



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

FROM: W. Ross Ashley, III
Assistant Administrator
Grant Programs Directorate
Federal Emergency Management Agency

SUBJECT: Amending Fiscal Year (FY) 2009 Emergency Management Performance Grants (EMPG) Application Requirements

The Federal Emergency Management Agency's (FEMA) Grant Programs Directorate (GPD) released the FY 2009 EMPG Guidance and Application Kit on November 5, 2008. The purpose of this Information Bulletin is to amend and reduce the application requirements for FY 2009 EMPG as outlined in the guidance. This amendment is to ensure that FEMA's grant application process complies with the *Paperwork Reduction Act of 1980*, Public Law 96-511, 94 Stat. 2812 (December 11, 1980).

The FY 2009 EMPG application requirements are amended as follows:

- Only the Standard Forms (SF) identified on page 9 of the FY 2009 EMPG guidance are required to meet FY 2009 EMPG application requirements. These forms are:
 - SF 424, Application for Federal Assistance
 - SF 424A, Budget Information
 - SF 424B, Assurances
 - SF 424C, Budget Information – Construction Programs, if applicable
 - SF 424D, Assurances – Construction Programs, if applicable
 - SF LLL, Disclosure of Lobbying Activities
- The EMPG Work Plan, including program narrative, budget narrative, budget detail worksheet, and project outline, is not required for FY 2009 EMPG application submission

If grantees have previously downloaded or submitted an EMPG application, they must download and resubmit the latest required SF application package directly from Grants.gov to ensure they have the correct forms. Submission of the out-of-date SF application package may result in a rejected application on Grants.gov.

The FY 2009 EMPG Guidance and Application Kit is available at <http://www.fema.gov/grants>. SAAs must apply for FY 2009 EMPG funds through the online Grants.gov system at <http://www.grants.gov> no later than December 19, 2009, 11:59 p.m., Eastern Standard Time. The Grants.gov customer support hotline is (800) 518-4726 and the hours are Monday – Friday, 7:00 a.m. – 9:00 p.m., Eastern Standard Time.

Additional questions may be directed to your FEMA Regional POC, FEMA Program Analyst, or the Centralized Scheduling and Information Desk at askcsid@dhs.gov or (800) 368-6498.