From: Lee, Peter
To: Michelle Courtney; Ruud, Andy (SAO)
Cc: Darren White
Subject: RE: AFG Single Audit - Outstanding Request Summary
Date: Tuesday, November 16, 2021 8:36:40 AM
Attachments: image001.png

External Email

Hi Michelle,
Regarding your question on award close-out, FEMA has a separate process for that and I will update you when your awards reach this stage. In the meantime, full compliance on future SF-425 forms and other FEMA obligatory requests (not necessarily just AFG) would be mandatory.
Thank you.
V/r,
Peter

From: Michelle Courtney <mcourtney@clarkston-wa.com>
Sent: Tuesday, November 16, 2021 11:23 AM
To: Lee, Peter <peter.lee@fema.dhs.gov>; Ruud, Andy (SAO) (andy.ruud@sao.wa.gov) <andy.ruud@sao.wa.gov>
Cc: Darren White <firechief@clarkston-wa.com>
Subject: RE: AFG Single Audit - Outstanding Request Summary
Good Morning Peter,
Thank you for the explanation. The SF-425 for the grants that were due back in July were submitted in July.
Since we have purchased the items and received all awarded money for all 3 grants, is there a way to close out these grants as the semi-annual reporting will be the same every six months until close out?
Thank you,
Michelle Courtney
Administrative Assistant
Clarkston Fire Department
820 5th Street
Clarkston, WA 99403
509-758-8681

From: Lee, Peter [mailto:peter.lee@fema.dhs.gov]
Sent: Tuesday, November 16, 2021 7:43 AM
To: Michelle Courtney; andy.ruud@sao.wa.gov
Subject: RE: AFG Single Audit - Outstanding Request Summary
Hi Michelle and Andy,
The short answer is that all recipients are required to submit SF-425's on a semi-annual basis for each grant awarded.
The first ever FFR/SF-425 deployment in FEMA GO was available for recipients to complete and submit for the reporting period ending June 30, 2021. Although recipients (like Clark Fire

Department) are required to submit reports semi-annually (Reporting from January to June 2021 due by July 31, 2021; Reporting from July to December 2021 due by January 30, 2022), the functionality in FEMA GO was just not available for recipients to submit them. I do believe numerous emails were sent out to recipients about the delay in the deployment of the FFR/SF-425s, and with other guidance as far as compliance concerns. If you have not submitted the SF-425 forms yet, please send it to me directly so I can forward it to my colleagues at the Grants Management Specialists team.

V/r,

Peter

From: Michelle Courtney <mcourtney@clarkston-wa.com>
Sent: Monday, November 15, 2021 1:54 PM
To: Lee, Peter <peter.lee@fema.dhs.gov>
Subject: FW: AFG Single Audit - Outstanding Request Summary

Hi Peter,

Can you answer the below request for our AFG state audit for FEMA Grants: EMW-2018-FO-01923, EMW-2019-FG-01017 & EMW-2020-FG-00798. The NOFO states we need to submit a SF-425 semi-annually, but FEMA GO has only requested it one time for these grants and I don't see where I would submit an SF-425 without a request to do so from FEMA.

Thank you,

Michelle Courtney
Administrative Assistant
Clarkston Fire Department
820 5th Street
Clarkston, WA 99403
509-758-8681

From: Ruud, Andy (SAO) [mailto:andy.ruud@sao.wa.gov]
Sent: Wednesday, November 10, 2021 9:05 AM
To: Michelle Courtney
Cc: Darren White; Jones, Travis (SAO); Brillantes, Heide (SAO)
Subject: RE: AFG Single Audit - Outstanding Request Summary

Hi Michelle,

Would you be able to obtain written confirmation from Peter Lee that FEMA does not require Federal Financial Reports (SF-425s) to be submitted semi-annually as it specifies in the NOFO? We will need some sort of verification from FEMA since their instructions to the Fire Department differ from the requirements in the NOFO. A confirmation email from Peter similar to what you sent over for the Programmatic Performance Reports would be sufficient.

Please let me know if you have any questions.

Thank you,

Andy Ruud
Assistant State Auditor
Office of the Washington State Auditor
www.sao.wa.gov