



HMGP Sub-applications

Recipients must submit all **HMGP** sub-applications to FEMA within 12 months of the date of the disaster declaration.

- Upon written request and justification from the Recipient, FEMA may extend the application submission timeline in 30- to 90-day increments *not to exceed a total extension of 180 days*, in the event of extraordinary conditions.
44 CFR Section 206.436
- *Extensions beyond regulatory time limits* will be considered on a case-by-case basis and must be approved by FEMA HQ. Hazard Mitigation Assistance (HMA) Guidance 2015

Period of Performance

For disasters declared prior to June 1, 2009, the HMGP Desk Reference does not directly address “Period of Performance,” however, program guidance memos state:

- The sub-award POP begins on the date of the award and is limited to 3 years. The Grant POP end date is established by the sub-grant with the latest completion date.
- FEMA established Sub-Award Period of Performance end dates at the time the sub-award was granted.
- Any costs incurred after 36 months from the award of the final sub-grant under the Grant is not eligible for reimbursement.
- **EXCEPTION:** FEMA Approved Extensions for the Grant Award and the Sub-grant Award POP end dates. Reference program guidance memos for POP end dates and extension justification requirements.

For disasters declared on or before July 11, 2013, the **Grant Award** Period of Performance (POP) begins on the date the grant is awarded and ends no later than 3 years from the award of the final sub-grant under the grant. The **Grant POP End Date** is established by the sub-award with the latest completion date plus 180 days to incur SMC.

- **SUB-GRANT AWARD:** Grantees are responsible for ensuring all approved activities are completed by the end of the Grant POP. All activities to meet the approved SOW must be completed 180 days prior to the grant award POP end date.
- Any costs incurred after 36 months from the award of the final sub-grant under the Grant is not eligible for reimbursement.
- **EXCEPTION:** FEMA Approval of the Recipient’s request to extend the Grant Award POP end date and Recipient’s approval to extend the Sub-grant Award POP end date.

For disasters declared on or after July 12, 2013, the **Grant Award** Period of Performance (POP) begins with the opening of the application period and ends no later than 36 months from the close of the application period. The **Grant POP end date** is 4 years from the declaration date.

Any costs incurred after the Grant POP end date is not eligible for reimbursement. All activities to meet the approved SOW must be completed 180 days prior to the grant award POP end date; the state may incur SMC costs up to the POP end date.

- **EXCEPTION:** FEMA Approval of the Recipient's request to extend the Grant Award POP end date and Recipient's approval to extend the Sub-grant Award POP end date (no later than end of grant award POP).
- Subawards must be completed within 2 ½ years (30 months) unless FEMA approves the Recipient's request to extend the Grant Award POP. See SMC POA below for further clarification.

Sub-Award Period of Performance

FEMA will not establish activity completion timelines for individual subawards. Pass-through entities are responsible for ensuring that all approved activities are completed by the end of the grant award POP. HMA Guidance 2015, Part VI D.4

2 CFR § 200.331 (a)(1)(v) states, all pass-through entities must ensure that every sub-award includes the **Sub-award Period of Performance Start and End Date** at the time the sub-award is granted.

State Management Cost (SMC) Period of Availability (POA)

FEMA will reimburse grantee eligible costs for a maximum of 8 years from the date of the major disaster declaration or 180 days after the latest performance period date of a non-management cost project, whichever is sooner. Reference 44 CFR 207.8 (b) (3) and 207.9 (d) (3) for POA extension request requirements.

- For Clarification: The 180 days does not apply to grants that remain open beyond 8 years from the date of the major disaster declaration unless the Period of Availability (POA) is extended by the OCFO. Then it is available only up to 180 days beyond the latest subgrant POP expiration date or the extended POA expiration date, whichever is sooner.
- Unless extended, once the 8-year period expires, the SMC project must be reconciled and closed within 90 days of the POA expiration.

The Period of Availability for recipients to incur Management Costs is determined by the latest approved sub-award POP in the Grant. FEMA de-obligates any management costs not liquidated at 180 days i.e. the Grant POP end date. 44 CFR 207.8 (b) and 207.9 (d)

Unless the Federal awarding agency or pass-through entity authorizes an extension, a non-Federal entity must liquidate all obligations incurred under the Federal award not later than 90 calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award. 44 CFR § 13.23 (b) 2 CFR 200.343(b)

Closeout and Liquidation Period (CLP)

The Grant POP does not include the 90-day report submission period. Any costs incurred during the Grant Award **Closeout and Liquidation Period (CLP)** are not chargeable to the FEMA award. Recipients and sub-recipients must complete all administrative actions within the POP if they seek Federal funds to cover the costs. Recipient grant award Closeout and Liquidation Period (CLP) 44 CFR § 13.23 (b) and 2 CFR 200.343 (a) & (b).

FEMA Closeout

FEMA closeout procedures, including documentation review and cost reconciliation. 44 CFR § 13.23 (a) and 2CFR § 200.343 (g)