

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Earthquake Consortium and Partner Support (ECPS)**

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/web/grants/register.html>. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

A. Program Description

Issued By

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

Assistance Listings Number (formerly Catalog of Federal Domestic Assistance Number)
97.082

Assistance Listings Title (formerly CFDA Title)
Earthquake Consortium and State Support (ECSS)

Notice of Funding Opportunity Title
Fiscal Year 2019 Earthquake Consortium and Partner Support (ECPS)

NOFO Number
DHS-19-MT-082-00-01

Authorizing Authority for Program
[Public Law No.115-307, National Earthquake Hazards Reduction Program Reauthorization Act of 2018](#). The specific authority to provide State Assistance funding through the use of program grants comes from Section 7704 (a)(2)(B) and (b)(2)(A) (i) of the National Earthquake Hazard Reduction Program ([42 U.S.Code. § 7704](#)).

Appropriation Authority for Program
The Department of Homeland Security Appropriations Act, 2019 ([Public Law No. 116-6](#)), Title III, FEMA, OPERATIONS AND SUPPORT, paragraph 1

Program Type
Continuation

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). NEHRP also supports the [FEMA 2018-2022 Strategic Plan](#), by contributing to the accomplishment of Strategic Goal 1: Build a Culture of Preparedness and Strategic Goal 2: Ready the Nation for Catastrophic Disasters.

Program Goals

The program prioritizes reducing 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. The program goals are:

- Improve understanding of earthquake processes and impacts.
- Develop cost-effective measures to reduce earthquake impacts on individuals, the built environment, and society-at-large.
- Improve the earthquake resilience of communities nationwide.

Program Priorities

- Work with Model Building Codes and National Consensus Standards to promote implementation of research results.
- Develop and maintain Seismic Resistant Design and Construction Guidance and Tools (books, software, training) for new and existing structures, including Performance Based Seismic Design Guidelines.
- Program Implementation and Outreach (awareness campaigns, media, articles, initiatives);
- Support multi-State Consortia and Partnerships.
- Support for State Earthquake Programs.
- Disaster Support (SME, post-event studies) in accordance with the FEMA Disaster Response Framework, Earthquake Incident Annex and other applicable policies.
- Support Standards for Critical Lifelines Infrastructure.

Performance Metrics

- Activities must be consistent with the stated Allowable Activities.
- Activities must result in measurable support of one or more of the stated Program Priorities. Quarterly Performance Progress Reports (PPRs) must detail:
 - How the implementation of the activity has motivated community/Organizational change.
 - How the activity resulted in measurable support of one or more of the stated Program Priorities.
- Public Awareness and Education activities must stimulate behavioral changes to foster a self-help approach to earthquake preparedness, response, and mitigation. This must be

documented in the Quarterly PPR.

- Seismic Safety Inspection and Inventory activities must support current State Hazard Mitigation Plans, or include the goal of updating/improving the earthquake mitigation section of future plans. This must be documented in the Quarterly PPR.
- Activities contained in the Work Plan must be cost effective.
- Activities must be completed within the Period of Performance.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$2,302,900.00

Projected number of Awards: 8

Period of Performance:

12 Month Period of Performance

Central United States Earthquake Consortium, (CUSEC)
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 Month Period of Performance

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

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

Projected Period of Performance Start Date(s): 8/01/2019

Projected Period of Performance End Date(s): 7/31/2020 for NESEC,
CUSEC, WSSPC, CREW,
EERI and ATC

1/31/2021 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 provide assistance as needed with the coordination of multi-State or national initiatives that require collaboration with State officials and other federal agencies and partners.

FEMA will provide technical 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; meeting space; outside experts and/or speakers; conduct of joint training in specialized areas of programmatic interests).

FEMA will provide technical 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 as needed for technical accuracy 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 contract arrangements to ensure compliance with program priorities and agency requirements and procedures.

FEMA will serve as a 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 CUSEC, WSSPC, CREW, NESEC, EERI, SCEC, FLASH, and ATC.

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 (MOE)

There is no maintenance of effort required.

Cost Share or Match

Cost Share is not required.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: 05/03/2019 (original) 06/03/2019 (revised)

Application Submission Deadline: 06/17/2019 at 11:59 pm EDT

Anticipated Funding Selection Date: 07/10/2019

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
Submitting complete application in ND Grants System	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.” In order to obtain the application package select “Download a Grant Application Package.” Enter the Assistance Listings (formerly 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.

For a hardcopy of the full NOFO, please write or email a request to:

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NEHRP Senior Program Specialist
Building Science Branch, Risk Management Directorate
DHS/FEMA Federal Insurance and Mitigation Administration
400 C Street SW
Washington, DC 20009
Email: Gabriele.javier@fema.dhs.gov
Office: 202-646-4037

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Office: 202-212-7852

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.

(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).

If you need assistance applying through Grants.gov contact support@grants.gov, or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with Grants.gov.

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.
5. Submitting the complete application in ND Grants.

Hard copy applications will not be accepted.

Unique Entity Identifier and System for Award Management (SAM)

All applicants for this award must:

1. Be registered in SAM before submitting its application;
2. Provide a valid DUNS number in its application; and
3. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

DHS 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 DHS is ready to make a federal award. DHS 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.

The Standard Language for Using Grants.gov to Apply is provided to aid in fulfilling these requirements:

Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages applicants to submit their applications online through Grants.gov.

How to Register to Apply through Grants.gov

1. *Instructions:* Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants.

If individual applicants are eligible to apply for this grant funding opportunity, refer to: <https://www.grants.gov/web/grants/applicants/registration.html>

Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

2. *Obtain a DUNS Number:* All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:

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

3. *Register with SAM:* In addition to having a DUNS number, all organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

4. *Create a Grants.gov Account:* The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process.

For more information, follow the on-screen instructions or refer to:

<https://www.grants.gov/web/grants/applicants/registration.html>

5. *Add a Profile to a Grants.gov Account:* A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

6. *EBiz POC Authorized Profile Roles:* After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the **Authorized Organization Representative (AOR)** role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

7. *Track Role Status:* To track your role request, refer to:
<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>
8. *Electronic Signature:* When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed and it is crucial for valid and timely submissions.**

How to Submit an Application to DHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different Webforms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

1. *Create a Workspace:* Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
2. *Complete a Workspace:* Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.
3. *Adobe Reader:* If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

4. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

5. *Complete SF-424 Fields First:* The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.
6. *Submit a Workspace:* An application may be submitted through workspace by clicking the “Sign and Submit” button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
7. *Track a Workspace:* After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:
<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist DHS with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

Online Submissions. All applications must be received by **11:59 pm Eastern Standard Time** on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the

established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Submitting the Complete Application in Non-Disaster Grants System (ND Grants).

Eligible applicants will be notified by DHS/FEMA via a message from ND Grants, and asked to proceed with submitting their complete application package in ND Grants. 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.

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 include all required information. Forms are located at

<https://www.grants.gov/web/grants/forms.html>

- Budget Information for Non-Construction Programs (SF-424A);
- Assurances for Non-Construction Programs (SF-424B);
- Disclosure of Lobbying Activities (SF-LLL);
- Indirect Cost Rate Agreement, if applicable

In addition, applicants must submit the following in ND Grants as required by the Program Office:

Work Plan

1. **Work Plan Narrative.** A summary (narrative) of an applicant's **Work Plan** for cooperative agreement funding that identifies the project proposals, tasks, schedule, and deliverables, and the project management strategy. Appendix A provides the template. Work Plans must include expected products and deliverables. This must include an Outcomes Report, if required for your organization, see appendix E for further.

Additionally, a detailed breakdown narrative of the **State Support Projects** assigned by the HQ FEMA/Federal Insurance and Mitigation Administration Earthquake Program Manager must be included. All items listed below must also include the State Support Project information as well as the Consortia or Partner's Base Plan.

2. **Master Schedule/Deliverable Table** – A sample table that combines both 1 and 2 is found in Appendix B. This one document will combine a schedule of planned activities with milestones and expected dates for completion, along with their associated

deliverables (i.e. people trained, publications distributed, conferences/workshops/drills held, policies made, website improvements, etc.)

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. This review and negotiation process may continue until a complete, compliant, and reasonable application is met and approved by the FEMA/FIMA Headquarters Earthquake Program Manager.

3. Cooperative Agreement Program Budget

The applicant must provide a detailed budget for the funds requested. The 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. For State Support projects that require a lesser amount of effort, the budget must reflect a lesser associated cost.** 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.

To prepare the Cooperative Agreement Program 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. State Support Projects shall be classed as a separate Task and have detailed monthly, by State and name of project, budget information. Use a monthly spreadsheet approved by the FEMA Headquarters Earthquake Program Manager. Recipients may obtain a sample budget spreadsheet (Microsoft Excel source file) from the FEMA Headquarters ECSS Program Manager.

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

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 <https://www.archives.gov/federal-register/codification/executive-order/12372.html>; <https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf>).

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.

Management and Administration (M&A) Costs.

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.

Pre-Award Costs

Pre Award Costs are NOT allowed under this program.

Direct Costs

- Planning related costs are allowed under this program.
- Personnel costs are allowable under this program.
- Training related costs are allowed under this program.
- Exercise related costs are allowed under this program (See Appendix C).
- 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 FEMA.
- Construction and renovation costs are NOT allowed under this program.
- Earth Science related costs are NOT allowed under this program.

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. FEMA has prepared a Record of Environmental Consideration dated 12/21/2018 that documents EHP compliance for the range of activities eligible for funding under this NOFO pursuant to FEMA's Instructions on Implementation of the Environmental Planning and Historic Preservation Responsibilities and Program requirements, [FEMA Instruction 108-1-1](#). For additional information regarding EHP please email Ms. Portia Ross at Portia.Ross@fema.dhs.gov

E. Application Review Information

Application Evaluation Criteria

Prior to making a federal award, the DHS FAO is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk based considerations of the applicant:

1. Financial stability.
2. Quality of management systems and ability to meet management standards.
3. History of performance in managing federal award.
4. Reports and findings from audits.
5. Ability to effectively implement statutory, regulatory, or other requirements.

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 includes all requested information and employs realistic timetables; proposed projects are deliverable, sustainable and consistent with the goals and objectives of the National Earthquake Hazards Reduction Program.

The application contains all documents and all information as described in this Notice of Funding Opportunity explained in **Part D. Application and Submission Information**. Specific note should be taken regarding the Program Office requirements under Part D. **"Submitting the Complete Application in Non-Disaster Grants System."**

The applicant proposes costs that are allowable, reasonable and cost-effective in relation to proposed projects and tasks.

Supplemental Financial Integrity Review

If the anticipated federal share of a federal award will be greater than the simplified acquisition threshold, currently \$250,000 (see Section 805 of the National Defense Authorization Act for Fiscal year 2008, Pub. L. No. 115-91, OMB Memorandum M-18-18 at <https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>):

- i. Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and

- is currently in the designated integrity and performance system accessible through SAM.
- iii. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205 federal awarding agency review of risk posed by applicants.

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 47 – 50 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.

The amount of funds stated in the Award Letter may be withdrawn as needed through PARS, with the submission of the SF-425.

Administrative and National Policy Requirements

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

[DHS Standard Terms and Conditions](#)

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made, unless the application is for a continuation award. In that event, the terms and conditions in effect at the time the original award was made will generally apply. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

Before accepting the award, the AOR 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 [here](#).

Federal Financial Reporting Requirements.

The Federal Financial Reporting Form (FFR) is available online at:

[SF-425 OMB #4040-0014](#)

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

Obligations and expenditures must be reported on a quarterly basis through the FFR [SF-425](#) under post award reporting forms 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.

Recipients are responsible for providing updated performance reports on a quarterly basis. The performance report is due within 30 days after the end of the reporting period. Recipients must submit their reports through the ND Grants system. See Appendix E for detailed reporting requirements.

Reporting Due Dates

The following reporting periods and due dates apply

Reporting Period	Report Due Date
August 1 – September 30, 2019	October 30 2019
October 1 – December 31 2019	January 30, 2020
January 1 – March 31, 2020	April 30, 2020
April 1 – June 30, 2020	July 30, 2020
July 1 – September 30, 2020	October 30, 2020

Close Out Reporting Requirements.

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. This report must be titled “Final Report.”

If applicable, an inventory of all construction projects that used funds from this program must be reported with the final progress report.

After these reports have been reviewed and approved by DHS/FEMA, a closeout 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.

Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with a federal agency, the recipient must notify the federal agency if it knows if any of the recipient’s principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335. At any time after accepting the award, if the recipient learns that any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to the federal agency in accordance with 2 C.F.R. § 180.350.

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 Contacts:

G. David Javier
FEMA/NEHRP Sr. Program Specialist
Building Science Branch, Risk Management Directorate
DHS/FEMA Federal Insurance and Mitigation Administration
400 C Street SW, Suite 313
Washington, DC 20472-3020
Email: Gabriele.javier@fema.dhs.gov
Office: 202-646-4037

Jonathon Foster
FEMA/NEHRP Program Specialist
Building Science Branch, Risk Management Directorate
DHS/FEMA Federal Insurance and Mitigation Administration
400 C Street SW, Suite 313
Washington, DC 20472-3020
Email: Jonathon.foster@fema.dhs.gov
Office: 202-212-7852

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 Portia.Ross@fema.dhs.gov.

H. Additional Information

Extensions

Extensions to this program will be considered and determined on a case-by-case basis.

Extensions to the initial period of performance identified in the award will be considered only through emailed requests to the grantee's respective FEMA/FIMA Headquarters' Earthquake Program Manager, followed up with a modification request on the ND Grants website. The extension/modification request 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;
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; and
10. If an extension will result in an overlap with a Cooperative Agreement that was entered into after the Cooperative Agreement being extended, the request must describe how the impact of the extension on the newer Cooperative Agreement will be mitigated. Extensions must not result in the extension of subsequent Cooperative Agreements.

Other

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 FY19 Consortia and Partner Funding 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.

Conflict of Interest

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients must follow their own policies and procedures regarding the elimination or reduction of conflicts

of interest when making subawards. Recipients 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 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, which may arise during the administration of the federal award. Recipients 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 Recipient 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, recipient, subapplicant, or FEMA employees.

Appendix A. – NEHRP Cooperative Agreement Statement of Work

FY 19 WORK PLAN

Earthquake Consortium and Partner Support (ECPS)

DHS NOFO Number

Grant Number

Date

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 A of the NOFO.

II. Project Proposals: Insert detailed narrative description of proposed **Work Plan** activities in alignment with the eligible activities detailed in Appendix C and the performance period and funding terms in Part B of the NOFO.

III. Tasks, Schedule, & Deliverables Table: Based on the narrative above, insert details of the **Work Plan** activities in table format of specific tasks, subtasks, schedule, budget, and deliverables and outcomes for the proposed activities. See sample in Appendix B.

IV. Project Management Strategy:

Based on the proposed projects above, insert information regarding the organization’s strategy for accomplishing tasks to also include, Outcome Reports if required per Appendix E. 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 the project manager is going to ensure continued performance, and 6) coordination with FEMA and the reporting process. If a subcontractor is to be used to help deliver a project, this should be included along with the name of the contracting company and individual contractor (if known). Include a discussion on how project planning meetings will be held to include, at a minimum, how the organization will coordinate with all stakeholders, including the State/Territory Earthquake Program Manager and FEMA Regional Earthquake Program Manager.

VI. 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

Activities & Tasks	Schedule	Budget	Measurable Deliverable	Outcomes
Task 1: Public Education & Outreach				
Sub-Task 1: Great American Shakeout	Aug 2019	\$xx,xxx	# of participants, # of forums held, # of trainings held, # of publications distributed, etc.	Reduction of injury and death due to non-structural risks associated with earthquakes
Sub-Task 1: Publications Developed	Dec 2019	\$xx,xxx	Print, distribute # of copies at ___ events per yr, etc.	Online survey of event participants demonstrates increased understanding of earthquake risks
Sub-Task 2: Host planning workshops	Jan 2020	\$xx,xxx	Event held at ___, # of people attended, etc.	Earthquake safety and practices incorporated in local Hazard Mitigation Plans
Task 2: Mitigation				
Sub -Task 2: Earthquake Readiness Seminar	Feb 2020	\$xx,xxx	# of participants, type of training offered, etc.	Information provided is incorporated in organizational practices
Task 3. Multi-State Support Projects				
Regional Billboards	Apr 2020	\$xx,xxx	# of billboards, # of anticipated viewers	Number of participants in annual Regional ShakeOut drill increased by 15%
Regional Earthquake Insurance Awareness	Oct 2019	\$xx,xxx	Pamphlet developed to promote earthquake insurance availability.	Follow-up with State insurance commissioners to validate increase in insurance policies

Appendix C. – NEHRP Allowable 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 for Multi-State or Regional participation in emergency management exercises that substantially benefit earthquake mitigation
8. Support whole community preparedness through education, awareness and outreach activities that promote the purchase of Earthquake Insurance by property owners. Materials and activities cannot promote or create the appearance of promoting a specific insurance vendor or company.

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. Support for Multi-State or Regional participation in emergency management exercises that substantially benefit earthquake mitigation
9. Support whole community preparedness through education, awareness and outreach activities that promote the purchase of Earthquake Insurance by property owners. Materials and activities cannot promote or create the appearance of promoting a specific insurance vendor or company.

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. Support for Multi-State or Regional participation in emergency management exercises that substantially benefit earthquake mitigation
8. Support whole community preparedness through education, awareness and outreach activities that promote the purchase of Earthquake Insurance by property owners. Materials and activities cannot promote or create the appearance of promoting a specific insurance vendor or company.

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, national building code and mitigation awareness, 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. Support for Multi-State or Regional participation in emergency management exercises that substantially benefit earthquake mitigation;

5. Support for efforts related to the Building Codes Awareness campaign initiated in FY 2017;
6. Support whole community preparedness through education, awareness and outreach activities that promote the purchase of Earthquake Insurance by property owners. Materials and activities cannot promote or create the appearance of promoting a specific insurance vendor or company.

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. Support whole community preparedness through education, awareness and outreach activities that promote the purchase of Earthquake Insurance by property owners. Materials and activities cannot promote or create the appearance of promoting a specific insurance vendor or company.

NOTE: FEMA NEHRP recommends the use of *FEMA 154 Rapid Visual Screening of Buildings for Potential Seismic Hazards* as a method for initiating local building inventory projects and *ATC 20 Post Earthquake Safety Evaluations of Buildings* for seismic safety inspections. If a certain State or territory determines this eligible activity to be a priority under this cooperative agreement, FEMA may be able to provide technical assistance or FEMA 154 or FEMA 154 AND ATC 20 training at no cost to the community except for minimal logistical support.

Appendix D. – NEHRP Earthquake Consortia and Partner FY 19 Allocations

NEHRP Consortia Partner

FY19 Allocation \$2,302,900.00

Applied Technology Council	\$243,000.00
Cascadia Region Earthquake Workgroup	\$135,000.00
Central United States Earthquake Consortium	\$497,000.00
Earthquake Engineering Research Institute	\$400,000.00
Federal Alliance for Safe Homes	\$368,451.00
Northeast States Emergency Consortium	\$214,449.00
Southern California Earthquake Center	\$190,000.00
Western States Seismic Policy Council	\$255,000.00

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.

Recipients should follow the guidance on performance and financial reporting provided in the reporting requirements in [2 CFR – Title 2, Subtitle A, Chapter II, Part 200, Subpart D, Subject Group, Performance and Financial Monitoring and Reporting](#).

Recipients shall submit to ND Grants a Quarterly Report explaining the **Work Plan** in narrative, and table format. Recipients shall update the Work Plan, Master Schedule, and Deliverable Table, outlining work completed, products delivered, and progress towards achieving the objectives of the NEHRP funding opportunity. 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 Quarterly Report shall also contain an **Outcomes Section** to document how the outreach and education performed as a result of the FEMA NEHRP ECSS funding has been effective and had a desirable behavioral change. NEHRP ECSS funding has the following desired outcomes:

- Short-Term Outcomes: Increased knowledge of earthquake hazard, risks, and mitigation actions that can be taken
- Medium-Term Outcomes: Increased number of actions taken by those at risk of an earthquake
- Long-Term Outcomes: The nation is more resilient against earthquakes, had a desirable behavioral change, and/or has caused actions to be taken as a result of that outreach.

In an effort to determine how NEHRP ECSS recipients support the desired outcomes, an **Outcomes Section** will be required for applicants receiving more than \$400,000. Additional guidance follows:

1. Recipients who receive \$400,000.00 or more in total cooperative agreement funding will be required to include an Outcomes Section in the Quarterly Performance Progress Report, which must include a logic model, performance measures (outcome-based), and performance targets to be reported on.
2. The logic model and performance targets must be incorporated into the Work Plan, Deliverable Table, and Base Plan Cooperative Agreement Budget. Progress towards performance targets shall be reported on with each quarterly report.
3. The final due date for this Outcomes Section will be in the last quarter of the recipients' Work Plan.

4. To research logic modeling and performance measures a suggested website is the [Corporation for National and Community Service, a federal agency.](http://www.nationalservice.gov/resources/amicorps/evaluation-resources-amicorps-state-national-grantees) (<http://www.nationalservice.gov/resources/amicorps/evaluation-resources-amicorps-state-national-grantees>)
5. Recipients must work with their FEMA NEHRP ECSS HQ Program Manager on the development of the logic model, and the specific measurements to be included in the Outcomes Report. Recipients must also work with FEMA to determine how to determine performance outcomes, such as through participant surveys or pre and post tests.

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.