



FEMA

**Grant Programs Directorate Information Bulletin
No. 374
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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: Financial Reporting on FEMA Grant Programs – Federal
Financial Report Standard Form 425

This Information Bulletin (IB) is to advise you that in accordance with the Code of Federal Regulations (CFR), Office of Management and Budget (OMB) Circulars, and program guidance, the Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD), will be reviewing all financial data required on the Standard Form (SF) 425. This will include current commitments, obligations, unliquidated obligations, and expenditure information for all FEMA grant programs. This financial information is needed to ensure SF 425 completeness, and to assist FEMA in continuing to further assess the efficiency and efficacy of our grant programs.

Financial Reporting Requirements (SF 425)

The completed SF 425 must be submitted on a quarterly basis. This form serves as a standard comprehensive financial reporting form for reporting the financial status of grant awards. Quarterly reports must be submitted no later than 30 days after the end of each quarter. Please refer to the following chart for quarter ending dates and due dates for SF 425 submissions.

FY Quarter	Quarter Ending Date	SF 425 Submission Due Date (No Later Than)
1	December 31	January 30
2	March 31	April 30
3	June 30	July 30

4	September 30	October 30
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Failure to submit a SF 425 by its submission date could result in the temporary withholding of cash payments pending submission or the withholding of further awards from the Agency.

Homeland Security Grant Program – Sub Program Reporting

The format of the SF 425 does not allow for grantees to report individually on sub-programs under the Homeland Security Grant Program (HSGP). However, DHS/FEMA is still required to accurately report the expenditures associated with the HSGP sub-programs. Therefore we will begin to collect HSGP sub-program draw-down data via the required Semi-Annual Progress Report (SAPR). Please note, this new requirement applies to all open HSGP awards only.

The HSGP grant guidance currently requires grantees to report “see BSIR” in the narrative section of the SAPR. Grantees will continue to enter “see BSIR” and complete the required BSIR submission in the Grants Reporting Tool (GRT). However, grantees will also be required to report draw-down information for the HSGP sub-programs in the narrative section of the SAPR. This applies to all applicable HSGP sub-programs for each open HSGP grant year. This includes: State Homeland Security Program (SHSP), Urban Areas Security Initiative (UASI), Law Enforcement Terrorism Prevention Program¹ (LETPP), Operation Stonegarden (OPSG), Metropolitan Medical Response System (MMRS), and Citizen Corps Program (CCP). For States with more than one eligible UASI jurisdiction, each UASI jurisdiction should be reported separately. An example of what should be included in the narrative section of the SAPR, in addition to “see BSIR”, is included below.

¹LETPP was only an official HSGP sub-program in FY 2007 and prior

Program	Award Amount	Amount Drawn Down	Balance
SHSP	\$ 100,000	\$ 45,798	\$ 54,202
UASI	\$ 75,000	\$ 66,999	\$ 8,001
<i>UASI City #1</i>	\$ 50,000	\$ 45,000	\$ 5,000
<i>UASI City #2</i>	\$ 25,000	\$ 21,999	\$ 3,001
OPSG	\$ 25,000	\$ 12,345	\$ 12,655
CCP	\$ 25,000	\$ 1,111	\$ 23,889
MMRS	\$ 25,000	-	\$ 25,000
TOTAL	\$ 250,000	\$ 126,253	\$ 123,747

This requirement will take effect during the current SAPR reporting cycle, which runs from July 1, 2011 through December 31, 2011 and is due January 30, 2012. This requirement will remain in place for all future SAPR submissions.

The Grant Programs Directorate (GPD) looks forward to working with you and we greatly appreciate your assistance. If you have questions regarding this IB, please contact your assigned GPD Program Analyst. For general inquiries, please call the GPD Centralized Scheduling and Information Desk at 1-800-368-6498.