The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2021 Individual State Earthquake Assistance

NOTE: If you are going to apply for this funding opportunity and have not obtained an Employer Identification Number (EIN), Data Universal Numbering System (DUNS) number, are not currently registered in the System for Award Management (SAM), or your SAM registration is not active, please take immediate action to obtain an EIN and DUNS Number, if applicable, and then to register immediately in SAM or, if applicable, renew your SAM registration. It may take four 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, EIN, and SAM is also provided in Section D of this NOFO, under the subsection titled "How to Register to Apply." Detailed information regarding the time required for each registration is also provided in Section D of this NOFO under the subsection titled "Other Key Dates."

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A. Program Description

1. Issued By

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

2. **Assistance Listings Number**
   97.082

3. **Assistance Listings Title**
   Earthquake State Assistance

4. **Funding Opportunity Title**
   Fiscal Year 2021 Individual State Earthquake Assistance (ISEA)

5. **Funding Opportunity Number**
   FEMA Region 2 DHS-21-MT-082-02-01
   FEMA Region 4 DHS-21-MT-082-04-01
   FEMA Region 5 DHS-21-MT-082-05-01
   FEMA Region 6 DHS-21-MT-082-06-01
   FEMA Region 7 DHS-21-MT-082-07-01
   FEMA Region 8 DHS-21-MT-082-08-01
   FEMA Region 9 DHS-21-MT-082-09-01
   FEMA Region 10 DHS-21-MT-082-10-01

6. **Authorizing Authority for Program**
   Sections 7704 (a)(2)(B), (b)(2)(a)(i) and (b)(2)(B) of the National Earthquake Hazard Reduction Program (42 U.S.C. § 7704). Public Law No.115-307, National Earthquake Hazards Reduction Program Reauthorization Act of 2018.

7. **Appropriation Authority for Program**
   Department of Homeland Security Appropriations Act, 2021 (Public Law No. 116-260), Title III, FEMA, OPERATIONS AND SUPPORT, paragraph 1

8. **Announcement Type**
   Initial

9. **Program Category**
   Mitigation

10. **Program Overview, Objectives, and Priorities**

a. ***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. NEHRP is a multi-agency program consisting of the National Institute of Standards and Technology (NIST), FEMA, the United States Geological Survey (USGS), and the National Science Foundation (NSF). The NEHRP program supports the mission area of the FY20-24 DHS Strategic Plan titled "Strengthen 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.

Participation in the FEMA NEHRP State Assistance program is limited to those States and Territories that have been determined to be at a High to Very High risk of earthquakes. Participation in this funding opportunity is further limited to those States and Territories that can provide the statutory 25% non-Federal cost share. The Cost Share requirement does not apply to those Territories that are considered "Insular Areas" (Guam, the Commonwealth of the Northern Mariana Islands (CNMI) and the U.S. Virgin Islands), and otherwise eligible for program participation. See Section C below for additional details.

b. ***Objectives***

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 objectives 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.

c. ***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 groups.
- Support for State Earthquake Programs.
- Disaster Support (Subject Matter Expert (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.

11. Performance Measures

See Appendix H for detailed Performance Measures.

B. Federal Award Information

1. Available Funding for the NOFO: $2,000,000.00

See appendix D for NEHRP State Allocations.

2. **Projected number of Awards:** 23

3. **Maximum Award Amount:** $610,694.00

4. **Period of Performance:** 12 Months

   Extensions to the Period of Performance are allowed. For additional information on period of performance extensions, please refer to Section H of this NOFO.

5. **Projected Period of Performance Start Date(s):** 08/01/2021

6. **Projected Period of Performance End Date(s):** 07/31/2022

7. **Funding Instrument Type:** Grant

C. Eligibility Information

1. Eligible Applicants

See Appendix G for a complete list of all eligible States and Territories

2. Applicant Eligibility Criteria

Determination of Risk. This funding opportunity is provided to those States and Territories that have been determined to be at a high or very high risk of earthquakes. This determination is made and published annually by FEMA as the State Assistance Target Allocation Plan. The FY21 plan determination is based on the Seismic Design Category (SDC) per American Society of Civil Engineers and Structural Engineering Institute ASCE/SEI 7-16 Minimum Design Loads and Associated Criteria for Buildings and Other Structures, the 2018 International Residential Code (IRC) SDC maps and at-risk population in a State. A State of high earthquake risk (with areas in the State boundary designated as SDC D0 or above per the 2018 IRC SDC map and at-risk population over 50,000 based on 2010 US Census population), OR over 1000 square miles of high seismic area (SDC D or above per 2018 IRC SDC map) will be eligible for a baseline amount plus an additional award amount. Applicants should be aware that changes in areas of earthquake hazard within the State and changes in population size affect the determination.

The additional amount is in proportion to the State's Annualized Earthquake Loss (AEL), which is from the FEMA P-366 HAZUS Estimated Annualized Earthquake Losses for the United States.

3. Other Eligibility Criteria

Eligibility is further limited to those States who can provide the statutory 25% non-Federal cost share for this funding opportunity (as specified below). The Cost Share requirement does not apply to those Territories that are considered "Insular Areas" (Guam, the Commonwealth of the Northern Mariana Islands (CNMI) and the U.S. Virgin Islands), and otherwise eligible for program participation.

4. Cost Share or Match

Recipients must provide twenty-five (25) percent of the costs of the activities for which assistance is being given.

For a cost share, the recipient contribution is calculated based on total project cost as:
The value of the federal contribution in US$ divided by the federal contribution in percent.
This requires a two-step calculation.

For example, if a program requires a 25% cost share and the federal contribution is $100,000 then:
Step 1: the federal contribution is 100% - 25% = 75%;
Step 2: the recipient contribution is calculated as $100,000/ (100%-25%) = $33,333.
The total project cost in this example is $133,333.

See Appendix D. NEHRP State Allocations, for individual State Cost Shares.

5. Third-party in-kind Contributions.

States and Territories may use third-party in-kind contributions to meet the twenty-five (25) percent cost share requirement. 2 C.F.R. § 200.96 describes in-kind contributions as the value of non-cash contributions (i.e., property or services) that – (a) Benefit a federally assisted project or program; and (b) Are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award.

D. Application and Submission Information

1. Key Dates and Times

a. ***Application Start Date*:** 05/01/2021

b. ***Application Submission Deadline*:** 06/15/2021 at 5:00 PM Eastern Daylight Time

All complete applications **must** be received by the established deadline.

The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission of the full application. For additional information on how an applicant will be notified of application receipt, see the subsection titled "Timely Receipt Requirements and Proof of Timely Submission" in Section D of this NOFO.

FEMA will not review applications that are received after the deadline or consider these late applications for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and prior to the application deadline. Failure to timely notify FEMA of the issue that prevented the filing of the application within the required timeframe may preclude consideration of the award. "Timely notification" of FEMA means the following: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section G, "DHS Awarding Agency Contact Information." For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or NDGrants@fema.dhs.gov. The ND Grants Service Desk is available Monday through Friday, 9:00 AM – 6:00 PM Eastern Time (ET). For programmatic or grants management questions, please contact your Program Contact or Grants Specialist. If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov Monday through Friday, 9:00 AM – 5:00 PM ET.

c. ***Anticipated Funding Selection Date***: No later than 07/01/2021

d. ***Anticipated Award Date***: No later than 07/15/2021

e. ***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
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in SAM or 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	By the submission deadline

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

Initial applications will be processed through the Grants.gov portal. Final applications are completed and submitted through FEMA's Non-Disaster Grants (ND Grants) System. Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov.

Hard copies of the NOFO can be downloaded at Grants.gov or obtained via email from the Awarding Office points of contact listed in Section G of this NOFO, "DHS Awarding Agency Contact Information" or by TTY (800) 462-7585.

4. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:

a. Apply for, update, or verify their Data Universal Numbering System (DUNS) number from Dun & Bradstreet and Employer Identification Number (EIN) from the Internal Revenue Service;
b. In the application, provide a valid DUNS number, which is currently the unique entity identifier;
c. Have an account with login.gov;
d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
e. Create a Grants.gov account;
f. Add a profile to a Grants.gov account;
g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
h. Register in ND Grants
i. Submit an initial application in Grants.gov;
j. **Submit the final application in ND Grants, including electronically signing applicable forms; and**
k. 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. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Specific instructions on how to apply for, update, or verify a DUNS number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active

federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA 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.

Per 2 C.F.R. § 25.110(c)(2)(iii), if an applicant is experiencing exigent circumstances that prevents it from receiving a DUNS number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting askcsid@fema.dhs.gov and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain a DUNS number and complete SAM registration within 30 days of the federal award date.

5. 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 or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity.

For this funding opportunity, FEMA requires applicants to submit initial applications through Grants.gov.

6. How to Register to Apply through Grants.gov

a. ***General Instructions***:

Registering and applying for an award under this program is a multi-step process and requires time to complete. Read the instructions below about registering to apply for FEMA 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. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a Data Universal Numbering System (DUNS) Number, Employer Identification Number (EIN), and an active System for Award Management (SAM) registration.

Organizations must also have a Grants.gov account to apply for an award under this program. Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here: https://www.grants.gov/web/grants/applicants/organization-registration.html.

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

b. ***Obtain a DUNS Number:***
All entities applying for funding, including renewal funding, must have a 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

Note: At some point, the DUNS Number will be replaced by a "new, non-proprietary identifier" requested in, and assigned by, SAM.gov. This new identifier is being called the Unique Entity Identifier (UEI), or the Entity ID. Grants.gov has begun preparing for this transition by educating users about the upcoming changes and updating field labels and references to the DUNS Number (the current identifier) within the Grants.gov system. Users should continue using the DUNS Number in UEI fields until further notice. To learn more about SAM's rollout of the UEI, please visit https://gsa.gov/entityid.

c. ***Obtain Employer Identification Number:***
In addition to having a DUNS number, all entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting: https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

d. ***Create a login.gov account:***
Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account here: https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd3.

Applicants only have to create a login.gov account once. For applicants that are existing SAM users, use the same email address for the login.gov account as with SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to: https://www.sam.gov/SAM/pages/public/loginFAQ.jsf.

e. ***Register with SAM:***
In addition to having a DUNS number, all organizations applying online through Grants.gov must register with 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.

Note: As a new requirement per 2 C.F.R. § 25.200, applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

i. ADDITIONAL SAM REMINDERS

Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the application period and should be renewed annually to avoid being "INACTIVE." **Please allow plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may be four weeks or more after an applicant submits the SAM registration before the registration is active in SAM, and then it may be an additional 24 hours before FEMA's system recognizes the information.**

It is imperative that the information applicants provide is correct and current. Please ensure that your organization's name, address, DUNS number, and Employer Identification Number, or EIN, are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards. Payment under any FEMA award is contingent on the recipient's having a current SAM registration.

ii. HELP WITH SAM

The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at https://www.fsd.gov/fsd-gov/home.do or call toll free (866) 606-8220.

f. ***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.

See also Section D.8 in this NOFO, "Submitting the Final Application in ND Grants," for instructions on how to register early in ND Grants.

g. ***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.

h. ***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 are 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.

i. ***Track Role Status:***
To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html.

j. ***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.**

7. How to Submit an Initial Application to FEMA via Grants.gov
Standard Form 424 (SF-424) is the initial application for this NOFO.

Grants.gov applicants can apply online using a workspace. A workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants need to submit the following forms:

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying

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

a. ***Create a Workspace:***

Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

b. ***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.

c. ***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

d. ***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.

e. ***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.

f. ***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.

g. ***Track a Workspace***:
After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) 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.

h. ***Additional Training and Applicant Support:***

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

Grants.gov provides applicants 24/7 (except federal holidays) support via the toll-free number (800) 518-4726, email at support@grants.gov and the website at https://www.grants.gov/support.html. 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 FEMA with tracking your issue and understanding background information on the issue.

8. Submitting the Final Application in ND Grants

After submitting the initial application in Grants.gov, eligible applicants will be notified by FEMA 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 or, at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their applications.

Applicants needing assistance registering for the ND Grants system should contact ndgrants@fema.dhs.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system.

In ND Grants, applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.10 of this NOFO, "Content and Form of Application Submission.". The Standard Forms (SF) are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the SF-424 family on Grants.gov. Applicants should review these forms before applying to ensure they have all the information required.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled "Content and Form of Application Submission" under Section D of this NOFO.

- Budget Information for Non-Construction Programs (SF-424A);
- Assurances for Non-Construction Programs (SF-424B);
- Disclosure of Lobbying Activities (SF-LLL); and
- Indirect Cost Rate Agreement or Proposal if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. See further information below regarding allowability of indirect costs and documentation requirements, including if the applicant does not have or is not required to have an indirect cost rate agreement or proposal, or contact the relevant DHS/FEMA staff

identified in Section G, "DHS Awarding Agency Contact Information" for further instructions.

9. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the AOR role who submitted the application in Grants.gov will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of its initial application. **This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants.** Applicants can also view the ND Grants Agency Tracking Number by accessing the Details tab in the submitted workspace section in Grants.gov, under the Agency Tracking Number column. Should the Agency Tracking Number not appear, the application has not yet migrated from Grants.gov into the ND Grants System. Please allow 24 hours for your ND Grants application tracking number to migrate.

All applications must be received in ND Grants by **5:00 PM ET** on the application deadline. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

10. Content and Form of Application Submission

a. ***Standard Required Application Forms and Information***

The following forms or information are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF) are submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants. Applicants may also access the SFs at https://www.grants.gov/web/grants/forms/sf-424-family.html.

i. GRANTS.GOV

- **SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov

ii. ND GRANTS

- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
- **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants
- **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants
- **Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.13 of this NOFO,

"Funding Restrictions and Allowable Costs," for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this NOFO, "DHS Awarding Agency Contact Information" for further instructions.

b. ***Program-Specific Required Forms and Information***

The following program-specific forms or information are required to be submitted in ND Grants:

i. **Work Plan Narrative.** A summary (narrative) of an applicant's **Work Plan** for grant 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, as identified below. Work Plans must also include any intended sub-award plans. Appendix A provides a template.

ii. **Master Schedule/Deliverable Table** – A sample table that combines both 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.)

ii. **Grant 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.** 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 Grant 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 Grant 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. Recipients may obtain a sample budget spreadsheet (Microsoft Excel source file) from the FEMA Headquarters State Assistance Program Manager.

A SAMPLE Grant Budget (spreadsheet) is at Appendix F.

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

iv. **Outcomes Report/Logic Model.** The Applicant must include an initial Outcomes Report/Logic Model that includes all proposed activities. See Appendix L. SAMPLE Logic Model. Only the "Activities," and "Inputs" need to be included in the initial Logic Model.

11. 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/2020/01/spoc_1_16_2020.pdf).

12. Funding Restrictions and Allowable Costs

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, or the terms and conditions of the award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards is the same as the period of performance).

In general, the Cost Principles establish standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or administrative costs, and set forth allowability principles for selected items of cost. More specifically, except as otherwise stated in this NOFO, the terms and condition of an award, or other program materials, costs charged to awards covered by this NOFO must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E. In order to be allowable, all costs charged to a FEMA award or applied to the cost share must be reasonable in nature and amount and allocable to the particular FEMA award.

Additionally, all costs charged to awards must comply with the grant program's applicable statutes, policies, requirements in this NOFO as well as with the terms and conditions of the award. If FEMA staff identify costs that are inconsistent with any of these requirements, these costs may be disallowed, and FEMA may recover funds as appropriate, consistent with applicable laws, regulations, and policies.

As part of those requirements, grant recipients and subrecipients may only use federal funds or funds applied to a cost share for the purposes set forth in this NOFO and the terms and conditions of the award, and those costs must be consistent with the statutory authority for the award.

Grant funds may not be used for matching funds for 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.

a. ***Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services***

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. § 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Additional guidance is available at Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim) FEMA Policy #405-143-1

Effective August 13, 2020, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

(1) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;

(2) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or

(3) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

i. DEFINITIONS

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of "covered telecommunications equipment or services." *See* 2 C.F.R. § 200.471.

b. ***Pre-Award Costs***

Pre-Award Costs are NOT allowed under this program.

c. ***Management and Administration (M&A) Costs***

M&A activities are those directly relating to the management and administration of Individual State Earthquake Assistance funds, such as financial management and monitoring. M&A costs are not operational costs. They are the necessary costs incurred in direct support of the grant or as a consequence of the grant and should be allocated across the entire lifecycle of the grant. Recipients may retain a maximum of 5 percent of Individual State Earthquake Assistance funds awarded for M&A purposes associated with the Individual State Earthquake Assistance award. An organization partnering with a recipient (limit one per recipient) may in turn retain 5 percent of the subaward they receive from the recipient for M&A purposes.

d. ***Indirect Facilities & Administrative (F&A) Costs***

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FEMA Program Contact for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the FEMA Program Contact for further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

e. ***Other Direct Costs***

The following conditions/restrictions apply to Direct Costs:

1) Planning related costs **are allowed** under this program only as described in this NOFO.
2) Personnel costs **are allowed** under this program only as described in this NOFO.
3) Training related costs **are allowed** under this program only as described in this NOFO.
4) Exercise related costs **are allowed** under this program only as described in this NOFO (See Appendix A).
5) Equipment costs are **NOT allowed** under this program.
6) Domestic travel costs **are allowed** under this program only as described in this NOFO.

7) International travel is **NOT allowed** under this program unless approved in advance otherwise by FEMA.
8) Construction and renovation costs are **NOT allowed** under this program.
9) Earth Science related costs are **NOT allowed** under this program.

E. Application Review Information

1. Application Evaluation Criteria

a. ***Programmatic Criteria***

FEMA will review all applications to ensure compliance with all conditions stated in this Notice of Funding Opportunity. Once FEMA has determined that the application is eligible and complete, FEMA will make funding decisions based on the agency's NEHRP responsibilities, and the most effective use of available funds as indicated in the Notice of Funding Opportunity on Grants.gov.

The following Programmatic Criteria will apply:

1) The applicant has proposed developing and implementing only those Activities described in Appendix A of this Notice of Funding Opportunity. The applicant demonstrates the expertise and experience necessary to develop, communicate, implement, and manage the activities proposed in their application Work Plan.
2) 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.
3) The application contains all documents and all information as described in this Notice of Funding Opportunity and as explained in **Part D. Application and Submission Information**. Specific note should be taken regarding the Program Office requirements under Part D. 10 Content and Form of Application Submissions.
4) The applicant proposes costs that are allowable, reasonable and cost-effective in relation to proposed activities.

b. ***Financial Integrity Criteria***

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as amended by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

i. Financial stability.
ii. Quality of management systems and ability to meet management standards.
iii. History of performance in managing federal award.
iv. Reports and findings from audits.
v. Ability to effectively implement statutory, regulatory, or other requirements.

c. ***Supplemental Financial Integrity Criteria and Review***

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently $250,000:

i. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS).

ii. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.

iii. FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, 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. § 200.206.

2. Review and Selection Process

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

- The applicant demonstrates the expertise necessary (education, training and/or experience of project staff) to develop and implement activities proposed in support of the goals and objectives 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.

Applications are also reviewed by qualified FEMA Regional grants management staff to ensure compliance with grants management principles, such as administrative requirements and cost principles. Applicants/applications that do not meet eligibility or submission requirements are removed from consideration.

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes 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**.

Notification of award approval is made through the ND Grants system through an automatic electronic mail to the recipient's authorized official listed in the initial application. The recipient should follow the directions in the notification to confirm acceptance of the award.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify FEMA 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 the ND Grants Grant Recipient User Guide, which is available at https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system along with other ND Grants materials.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the 90-day timeframe may result in a loss of funds.

2. Pass-Through Requirements

Subaward recipients are subject to the same conditions of the award as the pass-through entity.

3. Administrative and National Policy Requirements

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

a. *DHS Standard Terms and Conditions*

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. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

b. *Ensuring the Protection of Civil Rights*

As the Nation works towards achieving the National Preparedness Goal, it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and

delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving federal financial assistance from FEMA.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the DHS Standard Terms and Conditions. Additional information on civil rights provisions is available at https://www.fema.gov/about/offices/equal-rights.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

c. ***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 historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the 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 along with any supporting documentation requested by FEMA in order to determine whether the proposed project has the potential to impact environmental resources 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. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not incompliance with applicable EHP laws, Executive Orders, regulations, and policies.

DHS and FEMA EHP policy is found in directives and instructions available on the FEMA.gov EHP page, the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders. Individual FEMA programs have separate procedures to conduct and document EHP review. Guidance for individual grant programs are available from applicable program offices.

FEMA NEHRP must consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded through the program, including

grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. FEMA has prepared a FEMA Environmental Planning and Historic Preservation Memo for Record for Administrative Actions **dated 02/19/2021** 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.

4. Reporting

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

a. *Financial Reporting Requirements*

I. Federal Financial Report (FFR)

Recipients must report obligations and expenditures through the FFR form (SF-425) to FEMA.

Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) at https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1

Recipients must file the FFR electronically using the Payment and Reporting Systems (PARS).

II. FFR Reporting Periods and Due Dates

An FFR must be submitted quarterly throughout the POP, including partial calendar quarters, as well as in periods where no grant award activity occurs. The final FFR is due within 120 days after the end of the POP. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Except for the final FFR due at 120 days after the end of the POP for purposes of closeout, the following reporting periods and due dates apply for the FFR:

Reporting Period	Report Due Date
August 1 – September 30, 2021	October 30, 2021
October 1 – December 31, 2021	January 30, 2022
January 1 – March 31, 2022	April 30, 2022
April 1 – June 30, 2022	July 30, 2022
July 1 – 31, 2022	November 30, 2022 FINAL

b. *Programmatic Performance Reporting Requirements*

I. Performance Progress Report (PPR)

Reporting requirements must be met throughout the life of the FEMA Individual State Earthquake Assistance Grant.

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. See Appendix E for complete reporting requirements.

The following reporting periods and due dates apply

Reporting Period	Report Due Date
August 1 – September 30, 2021	October 30, 2021
October 1 – December 31, 2021	January 30, 2022
January 1 – March 31, 2022	April 30, 2022
April 1 – June 30, 2022	July 30, 2022
July 1 – 31, 2022	November 30, 2022 FINAL

c. *Closeout Reporting Requirements*

I. Closeout Reporting

Within 120 days after the end of the period of performance for the prime award or after an amendment has been issued to close out an award before the original POP ends, recipients must liquidate all financial obligations and must submit the following:

i. The final request for payment, if applicable.
ii. The final FFR (SF-425).
iii. The final progress report detailing all accomplishments, including a narrative summary of the impact of those accomplishments throughout the period of performance.
iv. Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance.

In addition, pass-through entities are responsible for closing out their subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 90 days of the period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions for subawards in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of the prime award.

After the prime award closeout reports have been reviewed and approved by 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 at least three years from the date of the final FFR. The record retention period may

be longer, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.334.

The recipient is responsible for refunding to FEMA any balances of unobligated cash that FEMA paid that are not authorized to be retained per 2 C.F.R. § 200.344(d).

II. ADMINISTRATIVE CLOSEOUT

Administrative closeout is a mechanism for FEMA to unilaterally move forward with closeout of an award using available award information in lieu of final reports from the recipient per 2 C.F.R. § 200.344(h)-(i). It is a last resort available to FEMA, and if FEMA needs to administratively close an award, this may negatively impact a recipient's ability to obtain future funding. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

When a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process, FEMA is required under 2 C.F.R. § 200.344(h) to start the administrative closeout process within the regulatory timeframe. FEMA will make at least three written attempts to collect required reports before initiating administrative closeout. If the recipient does not submit all required reports in accordance with 2 C.F.R. § 200.344, this NOFO, and the terms and conditions of the award, FEMA must proceed to administratively close the award with the information available within one year of the period of performance end date. Additionally, if the recipient does not submit all required reports within one year of the period of performance end date, per 2 C.F.R. § 200.344(i), FEMA must report in FAPIIS the recipient's material failure to comply with the terms and conditions of the award.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the record retention period under 2 C.F.R. § 200.334.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

d. ***Additional Reporting Requirements***

I. 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 FEMA, the recipient must notify FEMA if it knows if it or 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:

i. Are presently excluded or disqualified;

ii. Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
iii. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
iv. Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or 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 FEMA in accordance with 2 C.F.R. § 180.350.

II. Reporting of Matters Related to Recipient Integrity and Performance

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds $10,000,000 for any period of time during the period of performance of an award under this funding opportunity.

Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

III. Single 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, also known as the single audit report.

The audit must be performed in accordance with the requirements of U.S. Government Accountability Office's (GAO) Government Auditing Standards, located at https://www.gao.gov/yellowbook/overview, and the requirements of Subpart F of 2 C.F.R. Part 200, located at http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f.

5. Monitoring and Oversight

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award.

Effective monitoring and oversight help FEMA ensure that recipients use grant funds for their intended purpose(s); verify that projects undertaken are consistent with approved plans; and ensure that recipients make adequate progress toward stated goals and objectives. Additionally, monitoring serves as the primary mechanism to ensure that recipients comply with applicable laws, rules, regulations, program guidance, and requirements. FEMA regularly monitors all grant programs both financially and programmatically in accordance with federal laws, regulations (including 2 C.F.R. Part 200), program guidance, and the terms and conditions of the award. All monitoring efforts ultimately serve to evaluate progress towards grant goals and proactively target and address issues that may threaten grant success during the period of performance.

FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting Federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, FEMA may also conduct enhanced monitoring through either desk-based reviews, onsite monitoring visits, or both. Enhanced monitoring will involve the review and analysis of the financial compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

Financial and programmatic monitoring are complementary processes within FEMA's overarching monitoring strategy that function together to ensure effective grants management, accountability, and transparency; validate progress against grant and program goals; and safeguard federal funds against fraud, waste, and abuse. Financial monitoring primarily focuses on statutory and regulatory compliance with administrative grant requirements, while programmatic monitoring seeks to validate and assist in grant progress, targeting issues that may be hindering achievement of project goals and ensuring compliance with the purpose of the grant and grant program. Both monitoring processes are similar in that they feature initial reviews of all open awards, and additional, in-depth monitoring of grants requiring additional attention.

Recipients and subrecipients who are pass-through entities are responsible for monitoring their subrecipients in a manner consistent with the terms of the federal award at 2 C.F.R. Part 200, including 2 C.F.R. § 200.332. This includes the pass-through entity's responsibility to monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

FEMA NEHRP State Assistance Grant Program Monitoring Plan
See Appendix I. FEMA NEHRP Monitoring Plan and Enhanced Monitoring, for specific information regarding programmatic monitoring.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

a. ***Program Office Contact***

FEMA Headquarters Program Office Contacts:
G. David Javier
FEMA/NEHRP Sr. Program Specialist
Earthquake and Wind Programs Branch, Risk Management Directorate
Federal Insurance and Mitigation Administration
Federal Emergency Management Agency
400 C Street SW, 6th Floor
Washington, DC 20472-3015
Email: gabriele.javier@fema.dhs.gov
Office: 202-646-4037

Jonathon Foster
FEMA/NEHRP Program Specialist
Earthquake and Wind Programs Branch, Risk Management Directorate
Federal Insurance and Mitigation Administration
Federal Emergency Management Agency
400 C Street SW, 6th Floor
Washington, DC 20472-3015
Email: jonathon.foster@fema.dhs.gov
Office: 202-212-7852

b. ***Centralized Scheduling and Information Desk (CSID)***
CSID is a non-emergency comprehensive management and information resource developed by FEMA for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9:00 AM – 5:00 PM ET.

c. ***Grant Programs Directorate (GPD) Award Administration Division***
GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at ASK-GMD@fema.dhs.gov.

d. ***FEMA Regional Offices***
FEMA Regional Offices manage, administer, and conduct the application budget review, create the award package, approve, amend, and close out awards, as well as conduct cash

analysis, financial and programmatic monitoring, and audit resolution for the Individual State Earthquake Assistance grant program. The Regions also provide technical assistance to Individual State Earthquake Assistance recipients.

FEMA Regional Office contact information is available at https://www.fema.gov/fema-regional-contacts.

FEMA Regional Program Contacts

Region II (Puerto Rico, Virgin Islands)
José A. Lebron
One World Trade Center, 52 Floor
Mail Room
New York, New York 10007
Email: jose.lebron@fema.dhs.gov
Office: (202) 805-7712

Region IV (Kentucky, Mississippi, South Carolina, Tennessee)
Noriko Kibble
3003 Chamblee-Tucker Road
Atlanta, Georgia 30341
Email: noriko.kibble@fema.dhs.gov
Office: 770-220-8870

Region V (Illinois, Indiana)
Daniel Ryan
536 South Clark Street
Chicago, IL 60605
Email: daniel.ryan@fema.dhs.gov
Office: (312) 408-4432

Region VI (Arkansas, Oklahoma)
Bart Moore
Federal Regional Center
800 North Loop 288
Denton, TX 76209
Email: bart.moore@fema.dhs.gov
Office: (940) 898-5363

Region VII (Missouri)
Cheickh Koma
11224 Holmes Rd
Kansas City, MO 64131
Email: cheickh.koma@fema.dhs.gov
Office: (816) 283-7067

Region VIII (Montana, Utah, Wyoming)
Sean McGowan
Denver Federal Center, Building 710A
Denver, Colorado 80225
Email: sean.mcgowan@fema.dhs.gov
Office: 303-235-4681

Region IX (Arizona, California, Northern Mariana Islands, Guam, Hawaii, Nevada)
Anne Rosinski
1111 Broadway
Oakland, California 94607
Email: anne.rosinski@fema.dhs.gov
Office: (510) 627-7172

Region X (Idaho, Oregon, Washington)
Amanda Siok
130 228th Street, SW
Bothell, Washington 98021
Email: amanda.siok@fema.dhs.gov
Office: (425) 487-4626

e. ***Equal Rights***
The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to FEMA-CivilRightsOffice@fema.dhs.gov.

f. ***Environmental Planning and Historic Preservation***
GPD's EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects under this NOFO or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.dhs.gov.

2. Systems Information

a. ***Grants.gov***
For technical assistance with Grants.gov, call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail at support@grants.gov.

b. ***Non-Disaster (ND) Grants***
For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at ndgrants@fema.gov or (800) 865-4076, Monday through Friday, 9:00 AM – 6:00 PM ET. User resources are available at https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system

c. ***Payment and Reporting System (PARS)***
FEMA uses the Payment and Reporting System (PARS) for financial reporting, invoicing, and tracking payments. FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, recipients must complete a Standard Form 1199A, Direct Deposit Form. If you have questions about the online system, please call the Customer Service Center at (866) 927-5646 or email ask-GMD@fema.dhs.gov.

H. Additional Information

1. Termination Provisions

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

a. ***Noncompliance***
If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO.

b. ***With the Consent of the Recipient***
FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

c. ***Notification by the Recipient***
The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

2. Period of Performance Extensions

Extensions to the period of performance (POP) for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the recipient's FEMA Program Contact and must contain specific and compelling

justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA Program Contact as needed when preparing an extension request.

All extension requests must address the following:

a. The grant program, fiscal year, and award number;
b. Reason for the delay –including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;
c. Current status of the activity(ies);
d. Approved POP termination date and new project completion date;
e. Amount of funds drawn down to date;
f. Remaining available funds, both federal and, if applicable, non-federal;
g. Budget outlining how remaining federal and, if applicable, non-federal funds will be expended;
h. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
i. Certification that the activity(ies) will be completed within the extended POP without any modification to the original statement of work, as described in the application and as approved by FEMA.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the recipient or subrecipient with vendors prevent completion of the project, including delivery of equipment or services, within the existing POP;
- The project must undergo a complex environmental review that cannot be completed within the existing POP;
- Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
- Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to FEMA for review and approval at least 90 days prior to the end of the POP to allow sufficient processing time.

3. Disability Integration

Pursuant to Section 504 of the Rehabilitation Act of 1973, recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against other qualified individuals with disabilities.

Grant recipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, recipients are encouraged to consider the needs of individuals with disabilities into the activities and projects funded by the grant.

FEMA expects that the integration of the needs of people with disabilities will occur at all levels, including planning; alerting, notification, and public outreach; training; purchasing of equipment and supplies; protective action implementation; and exercises/drills.

The following are examples that demonstrate the integration of the needs of people with disabilities in carrying out FEMA awards:

- Include representatives of organizations that work with/for people with disabilities on planning committees, work groups and other bodies engaged in development and implementation of the grant programs and activities.
- Hold all activities related to the grant in locations that are accessible to persons with physical disabilities to the extent practicable.
- Acquire language translation services, including American Sign Language, that provide public information across the community and in shelters.
- Ensure shelter-specific grant funds are in alignment with FEMA's Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters.
- If making alterations to an existing building to a primary function area utilizing federal funds, complying with the most recent codes and standards and making path of travel to the primary function area accessible to the greatest extent possible.
- Implement specific procedures used by public transportation agencies that include evacuation and passenger communication plans and measures for individuals with disabilities.
- Identify, create, and deliver training to address any training gaps specifically aimed toward whole-community preparedness. Include and interact with individuals with disabilities, aligning with the designated program capability.
- Establish best practices in inclusive planning and preparedness that consider physical access, language access, and information access. Examples of effective communication access include providing auxiliary aids and services such as sign language interpreters, Computer Aided Real-time Translation (CART), and materials in Braille or alternate formats.

FEMA grant recipients can fund projects towards the resiliency of the whole community, including people with disabilities, such as training, outreach and safety campaigns, provided that the project aligns with this NOFO and the terms and conditions of the award.

4. Conflicts of Interest in the Administration of Federal Awards or Subawards

For conflicts of interest under grant-funded procurements and contracts, refer to the section on Procurement Integrity in this NOFO and 2 C.F.R. §§ 200.317 – 200.327.

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 federal and state, local, tribal, or territorial (SLTT) statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to the respective Program Contact or Program Manager, in writing, any real or potential conflict of interest that may arise during the administration of the federal award, as defined by the federal or SLTT statutes or regulations or their own existing policies, within five days of learning of the conflict of interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities, must disclose any real or potential conflict of interest to the recipient or next-level pass-through entity as required by the recipient or pass-through entity's conflict of interest policies, or any applicable federal or SLTT 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.

5. Procurement Integrity

Through audits conducted by the DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement requirements jeopardizes the integrity of the grant as well as the grant program. To assist with determining whether an action is a procurement or instead a subaward, please consult 2 C.F.R. § 200.331.

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. FEMA will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327.** Select requirements under these standards are listed below. The recipient and any of its subrecipients must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must now follow 2 C.F.R. § 200.321 regarding socioeconomic steps, 200.322 regarding domestic preferences for procurements, 200.323 regarding procurement of recovered materials, and 2 C.F.R. § 200.327 regarding required contract provisions.

All other non-federal entities, such as tribes (collectively, non-state entities), must have and use their own documented procurement procedures that reflect applicable SLTT laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319 and § 200.320.

a. ***Important Changes to Procurement Standards in 2. C.F.R. Part 200***

OMB recently updated various parts of Title 2 of the Code of Federal Regulations, among them, the procurement standards. States are now required to follow the socioeconomic steps in soliciting small and minority businesses, women's business enterprises, and labor surplus area firms per 2 C.F.R. § 200.321. All non-federal entities should also, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States per 2 C.F.R. § 200.322.

The recognized procurement methods in 2 C.F.R. § 200.320 have been reorganized into informal procurement methods, which include micro-purchases and small purchases; formal procurement methods, which include sealed bidding and competitive proposals; and noncompetitive procurements. The federal micro-purchase threshold is currently $10,000, and non-state entities may use a lower threshold when using micro-purchase procedures under a FEMA award. If a non-state entity wants to use a micro-purchase threshold higher than the federal threshold, it must follow the requirements of 2 C.F.R. § 200.320(a)(1)(iii)-(iv). The federal simplified acquisition threshold is currently $250,000, and a non-state entity may use a lower threshold but may not exceed the federal threshold when using small purchase procedures under a FEMA award.

See 2 C.F.R. §§ 200.216, 200.471, and Appendix II as well as section D.13.a of the NOFO regarding prohibitions on covered telecommunications equipment or services.

b. ***Competition and Conflicts of Interest***

Among the requirements of 2 C.F.R. § 200.319(b) applicable to all non-federal entities other than states, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a non-federal entity develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the non-federal entity.

Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;

- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Per 2 C.F.R. § 200.319(c), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. If the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local, tribal, or territorial government, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

c. ***Supply Schedules and Purchasing Programs***

Generally, a non-federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

I. General Services Administration Schedules

States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and effective procurement programs for state, tribal, and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing.

Information about GSA programs for states, tribes, and local governments, and instrumentalities thereof, can be found at https://www.gsa.gov/resources-for/programs-for-State-and-local-governments and https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments.

For tribes, local governments, and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.327, such as solicitation of minority businesses, women's business enterprises, small businesses, or labor surplus area firms (§ 200.321), domestic preferences (§ 200.322), contract cost and price (§ 200.324), and required contract provisions (§ 200.327 and Appendix II).

II. Other Supply Schedules and Programs

For non-federal entities other than states, such as tribes, local governments, and nonprofits, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible under federal requirements, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the non-federal entity complies with state and local law, regulations, and written procurement procedures;
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the non-federal entity and other similar types of entities;
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography;
- The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.327; and
- With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal, and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its FEMA Program Contact.

d. ***Procurement Documentation***

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain and retain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

6. Record Retention

a. ***Record Retention Period***

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. *See* 2 C.F.R. § 200.334. Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases. These include:

- Records for real property and equipment acquired with federal funds must be retained for **three years after final disposition of the property**. *See* 2 C.F.R. § 200.334(c).
- If any litigation, claim, or audit is started before the expiration of the three-year period, the records **must be retained until** all litigation, claims, or audit findings involving the records **have been resolved and final action taken**. *See* 2 C.F.R. § 200.334(a).
- The **record retention period will be extended if the recipient is notified in writing** of the extension by FEMA, the cognizant or oversight agency for audit, or the cognizant agency for indirect costs. *See* 2 C.F.R. § 200.334(b).
- Where FEMA requires recipients to report program income after the period of performance ends, the **program income record retention period begins at the end of the recipient's fiscal year in which program income is earned**. *See* 2 C.F.R. § 200.334(e).

- For indirect cost rate proposals, cost allocation plans, or other rate computations records, the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation. If the **indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted** for negotiation. If indirect cost rate documents were **not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate**. *See* 2 C.F.R. § 200.334(f).

b. ***Types of Records to Retain***

FEMA requires that non-federal entities maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. *See, e.g.*, 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

In order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Non-federal entities who fail to fully document all purchases may find their expenditures questioned and subsequently disallowed.

7. National Incident Management System (NIMS) Implementation

Incident management activities require carefully managed resources (personnel, teams, facilities, equipment, and supplies). NIMS defines a national, interoperable approach for sharing resources, coordinating, and managing incidents, and communicating information. Incident management refers to how incidents are managed across all homeland security activities, including prevention, protection, mitigation, response, and recovery.

Utilization of the standardized resource management concepts such as typing, credentialing, and inventorying promote a strong national mutual aid capability needed to support delivery of core capabilities. Recipients should manage resources purchased or supported with FEMA grant funding according to NIMS resource management guidance.

Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is on FEMA's website at https://www.fema.gov/emergency-managers/nims/components. Additional information about NIMS in general is available at https://www.fema.gov/emergency-managers/nims.

8. Actions to Address Noncompliance

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient. This potential or actual noncompliance may be discovered through routine monitoring, audits, closeout, or reporting from various sources.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.208 and 200.339, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.339, or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19.

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA might take other remedies allowed under 2 C.F.R. § 200.339. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available. For further information on termination due to noncompliance, see the section on Termination Provisions in the NOFO.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA's right to disallow costs and recover funds as long the action to disallow costs takes place during the record retention period. See 2 C.F.R. §§ 200.334, 200.345(a). Closeout also does not affect the obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions. 2 C.F.R. § 200.345(a)(2).

The types of funds FEMA might attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

FEMA may seek to recover disallowed costs through a Notice of Potential Debt Letter, a Remedy Notification, or other letter. The document will describe the potential amount owed, the reason why FEMA is recovering the funds, the recipient's appeal rights, how the amount can be paid, and the consequences for not appealing or paying the amount by the deadline.

If the recipient neither appeals nor pays the amount by the deadline, the amount owed will become final. Potential consequences if the debt is not paid in full or otherwise resolved by the deadline include the assessment of interest, administrative fees, and penalty charges; administratively offsetting the debt against other payable federal funds; and transferring the debt to the U.S. Department of the Treasury for collection.

FEMA notes the following common areas of noncompliance for FEMA's grant programs:

- Insufficient documentation and lack of record retention.
- Failure to follow the procurement under grants requirements.
- Failure to submit closeout documents in a timely manner.
- Failure to follow EHP requirements.
- Failure to comply with the POP deadline.

9. Audits

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award. Recipients and subrecipients must retain award documents for at least three years from the date the final FFR is submitted, and even longer in many cases subject to the requirements of 2 C.F.R. § 200.334. In the case of administrative closeout, documents must be retained for at least three years from the date of closeout, or longer subject to the requirements of 2 C.F.R. § 200.334. If documents are retained longer than the required retention period, the DHS OIG, the GAO, and the pass-through entity, as well as FEMA in its oversight capacity, have the right to access these records as well. See 2 C.F.R. §§ 200.334, 200.337.

Additionally, non-federal entities must comply with the single audit requirements at 2 C.F.R. Part 200, Subpart F. Specifically, non-federal entities, other than for-profit subrecipients, that expend $750,000 or more in federal awards during their fiscal year must have a single or program-specific audit conducted for that year in accordance with Subpart F. 2 C.F.R. § 200.501. A single audit covers all federal funds expended during a fiscal year, not just FEMA funds. The cost of audit services may be allowable per 2 C.F.R. § 200.425, but non-federal entities must select auditors in accordance with 2 C.F.R. § 200.509, including following the proper procurement procedures. For additional information on single audit reporting requirements, see section F of this NOFO under the header "Single Audit Report" within the subsection "Additional Reporting Requirements."

The objectives of single audits are to:

- Determine if financial statements conform to generally accepted accounting principles (GAAP);
- Determine whether the schedule of expenditures of federal awards is presented fairly;
- Understand, assess, and test the adequacy of internal controls for compliance with major programs; and
- Determine if the entity complied with applicable laws, regulations, and contracts or grants.

For single audits, the auditee is required to prepare financial statements reflecting its financial position, a schedule of federal award expenditures, and a summary of the status of prior audit findings and questioned costs. The auditee also is required to follow up and take appropriate corrective actions on new and previously issued but not yet addressed audit

findings. The auditee must prepare a corrective action plan to address the new audit findings. 2 C.F.R. §§ 200.508, 200.510, 200.511.

Non-federal entities must have an audit conducted, either single or program-specific, of their financial statements and federal expenditures annually or biennially pursuant to 2 C.F.R. § 200.504. Non-federal entities must also follow the information submission requirements of 2 C.F.R. § 200.512, including submitting the audit information to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The audit information to be submitted include the data collection form described at 2 C.F.R. § 200.512(c) and Appendix X to 2 C.F.R. Part 200 as well as the reporting package described at 2 C.F.R. § 200.512(b).

The non-federal entity must retain one copy of the data collection form and one copy of the reporting package for three years from the date of submission to the Federal Audit Clearinghouse. 2 C.F.R. § 200.512; see also 2 C.F.R. § 200.517 (setting requirements for retention of documents by the auditor and access to audit records in the auditor's possession).

FEMA, the DHS OIG, the GAO, and the pass-through entity (if applicable), as part of monitoring or as part of an audit, may review a non-federal entity's compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with 2 C.F.R. Part 200, Subpart F, FEMA and the pass-through entity, if applicable, are required to take appropriate remedial action under 2 C.F.R. § 200.339 for noncompliance, pursuant to 2 C.F.R. § 200.505.

10. Payment Information

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 SF-1199A, Direct Deposit Form.

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. For additional information, refer to https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true.

11. Whole Community Preparedness

Preparedness is a shared responsibility that calls for the involvement of everyone—not just the government—in preparedness efforts. By working together, everyone can help keep the nation safe from harm and help keep it resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics.

Whole Community includes:

- Individuals and families, including those with access and functional needs
- Businesses
- Faith-based and community organizations
- Nonprofit groups
- Schools and academia
- Media outlets

- All levels of government, including state, local, tribal, territorial, and federal partners

The phrase "Whole Community" often appears in preparedness materials, as it is one of the guiding principles. It means two things:

1. Involving people in the development of national preparedness documents.
2. Ensuring their roles and responsibilities are reflected in the content of the materials.

12. Appendices

A. NEHRP State Assistance Grant Statement of Work
B. Combined Master Schedule/Deliverable Table
C. NEHRP Allowable Activities
D. NEHRP FY21 State Funding Allocations
E. Performance Report Template
F. SAMPLE, Grant Budget
G. List of Eligible Applicants.
H. Performance Measures
I. FEMA NEHRP Monitoring and Enhanced Monitoring Plan
J. SAMPLE Performance Progress Report
K. FEMA NEHRP Vision, Mission, Strategic Goals, and Program Responsibilities
L. SAMPLE, Logic Model

Appendix A. – NEHRP State Assistance Grant Statement of Work

FY 21 WORK PLAN
[Insert Organizational Name]
Individual State Earthquake Assistance
Assistance Listing Number 97.082
DHS NOFO Number [Insert NOFO Number]
[Insert Date]
Narrative Description

I. **Organizational Information**
Insert description of the organization's mission and structure, goals and targeted outcomes, (including summary introduction/overview of project(s), successes, and capacity, to include how organization can support the requirements detailed in Part A, Program Overview, Objectives and Priorities section of the NOFO.

II. **Proposed Activities and associated Performance Measures**
Insert a detailed narrative description of each proposed activity and its associated Performance Measure that aligns with the allowable activities detailed in Appendix C and Appendix H.

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.

IV. **Project Management Strategy:**
Based on the proposed projects above, insert information below regarding the organization's strategy for accomplishing all tasks. This should include statements about the overall work plan's 1) compliance with the requirements of the grant, 2) reasonableness of goals and objectives (i.e. are they 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, 6) coordination with FEMA and the reporting process, and 7) development of Performance Measures. If a subcontractor is to be used to help deliver an activity, 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 FEMA Regional Earthquake Program Manager and other stakeholders.

V. **Contact Information;**
[Insert the 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 Example

Projects & Tasks	Schedule	Budget	Measurable Deliverable
Task 1: Prepare Inventory of Critical Structures			
Sub-Task 1: Prepare Inventory Plan	Nov 2021	$xx,xxx	Approved State Plan & Timeline
Sub-Task 2: Conduct and Document Inventory	Apr 2022	$xx,xxx	Inventory conducted
Sub-Task 3: Prepare and Publish Final Inventory Document	Jun 2022	$xx,xxx	Final Inventory published
Task 2: Support Seismic Mitigation Planning			
Sub-Task 1: Support identification of feasible seismic mitigation strategies.	Sep 2021	$xx,xxx	Stakeholder involvement in strategy development
Sub-Task 2: Share recommended strategies with applicable mitigation planning committee for consideration in future updates.	Jun 2022	$xx,xxx	Coordination with State Mitigation Planner and applicable mitigation planning team(s).
Task 3: Increase Earthquake Awareness (Great ShakeOut Participation)			
Sub-Task 1: Developed and Distribute Flyers and Web content	Jan 2022	$xx,xxx	# of publications printed and distributed/Websites updated
Sub-Task 2: Host planning workshop	Mar 2022	$xx,xxx	# of participants attending training
Sub-Task 3: Conduct ShakeOut event	Oct 2021	$xx,xxx	# of participants (individuals and organizations)
Sub-Task 4: Develop Lessons Learned Report	Oct 2021	$xx,xxx	Final Report made available to FEMA

Appendix C. NEHRP Allowable Activities

All Allowable Activities funded by the FEMA NEHRP Individual State Earthquake Assistance grant program must ultimately result enhanced seismic safety in the State.

1. Support Seismic Mitigation Planning: States and territories may use FEMA NEHRP Individual State Earthquake Assistance grant funding to develop, update, or enhance seismic components of the mitigation planning process. This may include development and analysis of seismic vulnerability data (excluding earth science research) and collaborative workshops to develop seismic mitigation strategies and support their implementation.

Any seismic mitigation planning funded under this program shall be in alignment or in support of the State's overall approved Hazard Mitigation Plan to ensure a well-coordinated risk reduction effort.

2. Develop inventories and conduct seismic safety inspections of critical structures and lifeline infrastructure: States and territories may use FEMA NEHRP Individual State Earthquake Assistance grant funding to plan, execute, and manage property inventories and conduct seismic safety inspections of critical structures and lifeline infrastructure (including residential housing). This may include funding milestones such as planning, training, field data collections and inspections, data analysis and management, report formulation, staffing, and other actionable and measurable tasks in direct support of this allowable activity. Information regarding seismically vulnerable structures identified during the conduct of this activity should be incorporated in State Hazard Mitigation Plans.

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.

3. Update building codes, zoning codes, and ordinances to enhance seismic safety: States and territories may use FEMA NEHRP Individual State Earthquake Assistance grant funding to plan, develop, update, adopt, and communicate local building codes, zoning codes, and other community development ordinances to enhance seismic safety. This may include funding milestones such as staffing, code development, and other actionable and measurable tasks in direct support of this allowable activity. Funding may be used for the purpose of training local building code officials on topics related to this allowable activity.

Based on the lessons learned from historical U.S. disasters and the recent Alaska, California, Puerto Rico, and Utah earthquakes, building and zoning codes play a critical role in improving community resilience. Building codes benefit public safety by ensuring that buildings and non-structural elements are built or rehabilitated to a design that would withstand or minimize damages and prevent losses and injuries should an earthquake occur. FEMA strongly encourages States and territories to consider investing in this allowable activity. For more information, visit the International Code Council website at www.iccsafe.org.

4. Increase earthquake awareness and education: States and territories may use FEMA NEHRP Individual State Earthquake Assistance grant funding to plan, develop, and implement local earthquake awareness and education activities that assist the public in preparing for, mitigating against, responding to and recovering from earthquakes. This may include funding the development of outreach or marketing plans, educational or informational materials or online tools, staffing, workshops, and other actionable and measurable tasks in direct support of this allowable activity.

FEMA NEHRP recommends that the States and territories consider the earthquake guidance and materials already available on FEMA.gov and NEHRP.gov websites prior to or when developing local earthquake awareness and educational materials. FEMA NEHRP also strongly recommends integration of risk reduction messaging into most or all of the proposed projects under this allowable activity.

5. Participation in emergency management exercises that substantially benefit earthquake mitigation efforts: Emergency management exercises can provide opportunities to build partnerships and demonstrate the value of incorporating earthquake mitigation into comprehensive pre and post disaster emergency management planning. These activities can also be used to increase public awareness of earthquakes and to stimulate behavioral changes to foster a self-help approach to earthquake mitigation and preparedness.

6. Promotion of Earthquake Insurance: States and territories may use FEMA NEHRP Individual State Earthquake Assistance grant funding for education, awareness and outreach activities that promote the purchase of Earthquake Insurance by property owners. Materials and communications developed using FEMA NEHRP Individual State Earthquake Assistance funding cannot promote or create the appearance of promoting a specific vendor or insurance company.

7. Assistance to Multi-State Groups for the purpose of supporting any or all Allowable Activities under this Funding Opportunity: States and territories may use FEMA NEHRP Individual State Earthquake Assistance grant funding to provide funding to Multi-State Groups for the purpose of supporting the activities allowed under this funding opportunity. This may include funding staff, documentation, meeting logistics, travel, and other actionable and measurable tasks in direct support of this allowable activity. Funding may be used to resource activities that benefit more than a single State or territory but must provide support to the State providing funding. All funding for Multi-State Group(s) support will be provided through the use of subawards. For additional information on subawards, see Code of Federal Regulations (CFR) 2, Section 200.92, Subaward.

NOTE: Additional FEMA grant resources are available to support and complement these allowable activities. For more information, visit https://www.fema.gov/grants.

Appendix D. – NEHRP State Allocations

State	Fed Share (75%)	Non-Fed Share (25%)	Total Amount	Region
Arizona	$54,011	$18,004	$72,015	9
Arkansas	$57,660	$19,220	$76,880	6
California	$610,694	$203,565	$814,259	9
* Guam	$50,000	$0	$50,000	9
Hawaii	$66,019	$22,006	$88,025	9
Idaho	$51,234	$17,078	$68,312	10
Illinois	$61,011	$20,337	$81,348	5
Indiana	$55,232	$18,411	$73,643	5
Kentucky	$56,575	$18,858	$75,433	4
Mississippi	$53,494	$17,831	$71,325	4
Missouri	$62,560	$20,853	$83,413	7
Montana	$52,391	$17,464	$69,855	8
Nevada	$64,900	$21,633	$86,533	9
*Northern Mariana Islands	$50,000	$0	$50,000	9
Oklahoma	$52,197	$17,399	$69,596	6
Oregon	$90,654	$30,218	$120,872	10
Puerto Rico	$87,925	$29,308	$117,233	2
South Carolina	$66,943	$22,314	$89,257	4
Tennessee	$71,327	$23,776	$95,103	4
Utah	$68,690	$22,897	$91,587	8
* Virgin Islands	$50,000	$0	$50,000	2
Washington	$115,758	$38,586	$154,344	10
Wyoming	$50,725	$16,908	$67,633	8

TOTALS: **$2,000,000** **$616,667** **$2,616,667**

* Insular Area. Cost Share not required.

Appendix E. – Performance Reporting Requirements

Reporting requirements must be met throughout the life of the FEMA Individual State Earthquake Assistance Grant.

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 Performance Progress Report that include a Narrative describing the progress/status of each individual Work Plan Task, an updated Master Schedule and Deliverable Table, and updated Grant Budget. 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. See Appendix J. SAMPLE Performance Progress Report.

The Quarterly Report shall also contain the Grant Budget using Earned Value Management methodology to report the Budgeted Cost of Work Scheduled (Projected Costs), and the Actual Cost of Work Performed.

The Grant Budget shall be prepared with Work Breakdown Structure cost categories (grantees may obtain a sample budget spreadsheet from the FEMA Regional 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 grant.

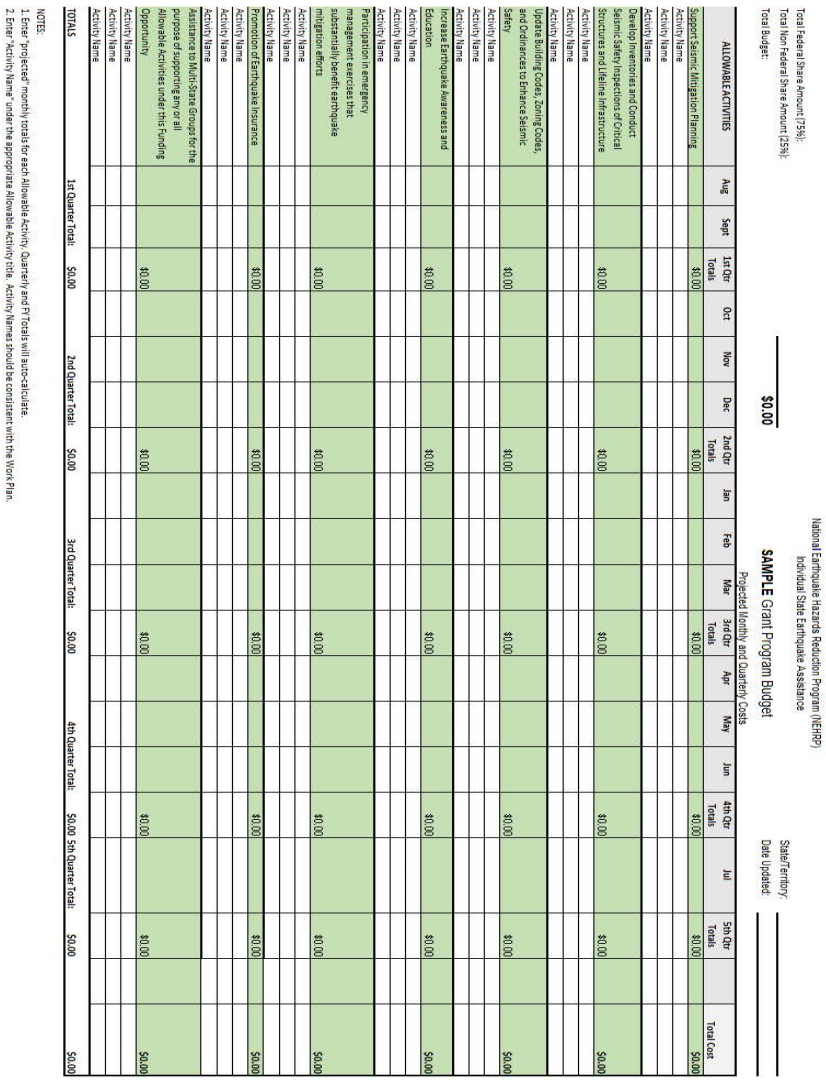
Quarterly Reports are due by the 30th (or the first working day following, if the 30th falls on a weekend) following the completion of the quarter. See quarterly reporting due dates below:

- **October 30, 2021:** 1st Quarter Report (August 1 – September 30, 2021)
- **January 30, 2022:** 2nd Quarter Report (October 1 – December 31, 2022)
- **April 30, 2022:** 3rd Quarter Report (January 1 – March 31, 2022)
- **July 30, 2022:** 4th Quarter Report (April 1 – June 30, 2022)
- **November 30, 2022**: FINAL Report (July 1 – July 31, 2022)

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 Individual State Earthquake Assistance Grant Program.

Appendix F. SAMPLE, Grant Budget

The Grant 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 activity.** The budget should provide the basis of computation of all activity-related costs, any appropriate narrative, and a detailed justification of Management and Administrative (M&A) costs. For a copy of the spreadsheet illustrated below, contact your Regional Earthquake Program Manager.



National Earthquake Hazards Reduction Program (NEHRP)
Individual State Earthquake Assistance

SAMPLE Grant Program Budget

Projected Monthly and Quarterly Costs

State/Territory:
Date Updated:

Total Federal Share Amount (75%):
Total Non-Federal Share Amount (25%):
Total Budget: $0.00

ALLOWABLE ACTIVITIES	Aug	Sept	1st Qtr Totals	Oct	Nov	Dec	2nd Qtr Totals	Jan	Feb	Mar	3rd Qtr Totals	Apr	May	Jun	4th Qtr Totals	Jul	5th Qtr Totals	Total Cost
Support Seismic Mitigation Planning			$0.00				$0.00				$0.00				$0.00		$0.00	$0.00
Activity Name																		
Activity Name																		
Activity Name																		
Develop Inventories and Conduct Seismic Safety Inspections of Critical Structures and Lifeline Infrastructure			$0.00				$0.00				$0.00				$0.00		$0.00	$0.00
Activity Name																		
Activity Name																		
Activity Name																		
Update Building Codes, Zoning Codes, and Ordinances to Enhance Seismic Safety			$0.00				$0.00				$0.00				$0.00		$0.00	$0.00
Activity Name																		
Activity Name																		
Activity Name																		
Increase Earthquake Awareness and Education			$0.00				$0.00				$0.00				$0.00		$0.00	$0.00
Activity Name																		
Activity Name																		
Activity Name																		
Participation in emergency management exercises that substantially benefit earthquake mitigation efforts			$0.00				$0.00				$0.00				$0.00		$0.00	$0.00
Activity Name																		
Activity Name																		
Activity Name																		
Promotion of Earthquake Insurance			$0.00				$0.00				$0.00				$0.00		$0.00	$0.00
Activity Name																		
Activity Name																		
Activity Name																		
Assistance to Multi-State Groups for the purpose of supporting any or all Allowable Activities under this Funding Opportunity			$0.00				$0.00				$0.00				$0.00		$0.00	$0.00
Activity Name																		
Activity Name																		
Activity Name																		
Activity Name																		
TOTALS	1st Quarter Total:		$0.00	2nd Quarter Total:			$0.00	3rd Quarter Total:			$0.00	4th Quarter Total:			$0.00	5th Quarter Total:	$0.00	$0.00

NOTES:
1. Enter "projected" monthly totals for each Allowable Activity. Quarterly and FY totals will auto-calculate.
2. Enter "Activity Name" under the appropriate Allowable Activity title. Activity Names should be consistent with the Work Plan.

Appendix G. – Eligible Applicants

1. Arizona
2. Arkansas
3. California
4. Guam
5. Hawaii
6. Idaho
7. Illinois
8. Indiana
9. Kentucky
10. Mississippi
11. Missouri
12. Montana
13. Nevada
14. Northern Mariana Islands
15. Oklahoma
16. Oregon
17. Puerto Rico
18. South Carolina
19. Tennessee
20. Utah
21. Virgin Islands
22. Washington
23. Wyoming

Appendix H. Performance Measures

1. Background.

The Department of Homeland Security, the Federal Emergency Management Agency and the National Earthquake Hazards Reduction Program recognizes the importance of collecting complete, accurate, and reliable performance data since this helps determine progress toward achieving program, Department and Agency goals.

The construction of an effective Performance Measure is based on four criteria. It must be:

- Valid. The Performance Measure can produce results from which useful and meaningful conclusions about the effectiveness of the activity can be drawn.
- Complete. The Performance Measure must include a clear scope and data collection methodology.
- Accurate. The Performance Measure includes a data collection process that ensures data quality while minimizing data collection and reporting errors.
- Timely. Data reporting methods and intervals inform timely decision making and comply with all programmatic reporting requirements contained in this NOFO.

In order to ensure uniformity in measuring and reporting performance data, all grant recipients will use the information and guidance provided below for the construction of Performance Measures.

2. General Conditions

A. All activities funded by the FEMA NEHRP State Assistance Grant Program must be consistent with the stated Allowable Activities (See Appendix C).

B. All activities funded by the FEMA NEHRP State Assistance Grant Program must ultimately result in a measurable enhancement of seismic safety in the State or Territory. The measure of enhanced seismic safety shall be reported in Quarterly Performance Progress Reports (PPRs) and updates to the Logic Model (See Appendix L).

C. All activities must result in measurable support of one or more of the stated NEHRP Strategic Goals. See Appendix K for a description of the NEHRP Strategic Goals.

D. The status of each funded activity must be updated in Quarterly PPRs. See Appendix J, SAMPLE Performance Progress Report. PPRs must detail the following for each activity:
   - Activity Name
   - Activity Description
   - Brief narrative of what has been completed during the reporting period
   - Method of determining task effectiveness
   - Any anticipated challenges and mitigation strategy

E. Using the General Performance Measures below, each Applicant is responsible for crafting and submitting (as a part of their Work Plan (See Appendix A)) the specific Performance

Measures they will use to determine the effectiveness of the individual activities they propose.

F. Use of Logic Models (Sample at Appendix L). Logic Models demonstrate (or graphically represent) the "logical relationship between Inputs (Resources and Activities), Outputs (Products), and Outcomes (i.e., behavioral changes, policy changes, measurable improvements in risk reduction). Using the sample at Appendix L, each Applicant is required to create and submit as a part of their Work Plan, an initial Logic Model that includes all proposed activities.

G. Activities must be completed within the Period of Performance.

3. General Performance Measures for Allowable Activities.

- **Assistance related to the support of seismic mitigation planning:**
  Assistance must result in data or analysis that can inform seismic mitigation strategies of a Hazard Mitigation Plan. The new or updated mitigation strategies must support Goal C of the NEHRP Strategic Plan: Improve the earthquake resilience of communities nationwide, and FEMA Strategic Plan Goal 1.1: Incentivize investments that reduce risk, including pre-disaster mitigation, and reduce disaster costs at all levels.

  The proposed Work Plan should include information on how State Earthquake Program Managers will collaborate with State Hazard Mitigation Planners to implement the new or updated strategies (established or new coordination meetings, existing plan update processes, etc.).

  Progress will be reported at regular intervals using Quarterly Performance Progress Reports (PPRs) and updates to the Logic Model.

- **Assistance related to inventories and seismic safety inspections of critical structures and lifeline infrastructure**
  Assistance must ensure that inventories and seismic safety inspections are conducted in accordance with FEMA P-154, *Rapid Visual Screening of Buildings for Potential Seismic Hazards* and *ATC 20 Post Earthquake Safety Evaluations of Buildings* and result in the publication of a written report that is to be included as an attachment to the Final Performance Progress Report (PPR). The activity and the report must support NEHRP Goal A, Objective 2: Advance understanding of earthquake effects on the built environment. Seismic Safety Inspection and Inventory activities must support current State Hazard Mitigation Plans, or include the goal of creating, updating or improving seismic mitigation plans.

  If the conduct of the inventories and/or safety inspections is dependent on National Earthquake Technical Assistance Program (NETAP) training, the associated training dates and course titles should be included in the Work Plan.

Progress on the conduct of the inventories will also be reported at regular intervals using Quarterly Performance Progress Reports (PPRs) and updates to the Logic Model.

- **Assistance related to updating local building codes, zoning codes, and ordinances to enhance seismic safety**
  Assistance must result in a report that summarizes how funded activities resulted in meeting NEHRP Strategic Goal C, Objective 11: Support development of seismic standards and building codes and advocate their adoption and enforcement. Activities must be consistent with the approved State Hazard Mitigation Plan, and FEMA Strategic Plan, Goal 1.1 Performance Measure: Increase the Nation's Investment in Mitigation.

  Code updates and progress on the creation of the required report will be reported at regular intervals using Quarterly Performance Progress Reports (PPRs) and updates to the Logic Model.

- **Assistance related to increasing earthquake awareness and education**
  The intended Earthquake awareness and education efforts/activities must result in a measurable increase in public awareness of earthquake hazards and risks, documented and substantiated by After Action Reports (AAR), Activity Analysis Studies and/or activity Participant Surveys. Public Awareness and Education activities must stimulate behavioral changes to foster a self-help approach to earthquake preparedness, response, and mitigation.

  Applicant must detail in their initial Work Plan and Logic Model what data collection methodology they will use to measure the effectiveness of their earthquake awareness and education activities.

  Recipient must detail in their Quarterly Performance Progress Reports (PPRs) how the proposed awareness and education activities resulted in enhanced seismic safety and or increased earthquake awareness within their State or Territory.

- **Assistance related to State participation in exercises and drills**
  Participation in emergency management exercises must substantially benefit earthquake mitigation efforts within the State. Substantial benefit examples include supporting the seismic section of the State Hazard Mitigation Plan; conduct of seismic inventories and seismic safety inspections; community participation in exercises, updating of seismic codes and planned seismic retrofitting activities that increase community resilience.

  Applicant must detail in their initial Work Plan and Logic Model how participation in the event and/or exercise will result in increased individual or community earthquake mitigation and/or enhanced seismic safety. Applicant must also document what data collection and analysis tools they will use to determine the effectiveness of the activity.

  Results of exercise participation, and ongoing actions associated with participation will be reported using Quarterly Performance Progress Reports (PPRs) and updates to the Logic Model.

- **Assistance related to the promotion of earthquake insurance**
  Implementation of this activity is intended to increase awareness of earthquake insurance as a tool for mitigating risks associated with earthquakes, encourage the purchase of earthquake insurance, and increase both individual and community resilience. Activities must result in increasing awareness of earthquake insurance availability and benefits. All activities must support FEMA Strategic Goal 1.2: Close the insurance gap.

  Applicant must detail in their initial Work Plan what mechanism(s) they will use to determine the effectiveness of the Earthquake Insurance promotion efforts. Examples include After Action Reports (AAR), Activity Analysis Studies and/or activity Participant Surveys.

  Grant Recipient must detail in their Quarterly Performance Progress Reports (PPR) how the proposed awareness and education activities resulted in enhanced seismic safety and or increased earthquake awareness within their State or Territory.

  Outcomes of the activity must be reported at regular intervals using Quarterly Performance Progress Reports and detail the data collection and analysis methodology used to determine activity effectiveness.

Appendix I. FEMA NEHRP Monitoring Plan and Enhanced Monitoring

Programmatic monitoring of FEMA NEHRP Individual State Earthquake Assistance awards consists of both Baseline Monitoring and Enhanced Monitoring. Baseline Monitoring involves routine award oversight throughout the award lifecycle, that is implemented in accordance with 2 C.F.R. Part 200. Enhanced Monitoring is a risk-based, objective-driven approach to monitoring that includes Desk Reviews, Site Visits and additional Agency support to Awardees. The goal of Enhanced Monitoring is to identify, evaluate and correct grants management deficiencies that jeopardize the successful performance of the award.

Baseline Monitoring. Baseline monitoring involves oversight throughout the award lifecycle for FEMA NEHRP Individual State Earthquake Assistance grants, to verify that programs and projects undertaken by award recipients are consistent with the published Notice of Funding Opportunity (NOFO), State Mitigation Plans, and that the programs and projects comply with applicable laws, rules, regulations, and FEMA NEHRP, program guidance.

Baseline monitoring also plays an important role in ensuring that FEMA NEHRP grant funding builds and sustains capabilities at the State and local level, as well as multi-state groups, that advance the NEHRP goals and FEMA Strategic goals. Baseline monitoring is also an opportunity for NEHRP staff to build relationships with grant recipients and to work collaboratively to identify and mitigate factors that may impede programmatic performance.

The Program Monitoring Lifecycle parallels the award lifecycle. Effective Baseline Monitoring begins with the award of the grant and continues until the grant has been programmatically closed-out. This NOFO should clearly define and communicate the Program Goals, Priorities, Allowable Activities and Performance Metrics. This will ensure that both award recipients and FEMA Program Managers are fully aware of the performance measures, metrics and standards that are subject to monitoring. Award recipient questions concerning programmatic monitoring should be asked and addressed as soon as possible following the award of the grant.

Adherence to all applicable regulations and program guidance combined with the information contained in the NOFO, the approved Workplan, the Deliverable Schedule, and Budget, will be monitored throughout the award lifecycle.

Enhanced Monitoring. It is anticipated that very few FEMA NEHRP Individual State Earthquake Assistance grants will require Enhanced Monitoring; however, if it is determined that there is significant risk to the successful completion of the award within the POP and programmed budget, the FEMA Earthquake Program Manager will implement this section of the plan.

Enhanced Monitoring is not a punitive action, or a precursor to a punitive action, and should not be communicated, messaged, or interpreted as such. Enhanced Monitoring provides both the FEMA Earthquake Program Manager and the award recipient an opportunity to identify courses of action to address shortcomings associated with the grant. These courses will help the program office and the award recipient ensure that the that the goals of the program and the intent of the grant are both met.

Enhanced Monitoring consists of *Desk Reviews* and *Site Visits*. All awards identified to receive Enhanced Monitoring are subject to a desk review. The purpose of both Desk Reviews and Site Visits is to verify that allowable activities are carried out in a manner consistent with the recipients' stated Work Plan and Deliverable Schedule, and also comply with all applicable rules and regulations. The reviews target areas that pose the greatest challenges to recipient success and are a vehicle for offering targeted, effective assistance to recipients as necessary. Desk Reviews are a comprehensive review of the award, while Site Visits are typically reserved for those recipients and awards that present the highest risk to the programmatic success of an award. Site Visits are intended to verify information and deliver technical assistance in correcting uncovered issues and problems.

Site Visits represent the highest level of award monitoring. Unlike the Desk Reviews that precede them, Site Visits can be project-based or issue-based and can address the specific issues and problem areas identified through the entire monitoring process. All Site Visits should be targeted to assist the recipient, improve its administrative efficiencies, and meet program goals.

Upon completion of a Desk Review or Site Visit, the FEMA Earthquake Program Manager will create an official, Corrective Action Plan (CAP) and Internal Monitoring Report. This report will highlight concerns identified during the review and outline specific issues that a recipient must address to comply with Federal regulations and/or FEMA policies and procedures or improve the management of the award.

For additional information on the FEMA NEHRP Individual State Earthquake Assistance Grant Program Monitoring Plan, applicants and recipients should contact the DHS Awarding Agency Contact listed in section G of the NOFO.

Appendix J. SAMPLE Performance Progress Report

Federal Emergency Management Agency (FEMA)
National Earthquake Hazards Reduction Program (NEHRP)
Individual State Earthquake Assistance Grant
Quarterly Performance Progress Report (PPR)
Enter Reporting Period Here EXAMPLE: October – December 2021

Name of State of Territory and Address:
Name and contact number of Individual submitting the Report:
Period of Performance: EXAMPLE: 08/01/2021 – 07/31/2022
Award Number: EXAMPLE: EMW-2021-CA-00001
Amendment Number (if applicable):

General Summary of Completed Tasks as of (Enter full date here)
The general summary of completed tasks is an overview of the status of the Award. E.g., Task 1 has been fully completed. Work has begun on Tasks two and three. Work on Tasks 4 and 5 is scheduled to begin in May 2022. Task 6 May need to be amended, the Subject Matter Expert (SME) identified is no longer available to oversee the work.

[*For each Allowable Activity provide an update on each individual task]*

Activity Name: Enter the name of the allowable activity from the Work Plan

TASK 1: Enter Task Name, in accordance with the approved Work Plan
Task Description: EXAMPLE: Update of Seismic Section of State Hazard Mitigation Plan
Percentage complete: EXAMPLE: 70%

- Brief narrative of what has been completed during the reporting period: *Provide relevant information associated with accomplishments, i.e., locations, dates, number of events, number of participants, number of products, etc.*
- Method of determining Task Effectiveness: If the Task has been completed, provide specifics on data collection and analysis methodology. This information should also be reflected in Logic Model updates.
- Any anticipated challenges (risks) that might prevent the successful completion of the Task within the Period of Performance? *If no challenges (risks) exist, please state that in the report. If challenges exist, include the mitigation strategy that will be used to ensure that the Task is completed within the period of performance.*

TASK 2: Enter Task Name, in accordance with the approved Work Plan
SAME FORMAT AS ABOVE. REPEAT THIS FORMAT FOR ALL SUBSIQUANT TASKS

NOTES:
1. If the PPR is being submitted late, please provide a justification.
2. If it is the Final Report, please title both the Report and the file name "Final Report"
3. As required in the Notice of Funding Opportunity (NOFO), this narrative report must be accompanied by an updated **Master Schedule and Deliverable Table**, **Grant Budget and Logic Model**.
4. The updated Budget should reflect both the Budgeted (Projected), and Actual costs for each Task.
5. As required in the NOFO, this Report must identify any Task(s) at risk, and the mitigation strategy that will be used to ensure that it is completed on time.

Appendix K. FEMA NEHRP Vision, Mission, Strategic Goals, and Program Responsibilities

NEHRP Vision
A nation that is earthquake-resilient in public safety, economic strength, and national security.

NEHRP Mission
The mission of NEHRP is to develop, disseminate, and promote knowledge, tools, and practices for earthquake risk reduction through coordinated, multidisciplinary, interagency partnerships among the NEHRP agencies and their stakeholders that improve the Nation's earthquake resilience in public safety, economic strength, and national security.

NEHRP Strategic 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 NEHRP 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.

FEMA Program Responsibilities

- Operate a program of grants and assistance to enable States and territories to develop mitigation, preparedness, and response plans, prepare inventories and conduct seismic safety inspections for critical structures and lifeline infrastructure, update building codes and ordinances to enhance seismic safety, increase earthquake awareness and education, and provide assistance to multi-State groups for such purposes.
- Support the implementation of a comprehensive earthquake education outreach, and public awareness program.
- In conjunction with the Director of the National Institute of Standards and Technology (NIST), other Federal agencies, and private sector groups, use research results to support the preparation, maintenance, and dissemination of seismic resistant design guidance on building codes, standards, and practices for new and existing buildings, structures, and lifeline infrastructure.
- Support the Director of NIST in the completion of programmatic goals.

Appendix L. SAMPLE Logic Model

ACTIVITY	PROCESS			OUTCOME		
Allowable Activity	Inputs (Resources necessary for Activities)	Activities (Activities Implemented)	Outputs (Direct products from Activities)	Predicted and Measured Outcomes - Impact		
				Short-Term	Intermediate	Long-Term
1. Support for Seismic Mitigation Planning	1. Human Resources: SHMO, EQ PM, Planner, Communications Sepcialist, Admin Staff 2. Material Resources: State meeting facilities; Contracted facilitation support.	Four risk analysis and planning sessions conducted during 1st and 2nd Qtr; FY 2021; Draft editing in 3rd Qtr; Plan review and integration conducted in 4th Qtr.	1. New or updated State earthquake risk analysis summary. 2. Creation of Planning Committee and approval of plan development approach.	1. State approval of completed Risk Analysis. State approval of proposed seismic mitigation planning.	1. Stakeholder review of proposed planning. 2. Public review of proposed planning. Incorporation of planning into next update of State Hazard Mitigation Plan. 3. State adoption of new planning	1. New State Hazard Mitigation Plan approved by FEMA during next plan cycle. 2. Increased community earthquake preparedness and community resilience
2. Develop inventories and conduct seismic safety inspections of critical structures and lifeline infrastructure.	1. Human Resources: State EQ PM, Four trained Inspectors, Administrative support staff. 2. Material Resources: Travel and Per Diem for Inspectors, Rental Vehicles, etc.	Inspection of four State facilities determined to be lifeline infrastructure.	Four individual inspection reports, and one consolidated Findings summary report with mitigation recommendations.	1. Identification and seismic inspection of at-risk lifeline infrastructure. 2. Improved collaboration between facilites management and State agency occupants of identified lifeline infrastructure properties.	1. Socialization of reports with State leadership and Stakeholders. 2. Procurement of fundiing resources to implement proposed activities.	Documented seismic resilience improvements to lifeline infrastructure. Life saving improvements to structures completed.
3. Update building codes, zoning codes, and ordinances to enhance seismic safety.	1. Human Resources: State EQ PM, SHMO, State Building Code Officials, Staff support 2. Material Resources: Meeting spaces or Video conferencing software, editing, publication and printing fees for reports.	Conduct of 4 quarterly planning sessions and two "Listening Sessions" with Local Buidling Codes officials.	1. Development of Summary Reports on Listening Dsessions with local building code officials. 2. Interim Report on "The State of Building Codes." 3. Final Report on "The State of Building Codes and Recommendations for Improvement."	1. Increased collaboration between State and Local Building Codes Officials. 2. Increased collaboration between States Building Code Officials and State Office of Emergency Management.	Formalized/documented assement of current state seismic codes and specific recommendations for updates.	1. Adoption and enforcement of updated seismic buidling codes. 2. Long-term community and economic resilience.
4. Increase earthquake awareness and education.	1. Human Resources: State EQ PM, State SHMO, State Department of Education Dir., multiple school Administrators, Web Design staff, Vidographer, support staff. 2. Material Resources: Print Design and Publications,	1. Conduct State-wide middle school competition for best Parent/Child short video essay on the 1901 earthquake.	1. Counduct State-wide, Middle school Video conference on the anniversary of the earthquake of 1901, the largest quake ever to impact the state. 2. Create and distribute on local media markets a PSA on the 1901 earthquake and how Homeowners can mitigation risks.	1. Education of middle school children on earthquake risk and individual household, non-structural hazard mitigation activities that can be implemented. 2. Increased participation in annual ShakeOut drill.	Establishment of unique grant opportunities for Middle Schools that are willing to invest in significant earthquake mitigation projects.	Long-term state resident behavioral changes in individual earthquake preparedness and hazard mitigation. Increased community resilience.
5. Participation in emergency management exercises that substantially benefit earthquake mitigation efforts.	1. Human Resources: State and local EM staff, County EM staff, State and County Geological staff 2. Material Resources: Earned Media/Local Media coverage, Web and print media support.	State Participation in the 10th Annual Landsdown Fault Earthquake Exercise.	Gap Analysis of State emergency response plan for a catastrophic earthquake along the Landsdown fault.	Identification and documentation of gaps of the States emergency response plan for a catastrophic earthquake along the Landsdown fault.	Development of Recommendations for state emergency response plan revisions	Increased individual and community seismic safety.
6. Promotion of Earthquake Insurance.	1. Human Resources: State EQ PM, State Insurance Commissioner, SHMO, Communications Specialists, Web Services 2. Material Resources: Facilities for seminars, associated travel & per diem for instructors.	1. Development of State-specific EQ insurance Information Paper and web content. 2. Conduct and record two public EQ insurance seminars. 3. Development of web content.	1. Local television and web media hosting of PSA on Earthquake Insurance. 2. Web-based State EQ Information Paper. 3. Summary report on insurance seminars provided to state leadership.	1. Education of public on availability and importance of EQ insurance. 2. Increased collaboration between State and Private sector insurance providers.	Creation of Multi-year plan for public/private partnership to provide state-wide affordable EQ insurance.	Public/Private partnership to provide affordable EQ insurance. Increase in State, local and individual earthquake hazard resilience through the
7. Assistance to Multi-State Groups for the purpose of supporting any or all Allowable Activities under this Funding Opportunity.	1. Human Resources: State EQ PM, Grants Management staff. 2. Material Resources: Sub grant funding in the amount of $20,000.	1. Provide $20,000 to SouthWest Earthquake Consortium for the purpose of coordinating Multi-State response support plan.	New SouthWest States Earthquake Response Support Plan. Plan specifically addresses the needs of states impacted by the Landsdown Fault.	Increased collaboration with adjoining/parter states that share the same earthquake risks (Landsdown Fault). 2. Increased opportunities to leverage partner state resources.	Creation and Approval of Multi-State Earthquake Response and Support Plan.	Increased individual and community seismic safety within multi-state region.