


Grant Programs Directorate Information Bulletin
No. 513
July 12, 2024

MEMORANDUM FOR: All Recipients of Shelter and Services Program

FROM: Pamela S. Williams 
Assistant Administrator
Grant Programs Directorate

SUBJECT: Fiscal Years 2023 and 2024 Extension for Advanced Payment Disbursement for the Federal Emergency Management Agency's Shelter and Services Program

Today, the Federal Emergency Management Agency (FEMA), a component of the U.S. Department of Homeland Security (DHS), announced an extension period for advanced payment disbursement. The Fiscal Year (FY) 2023 [Notice of Funding Opportunity \(NOFO\) Shelter and Services Program \(SSP\)](#), FY 2024 [SSP-Allocated NOFO](#), and the FY 2024 [SSP-Competitive NOFO](#) state that recipients must disburse all advanced funding within 30 days of transfer. To maximize SSP's flexibility and impact, FEMA is extending this period to 90 days. This extension applies retroactively to all FY 2023 awards and all current and upcoming FY 2024 awards.

FEMA recognizes the intricacies of advanced funding and that recipients often need to coordinate with subrecipients. By extending the window to disburse within 90 days, recipients will be able to better use funding with less burdensome documentation requirements while still maintaining accountability for the awards and the associated funding requirements.

Although the change will allow flexibility on funding timelines, recipients will need to comply with the following advanced payment guidelines as well as those outlined in the NOFO and 2 CFR 200.

- To be approved for advanced funding, recipients need to provide appropriate documentation (i.e. invoices/purchase orders/payroll reports).
- Once advanced funding is received, recipients will need to provide the appropriate documentation (A-Number template, proof of payment, additional payroll reports, etc.) on a monthly basis to account for funds that are disbursed until all advanced funding has been disbursed and accounted for. If documentation is not submitted monthly, that entity will be out of compliance with Grant Terms and Conditions and not eligible for another advanced payment.
- If an error rate of 5% or higher is identified in an A-Number template (see [Information Bulletin No. 500](#) for more details), the adjustment of funding will be taken out of the next payment processed, whether advanced funding or reimbursement.

Additional questions related to project design and other required elements of the program may be directed to fema-ssp@fema.dhs.gov. For questions related to financial matters, email ask-gmd@fema.dhs.gov. For technical assistance with the FEMA GO system, contact the FEMA GO

Helpdesk at femago@fema.dhs.gov or (877) 585-3242, Monday through Friday, 9 a.m.–6 p.m.
ET