funds does not have to be done all at one time, or at the time of grant closeout. Grantees are reminded that the TSGP has a legislative exemption to the Cash Management Improvement Act (CMIA). This exemption allows grantees access to funds up to 120 days in advance of making a payment. Utilization of the CMIA exemption should save grantees significant amounts of time at the point when actual payment for goods and services is made. It is important to note, however, that this exemption is not intended to overrule any state or local regulations regarding draw down of Federal funds. Additionally, any funds drawn down in advance of payment must be placed in an interest bearing account and earned interest must be remitted on a quarterly basis.

TSGP recipients utilize FEMA's online Payment and Reporting System (PARS) to request draw down of funds. There is an on-line User Guide that assists grantees through the process of registration, payment requests, status of disbursements, etc. The website to access PARS is <https://isource.fema.gov/sf269/>. Please note that all reporting requirements as outlined in the TSGP program guidance must be satisfied prior to the draw down of funds.

Any questions regarding this IB should be directed to your assigned Transit Program Analyst. Questions regarding the draw down process itself may be directed to the Grants Management Division at 1-866-927-5646, or to ASK-GMD@dhs.gov.