

7/26/10

## NEW FORM FOR ASSISTANCE TO FIREFIGHTER GRANT RECIPIENTS

The Department of Homeland Security has a new form that is required for all recipients of Federal Grants, including the Assistance to Firefighters Grant (AFG). The form, SF-425, must be filled out every six months (June 30, and December 31) until the grant is completed. This report is in addition to the semi-annual and annual performance reports that must be filled out for each grant awarded.

The form is basically a recap of spending showing the total amount of the grant, the amount of the payments you have requested and how much you have spent so far of both FEMA money and your share (5%) of the grant amount.

No notification has yet been sent out on this form, but you can find the report form on the FEMA website:

Go to the FEMA portal for your grant application and sign-in  
Go to manage grants for the appropriate grant  
Click on “reports” on the upper left of the screen  
Click on the 2<sup>nd</sup> choice “SF-425 Semi-annual Report(s)” and it will take you to the form.

Some of the form will already be filled out with the amount of federal money you have requested to the report date. You can fill in all the information online and it will update the math for you when you click the submit button.

If you need help filling out this form, we suggest that you contact the FEMA representative who was assigned to you when you received your grant.