

**The Department of Homeland Security  
Funding Opportunity Announcement**

**National Earthquake Hazards Reduction Program**

**OVERVIEW INFORMATION**

**Issued By**

U.S. Department of Homeland Security, Federal Emergency Management Agency,  
Federal Insurance and Mitigation Administration, Risk Reduction Division, Building  
Science Branch

**Catalog of Federal Domestic Assistance Number**

97.082

**CFDA Title**

Earthquake Consortium and State Assistance

**Funding Opportunity Announcement Title**

FY 2014 National Earthquake Hazards Reduction Program

**Authorizing Authority for Program**

Sections (a)(2)(B) and (b)(2)(A)(iii) of the National Earthquake Hazard Reduction  
Program (42 U.S.C. § 7704)

**Appropriation Authority for Program**

The Consolidated Appropriations Act, P.L. 113-76, Jan. 17, 2014, 128 STAT. 5, at 260”  
which authorizes under FEMA Salaries and Expenses “[f]or necessary expenses [of  
FEMA]” “including activities authorized by the” “Earthquake Hazards Reduction Act of  
1977 (42 U.S.C. 7701 et seq.)”. Emphasis added.

**FOA Number**

DHS-14-MT-082-000-01

**Key Dates and Time**

Application Start Date:	07/31/14
Application Submission Deadline:	08/15/14
Anticipated Funding Selection Date:	08/22/14
(Anticipated) Award Date:	09/05/14

**Other Key Dates**

Not Applicable

**Intergovernmental Review**

Pursuant to Executive Order 12372, an intergovernmental review may be required by applicable State law or regulation. Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc) to ensure currency.

## FOA EXECUTIVE SUMMARY

### Program Type

Select the applicable program type:  New  Continuation  One-time

Date of origin for Program:

1997

### Funding Opportunity Category

Select the applicable opportunity category:

- Discretionary       Mandatory  
 Competitive       Non-competitive  
 Sole Source

### Application Process

DHS makes all funding opportunities available through the common electronic “storefront” grants.gov, accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

### Eligible Applicants

Central United States Earthquake Consortium  
Northeast States Emergency Consortium  
Western States Seismic Policy Council  
Cascadia Region Earthquake Workgroup  
Federal Alliance for Safe Homes  
Southern California Earthquake Center  
Earthquake Engineering Research Institute

**Type of Funding Instrument**

Select the applicable funding instrument:  Cooperative Agreement  Grant  
Program authority and responsibility under this Cooperative Agreement reside with FEMA/FIMA. FEMA/FIMA retains the right to terminate all or part of the Cooperative Agreement and may conduct site visits and monitoring throughout the period of performance. FEMA/FIMA will work with the recipient to develop and refine the details of executing this award, for example, including work plans, goals and objectives, timelines, deliverables and effectiveness measures, selection of key players, development of any outreach or educational materials, coordination of multi state efforts, as well as define eligible and ineligible tasks to ensure that program is effectively implemented. The recipient shall not develop or engage in the development of tasks not approved in the recipients' application without prior approval and the issuance of an amendment to the award by FEMA/FIMA. Details for implementing this Cooperative Agreement are provided in Part IX How to Apply and in Appendices A-F.

**Cost Share or Match**

There is no Cost Share or Cost Match requirement for this program.

**Maintenance of Effort**

Is there a Maintenance of Effort (MOE) requirement?  Yes  No

**Management and Administration**

Management and Administration costs ARE allowed under this program.  
Management and administration costs are activities directly related to implementing the award. The NEHRP Cooperative Agreement allows cost associated with M&A. Funding levels for M&A costs, if proposed will be negotiated on a per-applicant basis.

**Indirect Cost**

Indirect costs are allowable under this program, but only if the applicant has an approved indirect cost rate agreement with the cognizant Federal agency. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application.

## FULL ANNOUNCEMENT

### I. Funding Opportunity Description Program Overview and Priorities

#### a. Program Overview

The National Earthquake Hazards Reduction Program (NEHRP) seeks to mitigate earthquake losses in the United States through basic and directed research and implementation activities in the fields of earthquake Science and engineering.

#### b. Program Priorities

Reduce the risks to life and property from future earthquakes in the United States through the establishment and maintenance of an effective earthquake hazards reduction program.

#### c. Program Objectives

Promoting the implementation of research results.

Promoting better building practices.

Providing assistance to enable individual, organizational, and community resilience.

Supporting the implementation of an earthquake education and public awareness program.

Developing approaches to coordinate earthquake hazards reduction measures with measures for reducing hazards for other natural and technological hazards.

For details on eligible activities in support of the NEHRP Program objectives refer to Appendix C.

### II. Funding Information

#### Award Amounts, Important Dates, and Extensions

Available Funding for the FOA: \$2,915,500

Projected number of Awards: 7

Projected Award Start Date(s): 08/01/14

Projected Award End Date(s): 07/28/15

FLASH and SCEC end dates will be 02/28/16 (18 months POP)

Period of Performance:

#### 12 Months

Central United States Earthquake Consortium

Northeast States Emergency Consortium

Western States Seismic Policy Council

Cascadia Region Earthquake Workgroup

Earthquake Engineering Research Institute

#### 18 Months

Federal Alliance for Safe Homes

Southern California Earthquake Center

### **Period of Performance**

Is an extension to the period of performance permitted?  Yes  No

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to the grantee's respective Program Analyst and must contain specific and compelling justifications as to why an extension is required. Grantees are advised to coordinate with FEMA as needed, when preparing an extension. All extension requests must address the following:

1. Grant Program, Fiscal Year, and award number;
2. Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-Federal;
7. Budget outlining how remaining Federal and non-Federal funds will be expended;
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

### **III. Eligibility Information**

#### **Eligibility Criteria**

The only eligible applicants for this award are:  
Central United States Earthquake Consortium  
Northeast States Emergency Consortium  
Western States Seismic Policy Council  
Cascadia Region Earthquake Workgroup  
Federal Alliance for Safe Homes  
Southern California Earthquake Center  
Earthquake Engineering Research Institute

### **IV. Funding Restrictions**

#### **Restrictions on Use of Award Funds**

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

**i. Pre-award costs**

Pre-award costs are NOT allowed.

**ii. Direct Costs**

Planning

Planning related costs are allowed under this program.

Training

Training related costs are allowed under this program.

Exercises

Exercise related costs are NOT allowed under this program.

Equipment

Equipment costs are NOT allowed under this program.

Travel

*Domestic*

Domestic travel costs are allowed under this program.

*International*

International travel is not an allowable cost under this program unless approved in advance otherwise by the managing Federal agency.

Construction and Renovation

Construction and renovation costs are NOT allowed under this program.

**iii. Other Cost Requirements**

*Environmental Planning and Historic Preservation (EHP) Compliance*

As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Grantees and sub-grantees proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project.

## V. **Application Review Information and Selection Process**

### **Application Review Information**

Applications will be reviewed to ensure conformance with the Eligibility Criteria in Section III of this FOA and Application Submission Criteria in Section IX (5). Applicants that do not meet eligibility or application submission requirements will be removed from consideration.

### **Application Selection Process**

FEMA/FIMA staff, professionally and technically qualified in the National Earthquake Hazards Reduction Program will evaluate applications and select applicants for funding. Applicants will be evaluated and selected for funding based on the following:

- The applicant demonstrates the expertise necessary to fulfill the requirements of the National Earthquake Hazards Reduction Program.
- The applicant's proposed work plan employs realistic timetables; proposed projects are deliverable, sustainable and consistent with the goals and objectives of the National Earthquake Hazards Reduction Program.
- The applicant proposes costs that are allowable, reasonable and cost-effective in relation to proposed projects and tasks.

## VI. **Post-Selection and Pre-Award Guidelines**

### **Notice of Award**

Notification of award approval is made through the ND Grants system through an automatic e-mail to the awardee point of contact (the "authorized official") listed in the initial application. The date the approval of award is the "award date." The awardee should follow the directions in the notification to accept the award.

Grantees must accept their awards no later than 90 days from the award date. The grantee shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the grantee accepts the award through official correspondence (e.g., written, electronic signature, signed letter or fax to the Programs Office) and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

### **Administrative and Federal Financial Requirements**

Before accepting the award the authorized official should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal awards. Grantees must accept all conditions in this FOA as well as any Special Terms and Conditions in the Award notice to receive an award under this program.

**i. Standard Terms and Conditions**

A complete list of Federal Financial Requirements is available at: [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms). All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are enumerated in the DHS Chief Financial Officer *Financial Management Policy Manual* and are available online at: <http://www.dhs.gov/sites/default/files/publications/Proposed%20FY%2014%20Standard%20TC%202013-12-04.pdf>

**ii. Payment**

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information can be obtained at <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form.

**Program Performance Reporting Requirements**

Awardees are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund drawdowns may be withheld if these reports are delinquent.

**i. Financial and Compliance Audit Report:**

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO’s Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6>.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend \$500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO’s Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at [http://www.whitehouse.gov/omb/circulars/a133\\_compliance\\_supplement\\_2012](http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012). Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient’s fiscal year.

**ii. Financial and Program Reporting Periods and Due Dates**

The following reporting periods and due dates apply:

<b>Reporting Period</b>	<b>Report Due Date</b>
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

**iii. Federal Financial Report (FFR).**

Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425) and must be filed electronically using PARS. The SF-425 form is available at [http://www.whitehouse.gov/sites/default/files/omb/assets/grants\\_forms/SF-425.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf). An FFR report must be submitted for quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

**iv. Program Performance Reporting Requirements**

Performance Progress Report (SF-PPR). Awardees are responsible for providing updated performance reports using the SF-PPR on a quarterly basis. The SF-PPR is due within 30 days after the end of the reporting period. Grantees must complete the cover page of the SF-PPR and submit it as an attachment to the ND Grants system. The SF-PPR can be accessed online at [http://www.na.fs.fed.us/fap/SF-PPR\\_Cover%20Sheet.pdf](http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf).

Awardees must also complete and submit as an addendum to the SF-PPR the Program Performance Report Template provided in Appendix E and the Financial Program Performance Spreadsheet provided in Appendix F.

Updates must follow the Work Plan, Master Schedule, and Deliverable Table outlining work completed, expected products, and measurable improvements. Progress reporting must capture both training and publication distribution metrics, document and explain missed milestones, and identify project risks accompanied by a risk mitigation strategy.

The report must also contain the Cooperative Agreement Budget using Earned Value Management methodology to report the Budgeted Cost of Work Scheduled (Projected Costs), and the Actual Cost of Work Performed.

Progress reporting is also required on subcontracts which based on risk, schedule, or dollar value criticality may potentially impact successful fulfillment of this cooperative agreement.

#### **v. Monitoring**

Grant Award recipients will be monitored programmatically and financially on an annual and as needed basis by FEMA staff to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

#### **vi. Close Out**

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, grantees must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. As part of the final report, grantees must also submit the Tangible Personal Property Report (SF-428), available at [http://www.whitehouse.gov/sites/default/files/omb/grants/approved\\_forms/sf-428.pdf](http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428.pdf), to provide an inventory of all tangible personal property acquired using NEHRP funds.

After these reports have been reviewed and approved by Building Science Branch, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

The grantee is responsible for returning any funds that have been drawn down, but remain as unliquidated on grantee financial records.

### **VII. DHS - FEMA - Contact Information Contact and Resource Information**

#### **a. Applying for an Award**

##### **a. For Program Questions About Applying for an Award**

The Centralized Services Information Desk (CSID) is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State, and local levels. When necessary, grantees will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at [askcsid@dhs.gov](mailto:askcsid@dhs.gov), Monday through Friday, 8:00 a.m. – 5:30 p.m. EST.

**b. For Financial and Administrative Questions About Applying for an Award**

GPD's Grant Operations Division Business Office provides financial support and technical assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de-obligation and award amounts. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@dhs.gov](mailto:ASK-GMD@dhs.gov).

**c. Office of Environmental Planning and Historic Preservation (OEHP)**

OEHP provides guidance and information about the EHP review process to FEMA programs and its grantees and sub-grantees. All inquiries and communications about EHP compliance for FEMA grant projects or the EHP review process should be sent to [emily.blanton@fema.dhs.gov](mailto:emily.blanton@fema.dhs.gov).

**VIII. Other Critical Information  
Additional Information**

Not Applicable

**IX. How to Apply  
Application Instructions**

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. **Applicants should allow at least 15 business days (three weeks) to complete the five steps of applying listed below.** Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

The steps involved in applying for an award under this program are:

1. Applying for, updating or verifying their DUNS Number
2. Applying for, updating or verifying their EIN Number
3. Updating or verifying their SAM Number
4. Submitting an initial application in grants.gov, and
5. Submitting the complete application in ND Grants

**1. Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number**

The applicant must provide a DUNS number with their application. This number is a required field for all subsequent steps in the application submission. Applicants should verify they have a DUNS number, or take the steps necessary to obtain one.

Applicants can receive a DUNS number at no cost by calling DUNS number request line at (866) 705-5711. FEMA cannot assist applicants with questions related to obtaining a current DUNS number.

## **2. Obtain an Employer Identification Number (EIN)**

FEMA requires both the EIN and a DUNS number prior to the issuance of a funding award and , for grant award payment; both are also required to register with SAM (see below). The EIN base for an organization is the IRS Tax ID number, for individuals it is their social security number, both of which are nine-digit numbers. Organizations and individuals submitting their applications must correctly identify the EIN from the DUNS since both are 9-digit numbers. If these numbers are not correctly identified in the application, this may result in a delay in the issuance of the funding award and/or incorrect payment to a grantee organization.

Organization applicants applying for an EIN should plan on a minimum of 2 full weeks to obtain an EIN.

If you need assistance registering an EIN, please go to [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online). FEMA cannot assist applicants with questions related to obtaining a current EIN.

## **3. Register with the System for Award Management (SAM)**

Payments are contingent on the information provided in SAM and must be completed by the applicant at <http://www.sam.gov>. It is imperative that the information provided by the applicant is correct and current. Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards.

SAM registration is a multi-step process including validating your EIN with the Internal review Service (IRS) to obtain a Commercial and Government Entity (CAGE) code. The CAGE code is only valid for one year after issuance and must be current at the time of application. If you need assistance registering with SAM, please go to <https://www.fsd.gov/> or call 866-606-8220. FEMA cannot assist applicants with questions related to obtaining a current CAGE code.

## **4. Initial Application Submission in Grants.gov.**

All applicants submit their initial application through Grants.gov. Applicants may need to first create a grants.gov user profile by visiting the Get Registered section of the grants.gov website. Successful completion of this step is necessary for FEMA to determine eligibility of the applicant. Applicants should complete this step at <http://www.grants.gov>. The initial on-line application in grants.gov requires completing

- Standard Form 424 (SF424), Application for Federal Assistance, and
- grants.gov (GG) Form Certification Regarding Lobbying Form.

Both forms are available in the Forms tab under SF-424 Family. The initial application cannot be started or submitted in Grants.gov unless the applicants registration in SAM is confirmed.

Application forms and instructions are available at grants.gov. To access these materials, go to <http://www.grants.gov>, select *Apply for Grants*, enter the CFDA number or the Opportunity ID Number noted in this FOA, select *Download Application Package*, and follow the prompts to download the application

package. The information submitted in grants.gov will be retrieved by ND Grants, which will allow FEMA to determine if an applicant is eligible. Applicants are encouraged to submit their initial application in grants.gov at least ten days before the application deadline.

If you need assistance applying through grants.gov, please go to <http://www.grants.gov/web/grants/applicants/grant-application-process.html>, contact [support@grants.gov](mailto:support@grants.gov), or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with grants.gov.

#### **5. Final Application Submission in Non Disaster Grants System (ND Grants).**

Eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants located <https://portal.fema.gov>. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

If you need assistance registering for the ND Grants system, please contact [ndgrants@fema.gov](mailto:ndgrants@fema.gov) or (800) 865-4076.

### **X. Application and Submission Information** **Application and Submission Information**

In ND Grants applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required.

- Standard Form 424A, Budget Information (Non-construction);
- Standard Form 424B, Standard Assurances (Non-construction);
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities).

Applicants will also be prompted to assure compliance with all Standard and Special Terms and Conditions before being eligible to receive an award under this program.

In addition applicants must submit copies of the following in ND Grants:  
Narrative Work Plan (See Appendix A)  
Deliverable Table (See appendix B)  
Cooperative Agreement Budget Master Schedule (See appendix F)  
Indirect Cost Agreement

Application submissions require a narrative Work Plan for cooperative agreement funding that identifies the strategies, goals, and proposed Consortia activities and elements demonstrating enhanced seismic safety. Work Plans must include expected products and measurable improvements associated with proposed activities.

A separate one page Master Schedule of planned activities/projects with milestones and expected dates for completion shall be included.

A Deliverable Table shall be included to identify planned deliverables (i.e. people trained, publications distributed, conferences/workshops/exercises held, policies made, website improvements, etc.).

Master Schedule/Deliverable Table – Note a sample table that combines both of these in Appendix B. This one document will suffice for both requirements of a Master Schedule and a Deliverable Table.

The Cooperative Agreement Budget shall be prepared with Work Breakdown Structure cost categories. Grantees may obtain a sample budget spreadsheet from the FEMA/FIMA Headquarters Earthquake Program Manager Wendy Phillips (Wendy.Phillips@fema.dhs.gov). Tasks and sub-tasks must be categorized in terms of discrete effort and must correlate directly with deliverables identified in the Work Plan Deliverable Table.

Applicants will also be prompted to assure compliance with all Standard and Special Terms and Conditions before being eligible to receive an award under this program.

If you need assistance registering for the ND Grants system, please contact [ndgrants@fema.gov](mailto:ndgrants@fema.gov) or (800) 865-4076.

**Hard copies of the FOA**

Hard copies of the FOA can be downloaded from the common electronic “storefront” grants.gov or via email from Wendy.Phillips@fema.dhs.gov.

**Telephone Device for the Deaf (TDD)**

The Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: (800) 462-7585.

## **Appendix A. – NEHRP Cooperative Agreement Statement of Work**

### **FY14 WORK PLAN [Insert Organizational Name] Narrative Description**

#### **I. Organizational Information**

Insert description of the organization’s mission and structure, successes, and capacity to include how organization can support the requirements detailed in Part I

#### **II. Project Proposals**

Insert detailed narrative description of proposed projects in alignment with the eligible activities mentioned in Part I and the performance period and funding terms in Part II.

#### **III. Tasks, Schedule, & Deliverables Table :**

Based on the narrative above, insert details in table format specific tasks, subtasks, schedule, budget, and deliverables for this proposal. See sample in Appendix B.

#### **Project Management Strategy:**

Based on the proposed projects above, insert information below regarding the organization’s strategy for accomplishing tasks. This should include statements about the overall work plan’s 1) compliance with the requirements of the cooperative agreement, 2) reasonableness of the proposed work plan (i.e. Smart, Measurable, Achievable, Realistic, and Timely (SMART), 3) brief credentials of the project manager and/or team and the processes involved in accomplishing the work plan, 4) financial management controls, 5) potential challenges and how project manager is going to ensure continued performance, and 6) coordination with FEMA and reporting process.

#### **Contact Information;**

[Insert name, position, agency, address, email, office phone, and cell phone of the project manager (and his/her back up) responsible for implementing and managing this work plan

## Appendix B. – Combined Master Schedule/Deliverable Table

Projects & Tasks	Schedule	Budget	Measurable Deliverable
<b>Task 1: Public Education &amp; Outreach</b>			
Sub-Task 1: Great Central US Shakeout	Apr 2015	\$xx,xxx	# of participants, # of forums held, # of trainings held, # of publications distributed, etc.
Sub-Task 1: Publications Developed	Jul 2015	\$xx,xxx	Print, distribute # of copies at __ events per yr, etc.
Sub-Task 2: Host planning workshops	Aug 2015	\$xx,xxx	Event held at ____, # of people attended, etc.
<b>Task 2: Mitigation</b>			
Sub -Task 2: Earthquake Readiness Seminar	Sep 2015	\$xx,xxx	# of participants, type of training offered, etc.

## Appendix C. – NEHRP Eligible Activities

**For:** The Central United States Earthquake Consortium, the Cascadia Region Earthquake Workgroup and the Western States Seismic Policy Council

1. Developing seismic policies and sharing information promoting programs intended to reduce earthquake-related losses, including building code education and awareness
2. Providing forums for information exchange to develop, adopt, and promote policy recommendations;
3. Conducting outreach to local governments and the business community, and maintain and strengthen partnerships with other earthquake consortia;
4. Helping deliver professional training to local communities;
5. Educating citizens about the risks they face, and developing public awareness and education tools and resources;
6. Encouraging public and private partnerships that benefit local communities
7. Support specific states within the National Earthquake Hazards Reduction Program as assigned by the FEMA/Federal Insurance and Mitigation Administration (FIMA) Headquarters Earthquake Program Manager.

**For:** The Northeast States Emergency Consortium

1. Developing seismic policies and sharing information promoting programs intended to reduce earthquake-related losses, including building code education and awareness
2. Providing forums for information exchange to develop, adopt, and promote policy recommendations;
3. Conducting multi-hazard outreach to local governments and the business community, and maintain and strengthen partnerships with other earthquake consortia;
4. Helping deliver professional training to local communities;
5. Educating citizens about the risks they face, and developing public awareness and education tools and resources
6. Encouraging public and private partnerships that benefit local communities;
7. Increase implementation of earthquake and multi-hazard risk reduction strategies;
8. Support specific states within the National Earthquake Hazards Reduction Program as assigned by the FEMA/Federal Insurance and Mitigation Administration (FIMA) Headquarters Earthquake Program Manager.

**For:** The Earthquake Engineering Research Institute

1. Conduct technically oriented seminars on earthquake hazards, effects, and mitigation techniques. Seminars will be of varying lengths, and the locations and audiences will be mutually agreed upon by EERI and the FEMA Project Manager.

2. Establish and maintain an Earthquake Mitigation Center. This Center will develop a variety of advocacy tools and sponsor activities by members who will advocate seismic risk mitigation within California, throughout the Nation, and around the world.
3. Facilitate the development of regional chapters in various seismic regions within the United States that will be organized by EERI members in the region with the specific purpose to advocate seismic risk reduction through education, planning, the development of regional scenarios, and other mitigation activities. Regional Chapters will provide professional level assistance to other hazard mitigation programs sponsored by FEMA, state offices of emergency management, and local governments in their region.
4. Provide support for student participation in EERI Annual meetings; support for the development of national earthquake conferences, and underwrite the preparation and dissemination of conference proceedings of importance to NEHRP policy and direction, and Oral Histories to capture the history and development of the earthquake engineering field.
5. Support graduate studies, professional development, and undergraduate activities in the earthquake hazard reduction field. The period of study will last one year and recipients will give presentations at the EERI Annual meeting.
  - a. Graduate and undergraduate activities will be encouraged through EERI student chapters and the Undergraduate Seismic Design Competition, and will focus on earthquake science and engineering, social and policy sciences and earthquake hazard reduction.
  - b. EERI will encourage participation of minority college students in EERI activities and student chapters.
6. Provide program management of the Earthquake Technology Transfer cooperative agreement; financial administration; program reporting, and representation of EERI technology transfer initiatives at earthquake community events including conferences, working groups, workshops, forums, etc.
7. Support specific states within the National Earthquake Hazards Reduction Program as assigned by the FEMA/Federal Insurance and Mitigation Administration (FIMA) Headquarters Earthquake Program Manager.

**For:** The Federal Alliance for Safe Homes and the Southern California Earthquake Center

1. Creative outreach activities to include support to ShakeOut, QuakeSmart, building codes education, inventory of critical structures, and other regional and national earthquake and multi-hazard community education activities.
2. Develop stakeholder partnership to include engagement with the insurance industry, private sector, and other stakeholder groups.
3. Increase implementation of earthquake and multi-hazard risk reduction strategies.
4. Support specific states within the National Earthquake Hazards Reduction Program as assigned by the FEMA/Federal Insurance and Mitigation Administration (FIMA) Headquarters Earthquake Program Manager.

## **Appendix D. – NEHRP Consortia Partner FY 14 Allocations**

<b>NEHRP Consortia Partner</b>	<b>FY 14 Allocation</b>
Central United States Earthquake Consortium	\$615,000
Northeast States Emergency Consortium	\$275,000
Western States Seismic Policy Council	\$275,500
Cascadia Region Earthquake Workgroup	\$200,000
Earthquake Engineering Research Institute	\$550,000
Federal Alliance for Safe Homes	\$700,000
Southern California Earthquake Center	\$300,000

## Appendix E. – Performance Report Template

### QUARTERLY PERFORMANCE PROGRESS REPORT TEMPLATE

Reporting requirements must be met throughout the life of the NEHRP – Earthquake Consortium and State Assistance Cooperative Agreement. In addition to the Federal Financial Report (required quarterly) and the Financial and Compliance Audit Report (for recipients that expend \$500K for the fiscal year), **quarterly progress reports are due by the 30<sup>th</sup>** (or the first working day following, if the 30<sup>th</sup> falls on a weekend) following the completion of the quarter. See quarterly reporting due dates below:

- **January 30:** 1<sup>st</sup> Quarter Report (October 1 – December 31)
- **April 30:** 2<sup>nd</sup> Quarter Report (January 1 – March 31)
- **July 30:** 3<sup>rd</sup> Quarter Report (April 1 – June 30)
- **October 30:** 4<sup>th</sup> Quarter Report (July 1 – September 30)

Awardees' must submit their quarterly reports to ND Grants to ensure progress on funded and approved activities under the NEHRP - State Assistance Program. These reports must describe the following:

- **Work completed** (i.e. project, activity, deliverables, and/or milestone, etc.) by quarter
- **Funding** available and expended (or not expended and for what reasons) by quarter
- **Schedule** of project, activity, deliverable, and/or milestone and if they are on target
- If delayed or not on target with their project, funding, and schedule, must include **awardee's strategy for reducing or eliminating further delays** to make sure that they are on target in accomplishing projects/activities as detailed in their approved work plan
- General **summary** of their 1) quarterly progress (previous and current) and 2) overall status of the awardee's approved work plan

Quarterly reports are critical Program tools to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria as detailed in the awardee's approved work plan are being met. These also help in monitoring and documenting the successes of the program and maintaining effective dialogue, partnership, and coordination between FEMA and the awardees' on seismic projects under the NEHRP Earthquake Consortium and State Assistance Program.