



**FEMA**

**Grant Programs Directorate Information Bulletin  
No. 368  
July 14, 2011**

**MEMORANDUM FOR:** All State Administrative Agency Heads  
All State Administrative Agency Points of Contact  
All Urban Areas Security Initiative Points of Contact  
All State Homeland Security Directors  
All State Emergency Management Agency Directors

**FROM:** Elizabeth M. Harman  
Assistant Administrator  
Grant Programs Directorate

**SUBJECT:** Fiscal Year 2007 Through Fiscal Year 2011 Urban Area Security Initiative  
Grant Program – Standard Form 425 Expenditure and Unobligated  
Activity Reporting

This Information Bulletin is to advise you that in accordance with the Code of Federal Regulations, OMB Circulars, and program guidance, the Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD), will be reviewing all financial data required on the Standard Form (SF) 425 to include current commitments, obligations, unliquidated obligations, and expenditure information under the Urban Areas Security Initiative (UASI) Grant Program. This financial information is needed to ensure SF425 completeness, as well as to assist FEMA in further assessing the UASI grant program. This requirement applies to all State Administrative Agency (SAA) recipients of UASI funds from FY 2007 through FY 2011.

For the quarter ending June 30, 2011, FEMA will review all SF425 submissions to ensure completeness and accuracy of the financial data. Please ensure that the following has been included on the SF425:

Federal Expenditures and Unobligated Balance: SF425 Line 10 (d) – (h) must be completed on all SF425 submissions.

If this information has not been included, FEMA will be contacting your office to gather this information. This award specific financial information will enable FEMA to provide a better alignment of program outcomes and activities against funding streams, and

strengthen our evaluation of the UASI program as we report to Congress and the Office of Management and Budget.

GPD looks forward to working with you and your team. We greatly appreciate your assistance. If you have specific questions regarding this information bulletin, please call your assigned GPD Program Analyst. For general inquiries, please call the GPD Centralized Scheduling and Information Desk at 1-800-368-6498. Please see attached SF425.