



**FEMA**

**GPD Information Bulletin  
No. 304 January 5, 2009**

**TO:** All State Administrative Agency Heads  
All State Administrative Agency Points of Contact  
All State Administrative Agency Grant Points of Contact  
All UASI Points of Contact

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

**SUBJECT:** Extension Requests for FY 2005 Homeland Security Grant Program (HSGP)

FEMA is committed to working with our grantees on providing no-cost extensions to performance periods on our existing preparedness grant programs. We understand that States and localities experience issues with procurement processes, equipment delays, and other obstacles. However, it is also important to ensure the funds are obligated and expended in a timely manner, within previously approved periods of performance. Pursuant to the closing procedures set forth in 31 U.S.C. 1552:

"On September 30th of the 5th fiscal year after the period of availability for obligation of a fixed appropriation account ends, the account shall be closed and any remaining balance (whether obligated or unobligated) in the account shall be canceled and thereafter shall not be available for obligation or expenditure for any purpose."

The FY 2005 Homeland Security Grant Program (HSGP) was awarded with an original period of performance end date of March 31, 2007. Since that time, FEMA/Grant Programs Directorate (GPD) has received and approved many requests for no-cost extensions. As we approach four years since the original award of this grant, we are taking steps to set final deadlines and move closer to closing these grants. GPD would like to provide you with a schedule for closeout of the FY 2005 HSGP award:

- Final FY 2005 HSGP extension requests must be received by March 31, 2009.
- Administrative closeout on awards not extended will begin on April 1, 2009.
- There will be no extensions on FY 2005 HSGP performance periods past September 30, 2009.

Similar action is scheduled to be taken on the FY 2006 HSGP and all other open grants as they approach September 30 of the 5th fiscal year after the period of availability. GPD will communicate detailed timelines to grantees once they are available.

All requests for grant extensions must be submitted from the SAA to your GPD HQ Program Analyst, and must include a detailed, clear justification for the extension. In addition, all grantees requesting an extension must be compliant with reporting requirements on all active awards in order for extension requests to be fulfilled. All grantees are reminded to submit final reports in a timely fashion so that the close-out process may begin shortly after the end of the performance period. Additional questions may be directed to your assigned Program Analyst or the Centralized Scheduling and Information Desk at [askcsid@fema.gov](mailto:askcsid@fema.gov) or 1-800-368-6498.