



FEMA

**Grant Programs Directorate Information Bulletin
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MEMORANDUM FOR: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Emergency Management Agency Directors
All State Homeland Security Directors
All Tribal Nation Leaders
All Tribal Nation Points of Contact
All Urban Area Security Initiative Points of Contact

FROM: Pamela S. Williams *P.S. Williams*
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Grant Programs Directorate

SUBJECT: Fiscal Year 2023 A-number Error Rates for FEMA's Shelter and Services Program

Today, the Federal Emergency Management Agency (FEMA), a component of the U.S. Department of Homeland Security (DHS), announced the Fiscal Year 2023 Shelter and Services Program (SSP) Alien Number (A-number) margin of error thresholds and corresponding rates of funding reimbursement for SSP-allowable costs.

All applicable SSP drawdown requests must be accompanied by a completed A-number template, documentation associated with each allowable activity covered by the drawdown request, and other required documentation per the [Notice of Funding Opportunity](#) (NOFO). The A-number template and NOFO are found under the SSP "[Related Documents](#)" tab on Grants.gov. DHS validates submitted A-numbers and has set A-number error rate thresholds for SSP recipients.

Error Rate Thresholds

- SSP will allow **100% reimbursement** for drawdown requests if the corresponding A-number template contains an overall **error rate of less than 5%** (provided that the drawdown request's supporting documentation is approved).
- For drawdown requests supported by A-number templates in which the overall A-number **error rate is 5% or more**, the reimbursement rate will **be reduced by .1%** for every **.1% that the error rate exceeds the allowable threshold**.
 - For example, if the recipient's A-number template yields an overall error rate of 5.1%, FEMA will reduce the total amount reimbursed by .2%.

Recipients may resubmit corrected A-number templates to recuperate reduced reimbursement amounts.

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 and budgetary technical assistance, email ask-gmd@fema.dhs.gov. For technical assistance with the FEMA Grants Outcomes (FEMA GO) system, contact the FEMA GO Helpdesk at femago@fema.dhs.gov or (877) 585-3242, Monday through Friday, 9:00 AM–6:00 PM ET.