

**The Department of Homeland Security
Notice of Funding Opportunity
National Earthquake Hazards Reduction Program**

NOTE: If you are going to apply for this funding opportunity and have **not** obtained a Data Universal Numbering System (DUNS) number and/or **are not** currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM . It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: [http://www.grants.gov/documents/19/18243/SAM New Grantee Registration.pdf/8bf1c182-8d35-47e0-99e2-a263fa3d9005](http://www.grants.gov/documents/19/18243/SAM%20New%20Grantee%20Registration.pdf/8bf1c182-8d35-47e0-99e2-a263fa3d9005)

A. Notice of Funding Opportunity (NOFO) Description

Issued By

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

Catalog of Federal Domestic Assistance (CFDA) Number

97.082

CFDA Title

Earthquake Consortium and State Assistance

Notice of Funding Opportunity Title

Fiscal Year 2015 Earthquake Consortium and State Assistance

NOFO Number

DHS-15-MT-082-000-01

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. 114-4, March 4, 2015, 129 STAT. 53, 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.

Program Type

New

Program Overview, Objectives, and Priorities

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. The NEHRP program supports the mission area of the Quadrennial Homeland Security Review titled “Strengthen National Preparedness and Resilience,” as well as the national preparedness goal of mitigation, as provided in the Presidential Policy Directive (PPD-8).

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.

Objectives

1. Promoting the implementation of research results;
2. Promoting better building practices;
3. Providing assistance to enable individual, organizational, and community resilience;
4. Supporting the implementation of an earthquake education and public awareness program;
5. Developing approaches to coordinate earthquake hazards reduction measures with measures for reducing hazards for other natural and technological hazards ("multi-hazard design").

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

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$ 3,407,050.00

Projected number of Awards: 8

Period of Performance:

12 Months

Central United States Earthquake Consortium, (CESEC)
Northeast States Emergency Consortium, (NESEC)
Western States Seismic Policy Council, (WSSPC)
Cascadia Region Earthquake Workgroup, (CREW)
Earthquake Engineering Research Institute, (EERI)
Applied Technology Council, (ATC)

18 Months

Federal Alliance for Safe Homes, (FLASH)
Southern California Earthquake Center, (SCEC)

Extensions to the period of performance are allowable; refer to Section H for additional information on the process for an extension.

Projected Period of Performance Start Date(s):	8/1/2015
Projected Period of Performance End Date(s):	7/31/2016 for NESEC, CUSEC, WSSPC, CREW, and ATC 11/31/16 for FLASH and SCEC

Funding Instrument

Cooperative Agreement

There will be substantial FEMA involvement in the activities of the recipient throughout the period of performance. FEMA’s involvement in post-award activity will be to provide ongoing programmatic and technical guidance and support to the NEHRP recipients to ensure that the programmatic goals are achieved.

FEMA will direct, agency operational involvement or participation during the development of the work plan to ensure compliance with agency requirements and procedures.

FEMA will provide expertise in planning and conducting events for the public; (e.g., recruitment and selection of participants; provision of access to or coordination with other programs; provision of meeting space; provision of outside experts and/or speakers; conduct of joint training in specialized areas of programmatic interests).

FEMA will provide expertise and creative outreach ideas for the at risk communities to include QuakeSmart, building codes education, and other regional and national earthquake and multi-hazard community education activities.

FEMA will provide expertise in developing materials and delivering joint messages for state, local and tribal governments, as well as for private industry and local citizens.

FEMA will approve changes in key personnel and new sub-award arrangements to ensure compliance with program priorities and agency requirements and procedures.

FEMA will serve as the primary coordinator in support of multi-State or national initiatives that require collaboration with State officials and other federal agencies and partners.

Overall, FEMA will provide direct oversight of the recipients' activities to ensure that they serve to reduce the risks to life and property from future earthquakes in the United States and enable the establishment and maintenance of an effective earthquake hazards reduction program.

C. Eligibility Information

Eligible Applicants

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
Applied Technology Council

Eligibility Criteria

This Cooperative Agreement is restricted to CUSEC, WSSPC, CREW, NESEC, EERI, SCEC, FLASH, and ATC only as determined by FEMA.

Other Eligibility Criteria

Not applicable

Maintenance of Effort

There is no maintenance of effort required.

Cost Share or Match

A cost match or a cost share is not required.

D. Application and Submission Information

Submission Date and Other Key Dates and Times

Application Start Date: August 7, 2015

Application Submission Deadline: September 7, 2015

Anticipated Funding Selection Date: TBD

Anticipated Award Date: No later than September 30, 2015

Applications that are not submitted within the stated Application Submission Deadline will not be reviewed or considered for funding. System issues with the Grants.gov or ND Grants system and/or other unforeseeable circumstances that are out of the applicants control will be taken into consideration with regards to the stated Application Submission Deadline of this NOFO.

Other Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline

Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Applicants” then “Apply for Grants,” read the registration requirements and register if necessary (**Allow up to 7-10 business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information**). In order to obtain the application package select “Download a Grant Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select “Download Package,” and then follow the prompts to download the application package.

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, or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with Grants.gov.

For a hardcopy of the full NOFO, please write or fax a request to:
 Wendy Phillips
 NEHRP Sr. Program Specialist
 Building Science Branch, Risk Reduction Division
 DHS/FEMA Federal Insurance and Mitigation Administration

1800 South Bell St.
Arlington, VA 20598-2030
Email: Wendy.phillips@fema.dhs.gov
Office: 202-646-2810

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585

Initial applications will be processed through the Grants.gov portal and final and complete application submission will be processed through 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 or (800) 865-4076.

Content and Form of Application Submission

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. **Please review the table above under “Submission Dates and Other Key Dates and Times” for estimated deadlines to complete each of the steps 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

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 424B, Standard Assurances (Non-construction);
Standard Form 424A, Budget Information (Non-construction);
Standard Form LLL, Disclosure of Lobbying Activities (SF-LLL)

In addition, applicants must submit the following in ND Grants:

Work Plan

A summary (narrative) of an applicant's **Work Plan** for cooperative agreement funding that identifies the strategies, goals, and proposed activities and elements demonstrating enhanced seismic safety must be submitted. Work Plans must include expected products and measurable improvements associated with proposed activities. Appendix A provides a template.

1. A separate one page **Master Schedule** of planned activities/projects with milestones and expected dates for completion shall be included.
2. 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.).
3. **Master Schedule/Deliverable Table** – Note a sample table that combines both of these is found in Appendix B. This one document will suffice for both requirements of a Master Schedule and a Deliverable Table.
4. To prepare the **Cooperative Agreement Budget**, the grantee must use Earned Value Management methodology to report the Budgeted Cost of Work Scheduled (Projected Costs), and the Actual Cost of Work Performed. The Cooperative Agreement Budget shall be prepared with Work Breakdown Structure cost categories. Tasks and sub-tasks will be categorized in terms of discrete effort and shall correlate directly with the work plan master schedule and deliverables identified in the work plan delivery table. Use a monthly spreadsheet approved by the FEMA Headquarters Earthquake Program Manager. Break down by Tasks and subtasks. Provide summary amounts per Task, sub-task amounts are not needed.

Detailed Budget

The applicant must provide a detailed budget for the funds requested. The detailed budget must be submitted with the grant application as a file attachment within

the ND Grants system at <https://portal.fema.gov>. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of Management and Administrative (M&A) costs.

If revision of the work plan or required forms is required as a result of the negotiation process, these documents may be re-submitted directly by email to the FEMA Earthquake Program Manager and Grants Specialist. This review and negotiation process may continue until a complete, compliant, and reasonable application is met and approved by the FEMA Earthquake Program Manager and Grants Specialist.

Funds will not be made available for obligation, expenditure, or drawdown until the applicant's budget and budget narrative have been approved by FEMA. 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.

Dun and Bradstreet Universal Numbering System (DUNS) Number, System for Award Management (SAM), and Authorized Organizational Representative (AOR)

Before you can apply for a DHS grant at grants.gov, you must have a DUNS number and must be registered in SAM.

The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 form. Instructions for obtaining a DUNS number can be found at the following website:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

System for Award Management. In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with the federal SAM. Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. All applicants must register with SAM in order to apply online. Failure to register with the SAM will result in your application being rejected by Grants.gov during the submissions process.

Please give yourself plenty of time before your grant application submission deadline to obtain a DUNS number and then to register in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information.

Authorized Organizational Representative. The next step in the registration process is creating a username and password with Grants.gov to become an AOR. AORs will need to know the DUNS number of the organization for

which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Grants.gov visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

AOR Authorization. After creating a profile on Grants.gov, the E-Biz Point of Contact (E-Biz POC) a representative from your organization who is the contact listed for SAM will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approves an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>. To track an AOR status visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Applicants are, therefore, encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. After you have been approved as an AOR you will be able to submit your application online.

Electronic Signature. Applications submitted through Grants.gov constitute a submission as electronically signed applications. The registration and account creation with Grants.gov with E-Biz POC approval, establishes an AOR. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions.

If you experience difficulties accessing information or have any questions please call the [grants.gov](http://www.grants.gov) customer support hotline at (800) 518-4726 or email [grants.gov](mailto:support@grants.gov) at support@grants.gov.

The Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the State's process under

Executive Order 12372 (see <http://www.fws.gov/policy/library/rgeo12372.pdf>). 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_spo to ensure currency.

Funding Restrictions

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.

- Pre-award costs are NOT allowed.
- Planning related costs are allowed under this program.
- Training related costs are allowed under this program.
- Exercise related costs are NOT allowed under this program.
- Equipment costs are NOT allowed under this program.
- Domestic travel costs are allowed under this program.
- International travel is not an allowable cost under this program unless approved in advance otherwise by the managing Federal agency.
- Construction and renovation costs are NOT allowed under this program.

Management and Administration

FEMA has determined that Management and Administration costs ARE allowed under this program. Management and Administration costs are activities directly related to implementing the award. Funding levels for M&A costs, if proposed will be negotiated on a per-applicant basis.

Indirect (Facilities & Administrative (F&A)) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. 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 and must be provided to FEMA before indirect costs are charged to the award.

Other Submission 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. Recipients and sub-recipients 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. FEMA will not fund projects that are initiated without the required EHP review.

E. Application Review Information

Criteria

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

Review and Selection Process

FEMA/FIMA staff, professionally and technically qualified in the National Earthquake Hazards Reduction Program will evaluate applications for funding. Applicants will be evaluated 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.

F. Federal Award Administration Information

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 FEMA approves the award is the "award date." The awardee should follow the directions in the notification to accept the award.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a notice of intent to decline through the

ND Grants system. For Instructions on how to accept or decline an award in the ND Grants system, please see pages 40 – 43 in the [ND Grants Grantee Training Manual](#). Funds will remain on hold until the recipient accepts the award through the ND Grants system 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 National Policy Requirements

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at:

<http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>

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. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

Reporting

Recipients 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.

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>

Federal Financial Reporting Requirements

The Federal Financial Reporting Form (FFR) is available here:

http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf, SF-425 OMB #00348-0061

Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425) and must be filed electronically using PARS. An FFR report must be submitted 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, and/or are insufficient in detail.

Program Performance Reporting Requirements

Performance Progress Report (SF-PPR). Recipients 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. Recipients must complete the cover page of the SF-PPR and submit through the ND Grants system. The SF-PPR can be accessed online at http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf.

In addition to the SF-PPR, see Appendix E for further reporting requirements.

Reporting Due Dates

The following reporting periods and due dates apply

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

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, recipients 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.

If applicable, an inventory of all construction projects that used funds from this program has to be reported using the Real Property Status Report (Standard Form SF 429) available at

http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf.

After these reports have been reviewed and approved by FEMA, 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 recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

**G. DHS Awarding Agency Contact Information
Contact and Resource Information**

Grant Programs Directorate (GPD).

FEMA's Grant Operations Division (GPD) will provide fiscal support, including pre- and post-award administration and technical assistance, to the grant programs included in this solicitation. 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.

Program Office Contact:

Wendy Phillips
FEMA/NEHRP Sr. Program Specialist
Building Science Branch, Risk Reduction Division
DHS/FEMA Federal Insurance and Mitigation Administration
Email: Wendy.phillips@fema.dhs.gov
Office: 202-646-2810

Office of Environmental Planning and Historic Preservation (OEHP)

OEHP provides guidance and information about the EHP review process to FEMA programs and its recipients and sub-recipients. 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.

H. Additional Information

See Appendices for additional application, performance reporting information, and templates.

- A. NEHRP Cooperative Agreement Statement of Work
- B. Combined Master Schedule/Deliverable Table
- C. NEHRP Eligible Activities
- D. NEHRP Consortia Partner FY15 Allocations
- E. Performance Report Template

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.

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.

Extensions

Extensions to this program are allowed.

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to the grantee's respective FEMA/FIMA Headquarters' Earthquake Program Manager 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.

Conflict of Interest

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable State, local, or tribal statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies, that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to Program Analyst within five days of learning of the conflict of interest. Similarly, subrecipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable State, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a Federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, subapplicant, recipient, subrecipient, or FEMA employees.

Appendix A. – NEHRP Cooperative Agreement Statement of Work

FY 15 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 of 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 (i.e. Specific, 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
Task 1: Public Education & Outreach			
Sub-Task 1: Great Central US Shakeout	Apr 2016	\$xx,xxx	# of participants, # of forums held, # of trainings held, # of publications distributed, etc.
Sub-Task 1: Publications Developed	Jul 2016	\$xx,xxx	Print, distribute # of copies at __ events per yr, etc.
Sub-Task 2: Host planning workshops	Aug 2016	\$xx,xxx	Event held at ____, # of people attended, etc.
Task 2: Mitigation			
Sub -Task 2: Earthquake Readiness Seminar	Sep 2016	\$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. Increasing implementation of earthquake and multi-hazard risk reduction strategies;
8. Supporting 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. Conducting 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. Establishing and maintaining 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. Facilitating 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. Providing 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. Supporting 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. Providing 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. Supporting 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. Designing 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. Developing stakeholder partnership to include engagement with the insurance industry, private sector, and other stakeholder groups;
3. Increasing implementation of earthquake and multi-hazard risk reduction strategies;
4. Supporting 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 Applied Technology Council

1. Supporting the National Earthquake Technical Assistance Program (NETAP) by conducting technically oriented seminars on earthquake risk and mitigation techniques. Seminars will be of varying lengths, and the locations and audiences will be mutually

agreed upon by ATC and the FEMA/Federal Insurance and Mitigation Administration (FIMA) Headquarters Earthquake Program Manager;

2. Promoting better seismic resistant building practices through the implementation of an earthquake education, training, and public awareness program;
3. Providing technical assistance, including building inventory risk assessments, to enable individual, organizational, and community earthquake resilience;
4. Supporting 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 Earthquake Consortia and Partner FY 15 Allocations

NEHRP Consortia Partner	FY 15 Allocation
Central United States Earthquake Consortium	\$671,430.00
Northeast States Emergency Consortium	\$260,000.00
Western States Seismic Policy Council	\$350,000.00
Cascadia Region Earthquake Workgroup	\$176,920.00
Earthquake Engineering Research Institute	\$577,200.00
Federal Alliance for Safe Homes	\$546,500.00
Southern California Earthquake Center	\$325,000.00
Applied Technology Council	\$500,000.00

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 SF-PPR, recipients shall submit to ND Grants a Quarterly Report in narrative, and table format. Recipients shall update the Work Plan, Master Schedule, and Deliverable Table, outlining work completed, expected products, and measurable improvements. The Quarterly Report shall capture both training and publication distribution metrics, document and explain missed milestones, and identify any projects at risk, accompanied by a risk mitigation strategy.

The Quarterly Report shall 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.

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). Tasks and sub-tasks will be categorized in terms of discrete effort and shall correlate directly with deliverables identified in the Work Plan Deliverable Table.

Reporting is also required on subcontracts, in the same manner as listed above, which based on risk, schedule, or dollar value criticality may potentially impact successful fulfillment of this cooperative agreement.

Quarterly Reports are due by the 30th (or the first working day following, if the 30th falls on a weekend) following the completion of the quarter. See quarterly reporting due dates below:

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

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.