The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Earthquake Direct State Assistance (EDSA)

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

A. Program Description

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

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

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

Notice of Funding Opportunity Title
Fiscal Year 2019 Earthquake Direct State Assistance (EDSA)

NOFO Number

FEMA Region 1	DHS-19-MT-082-01-01
FEMA Region 2	DHS-19-MT-082-02-01
FEMA Region 3	DHS-19-MT-082-03-01
FEMA Region 4	DHS-19-MT-082-04-01
FEMA Region 5	DHS-19-MT-082-05-01
FEMA Region 6	DHS-19-MT-082-06-01
FEMA Region 7	DHS-19-MT-082-07-01
FEMA Region 8	DHS-19-MT-082-08-01
FEMA Region 9	DHS-19-MT-082-09-01
FEMA Region 10	DHS-19-MT-082-10-01

Authorizing Authority for Program
Public Law 115-307, National Earthquake Hazards Reduction Program Reauthorization Act of 2018.

The specific authority to implement the Direct State Assistance funding opportunity through the use of Cooperative Agreements comes from 42 U.S. Code 7704(a)(2)(B) and (b) (2) (a) (iv)National Earthquake Hazards Reduction Program (NEHRP).

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

Program Type
Continuation

Program Overview, Objectives, and Priorities

Program Overview
NEHRP seeks to mitigate earthquake losses in the United States through basic and directed research and implementation activities in the fields of earthquake science and engineering. The NEHRP program supports the mission area of the DHS Quadrennial Homeland Security Review titled "Strengthen National Preparedness and Resilience," and supports the mitigation mission area in the National Preparedness System and National Preparedness Goal. 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 moderate 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. See Section C., below for additional details.

Program Goals
The program prioritizes reducing the risks to life and property from future earthquakes in the United States through the establishment and maintenance of an effective earthquake hazards reduction program. The program goals are:

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

Program Priorities
- Work with Model Building Codes and National Consensus Standards to promote implementation of research results.

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

Performance Metrics

- Activities must be consistent with the stated Allowable Activities.
- Activities must result in measurable support of one or more of the stated Program Priorities. Quarterly Performance Progress Reports (PPRs) must detail:
  - How the implementation of the activity has motivated community/Organizational change.
  - How the activity resulted in measurable support of one or more of the stated Program Priorities.
- Public Awareness and Education activities must stimulate behavioral changes to foster a self-help approach to earthquake preparedness, response, and mitigation. This must be documented in the Quarterly PPR.
- Seismic Safety Inspection and Inventory activities must support current State Hazard Mitigation Plans, or include the goal of updating/improving the earthquake mitigation section of future plans. This must be documented in the Quarterly PPR.
- Activities contained in the Work Plan must be cost effective.
- Activities must be completed within the Period of Performance.

Allowable Activities for Funding under this NOFO

1. Develop seismic mitigation plans.
2. Prepare inventories and conduct seismic safety inspections of critical structures and lifeline Infrastructure.
3. Update building codes, zoning codes, and ordinances to enhance seismic safety.
4. Increase earthquake awareness and education.
5. Encourage the development of multi-State groups for such purposes.
6. Participation in Emergency Management Exercises.
7. Supporting the promotion of Earthquake Insurance.

For detailed information on the seven (7) allowable activities in support of the NEHRP objectives, refer to Appendix C, NEHRP Allowable Activities.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: $1,378, 000.00

Projected number of Awards: 33

Period of Performance: 12 Months

An extension to the Period of Performance for this award may be allowed. See Section H for additional information.

Projected Period of Performance Start Date(s): 08/01/2019

Projected Period of Performance End Date(s): 07/31/2020

Funding Instrument

Cooperative Agreement

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

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

FEMA Regional Earthquake Program Managers will provide technical assistance to potential recipients during the development of the Work Plan to ensure compliance with Agency requirements and procedures.

FEMA will provide technical expertise and creative outreach ideas for at-risk communities within each eligible State and Territory to include QuakeSmart, building codes education, and other regional and national earthquake and community education activities. FEMA will provide technical expertise in developing materials and delivering joint messaging for State, Local and Tribal governments, as well as for private industry and local citizens.

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

FEMA will provide assistance as required with the coordination of multi-State or national initiatives that require collaboration with State officials and other federal agencies and partners.

C. Eligibility Information

Eligible Applicants

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

Eligibility Criteria
Determination of Risk. This funding opportunity is provided to those States and Territories that have been determined to be at a moderate to very high risk of earthquakes. This determination is made and published annually by FEMA as the State Assistance Target Allocation Plan. The plan is based on the Seismic Design Category (SDC) per American Society of Civil Engineers and Structural Engineering Institute ASCE/SEI 7-10 Minimum Design Loads for Buildings and Other Structures and the 2012 International Residential Code (IRC) SDC maps. States with moderate earthquake risk (SDC C), are eligible for a baseline amount. A State with high earthquake risk (SDC D or above), will be eligible for the same baseline amount plus an additional award amount.

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

Eligibility is further limited to those States who can provide the statutory 25% non-Federal cost share for this funding opportunity (as specified below).

Maintenance of Effort (MOE)
There is no maintenance of effort required.

Cost Share or Match
Awardees must provide twenty-five (25) percent of the costs of the activities for which assistance is being given.

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 CFR, Part 200, Section 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

Key Dates and Times

Date Posted to Grants.gov: 05/02/2019

Application Submission Deadline: 06/03/2019 at 11:59 pm EDT

Anticipated Funding Selection Date: 07/09/2019

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

control will be taken into consideration with regards to the stated Application Submission Deadline of this NOFO.

Other Key Dates

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

Address to Request Application Package
Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov , select "Applicants" then "Apply for Grants." In order to obtain the application package select "Download a Grant Application Package." Enter the Assistance Listings (formerly CFDA) and/or the funding opportunity number located on the cover of this NOFO, select "Download Package," and then follow the prompts to download the application package.

For a hardcopy of the full NOFO, please write or email a request to the appropriate FEMA Regional Point of Contact as indicated in Section G of this NOFO.

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

(**Allow up to 7-10 business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information)**.

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

Initial applications will be processed through the Grants.gov portal and final and complete application submission will be processed through ND Grants.

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

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

Content and Form of Application Submission
Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. **Please review the table above under "Submission Dates and Other Key Dates and Times" for estimated deadlines to complete each of the steps listed below.** Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

The steps involved in applying for an award under this program are:
1. Applying for, updating or verifying their DUNS Number;
2. Applying for, updating or verifying their EIN Number;
3. Updating or verifying their SAM Number;
4. Submitting an initial application in Grants.gov; and
5. Submitting the complete application in ND Grants.

Hard copy applications will not be accepted.

Unique Entity Identifier and System for Award Management (SAM)
All applicants for this award must:

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

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

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

How to Register to Apply through Grants.gov

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

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

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

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

Organization applicants can find complete instructions here: https://www.grants.gov/web/grants/applicants/organization-registration.html

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

   For more detailed instructions for obtaining a DUNS number, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

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

   For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

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

   For more information, follow the on-screen instructions or refer to: https://www.grants.gov/web/grants/applicants/registration.html

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

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

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

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

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

8. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed and it is crucial for valid and timely submissions.**

How to Submit an Application to DHS via Grants.gov

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

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

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

2. Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.

3. Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and

saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

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

5. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

6. Submit a Workspace: An application may be submitted through workspace by clicking the "Sign and Submit" button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

7. Track a Workspace: After successfully submitting a workspace package, a Grants.gov Tracking Number (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.

After submission of the initial form SF-424, applicants must notify their FEMA Regional Earthquake Program Manager via email that this action has been completed.

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

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

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

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

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

In ND Grants, applicants will be prompted to submit all the information contained in the following forms. Applicants should review these forms before applying to ensure they include all required information. Forms are located at: http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1.

- 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, if applicable.

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

Work Plan

1. **Work Plan Narrative.** A summary (narrative) of an applicant's **Work Plan** for cooperative agreement funding that identifies the strategies, goals, and proposed activities and elements demonstrating enhanced seismic safety must be submitted. Work Plans must include expected products and measurable improvements associated with proposed activities, as identified below. Work Plans must also include any intended sub-award plans. Appendix A provides a template.

2. **Master Schedule/Deliverable Table** – A sample table that combines both 1 and 2 is found in Appendix B. This one document will combine a schedule of planned activities with milestones and expected dates for completion, along with their associated deliverables (i.e. people trained, publications distributed, conferences/workshops/drills held, policies made, website improvements, etc.).

3. **Cooperative Agreement Program Budget -** The applicant must provide a detailed budget for the funds requested. The budget must be submitted with the grant application as a file attachment within the ND Grants system at *https://portal.fema.gov*. **The budget must be complete, reasonable, and cost-effective in relation to the proposed project. For State Support projects that require a lesser amount of effort, the budget must reflect a lesser associated**

cost. The budget should provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of Management and Administrative (M&A) costs.

To prepare the Cooperative Agreement Program Budget, the grantee must use Earned Value Management methodology to report the Budgeted Cost of Work Scheduled (Projected Costs), and the Actual Cost of Work Performed. The Cooperative Agreement Budget shall be prepared with Work Breakdown Structure cost categories. Tasks and sub-tasks will be categorized in terms of discrete effort and shall correlate directly with the work plan master schedule and deliverables identified in the work plan delivery table. State Support Projects shall be classed as a separate Task and have detailed monthly, by State and name of project, budget information. Use a monthly spreadsheet approved by the FEMA Headquarters Earthquake Program Manager. Recipients may obtain a sample budget spreadsheet (Microsoft Excel source file) from the FEMA Headquarters ECSS Program Manager.

A SAMPLE Cooperative Agreement Program 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.

Timely Receipt Requirements and Proof of Timely Submission

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

When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the

form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Intergovernmental Review
An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the State's process under Executive Order 12372. (See https://www.archives.gov/federal-register/codification/executive-order/12372.html; https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf).

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

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

Indirect Facilities & Administrative (F&A) Costs.
General eligible expenditures (indirect costs) are described in 44 C.F.R. § 361.7. This section also States that items which do not appear in 44 C.F.R. § 361.7, will be considered on a case-by case basis for policy determinations, based on criteria set forth in 44 C.F.R. § 361.5. Ineligible expenditures are described in 44 C.F.R. § 361.8

Indirect costs are those that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective.

Pre-Award Costs
Pre Award Costs are NOT allowed under this program.

Direct Costs
- Planning related costs are allowed under this program.
- Personnel costs are allowable under this program.
- Training related costs are allowed under this program.
- Exercise related costs are allowed under this program (See Appendix C).
- Equipment costs are NOT allowed under this program.
- Domestic travel costs are allowed under this program.

- International travel is not an allowable cost under this program unless approved in advance otherwise by FEMA.
- Construction and renovation costs are NOT allowed under this program.
- Earth Science related costs are NOT allowed under this program.

Other Submission Requirements
Environmental Planning and Historic Preservation (EHP) Compliance. As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. FEMA has prepared a Record of Environmental Consideration dated 12/21/2018 that documents EHP compliance for the range of activities eligible for funding under this NOFO pursuant to FEMA's Instructions on Implementation of the Environmental Planning and Historic Preservation Responsibilities and Program requirements, FEMA Instruction 108-1-1. For additional information regarding EHP please email Ms. Portia Ross at Portia.Ross@fema.dhs.gov

E. Application Review Information

Application Evaluation Criteria
Prior to making a federal award, the DHS/FEMA is required by 31 U.S.C. § 3321 and 41 U.S.C. § 2313 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk based considerations of the applicant:
1. Financial stability.
2. Quality of management systems and ability to meet management standards.
3. History of performance in managing federal award.
4. Reports and findings from audits.
5. Ability to effectively implement statutory, regulatory, or other requirements.

Review and Selection Process
FEMA 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.

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

i. Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
iii. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205 federal awarding agency review of risk posed by applicants.

F. Federal Award Administration Information

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

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a notice of intent to decline through the ND Grants system. For Instructions on how to accept or decline an award in the ND Grants system, please see pages 47 – 50 in the ND Grants Grantee Training Manual. Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other

conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

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

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

DHS Standard Terms and Conditions

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

Before accepting the award, the AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.

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

Financial and Compliance Audit Report:
For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at *http://www.gao.gov/govaud/ybk01.htm*, and the requirements of Subpart F of 2 C.F.R. Part 200, located here.

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

SF-425 *OMB #4040-0014*

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the

Recipient must complete a Standard Form 1199A, Direct Deposit Form found at https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true.

Obligations and expenditures must be reported on a quarterly basis through the FFR SF-425 under post award reporting forms and must be filed electronically using PARS. An FFR report must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are: delinquent, demonstrate lack of progress, and/or are insufficient in detail.

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

Program Performance Reporting Requirements.
Reporting requirements must be met throughout the life of the FEMA Earthquake Consortium and State Support (ECSS) Cooperative Agreement.

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.

Reporting Due Dates

The following reporting periods and due dates apply

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

Close Out Reporting Requirements.
Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

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

After these reports have been reviewed and approved by FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as

closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

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

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

G. DHS Awarding Agency Contact Information

Contact and Resource Information

GPD's Grant Operations Division Business Office and the Grants Management Divisions within Regional offices provide financial support and technical assistance, including password resets and registration requests, questions regarding period of performance reporting, payment status, amendments, closeouts, and tracking de-obligation and award amounts. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 via e-mail to ASK-GMD@dhs.gov.

Grants Management Specialist within each FEMA awarding office manage, administer and conduct application budget review, create the award package, approve, amend and close out awards, as well as conduct cash analysis, financial monitoring, and audit resolution for this program.

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

Jonathon Foster
FEMA/NEHRP Program Specialist
Building Science Branch, Risk Management Directorate
DHS/FEMA Federal Insurance and Mitigation Administration

400 C Street SW, Suite 313
Washington, DC 20472-3020
Email: Jonathon.foster@fema.dhs.gov
Office: 202-212-7852

FEMA Regional Program Contacts

Region I (Massachusetts, Vermont)
Paul Morey
99 High Street, 6th Floor
Boston, MA 02110
Email: paul.morey@fema.dhs.gov
Office: (617) 956-7628

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 III (Virginia)
Darlene Messina
26 Federal Plaza, Suite 1307
New York, NY 10278-0001
Email: darlene.messina@fema.dhs.gov
Office: (215) 873-5303

Region IV (Alabama, Georgia, Kentucky, Mississippi, North Carolina, 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)
Scott Bailey
536 South Clark Street
Chicago, IL 60605
Email: scott.bailey@fema.dhs.gov
Office: (312) 408-5232

Region VI (Arkansas, New Mexico, Oklahoma, Texas)
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 (Colorado, 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 (American Samoa, Arizona, California, Guam, Hawaii, Nevada)
Michael Hornick
1111 Broadway
Oakland, California 94607
Email: michael.hornick@fema.dhs.gov
Office: (510) 627-7260

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

FEMA Office of Environmental Planning and Historic Preservation (OEHP)
OEHP provides guidance and information about the EHP review process to FEMA programs and its recipients and sub-recipients. All inquiries and communications about EHP compliance for FEMA grant projects or the EHP review process should be sent to Portia.Ross@fema.dhs.gov.

H. Additional Information

Extensions

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

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to the grantee's respective FEMA Regional Earthquake Program Manager and must contain specific and compelling justifications as to why an extension is required. Grantees are advised to coordinate with their FEMA Regional representative as needed, when preparing an extension. Extension requests should be made 60-90 days in advance of the end of the Period of Performance. All extension requests must address the following:

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

Monitoring

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

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

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

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

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

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

A. NEHRP Cooperative Agreement Statement of Work
B. Combined Master Schedule/Deliverable Table
C. NEHRP Allowable Activities
D. NEHRP FY19 State Funding Allocations
E. Performance Report Template
F. SAMPLE, Cooperative Agreement Budget
G. List of Eligible Applicants.

Appendix A. – NEHRP Cooperative Agreement Statement of Work

FY 19 WORK PLAN
[Insert Organizational Name]
Earthquake Direct State Assistance (EDSA) CFDA Number 97.082
DHS NOFO Number
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. **Project Proposals and associated Goal(s)**
Insert a detailed narrative description of each proposed project and its associated goal(s) in alignment with the eligible activities detailed in Appendix C and the period of performance and funding terms in Part B of the NOFO.

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 tasks. This should include statements about the overall work plan's 1) compliance with the requirements of the cooperative agreement, 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, and 6) coordination with FEMA and the reporting process.

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 2018	$xx,xxx	Approved State Plan & Timeline
Sub-Task 2: Conduct and Document Inventory	Apr 2019	$xx,xxx	Inventory conducted
Sub-Task 3: Prepare and Publish Final Inventory Document	Jun 2019	$xx,xxx	Final Inventory published
Task 2: Develop Seismic Mitigation Plans			
Sub-Task 1: Develop Draft Plan	Sep 2018	$xx,xxx	Draft Plan reviewed/approved by State EM Dir.
Sub-Task 2: Incorporate Critical Inventory information and finalize Plan	Jun 2019	$xx,xxx	Plan updated and reviewed/approved by State EM Dir.
Sub-Task 3: Publish Plan (Print and online versions)	Aug 2019	$xx,xxx	Plan reviewed/approved by State EM Dir.
Sub-Task 4: Incorporate seismic plan in State Multi-Hazard Mitigation Plan	Sep 2019	$xx,xxx	State Multi-Hazard Mitigation Plan updated to reflect new seismic mitigation plan
Task 3: Increase Earthquake Awareness (Great ShakeOut Participation)			
Sub-Task 1: Developed and Distribute Flyers and Web content	Jan 2019	$xx,xxx	# of publications printed and distributed/Websites updated
Sub-Task 2: Host planning workshop	Mar 2019	$xx,xxx	# of participants attending training
Sub-Task 3: Conduct ShakeOut event	Oct 2019	$xx,xxx	# of participants (individuals and organizations)
Sub-Task 4: Develop Lessons Learned Report	Oct 2019	$xx,xxx	Final Report made available to FEMA

Appendix C. NEHRP Allowable Activities

1. Develop seismic mitigation plans: States and territories may use FEMA NEHRP State Assistance grant funding to develop, update, or enhance their seismic mitigation, preparedness, and response plan. This may include funding milestones such as risk analysis (i.e. modeling, loss estimation.), needs assessment, workshops to develop the plan, local plan adoption and training and other actionable and measurable tasks in direct support of this eligible activity.

Any seismic mitigation plan 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 community risk reduction effort.

2. Prepare inventories and conduct seismic safety inspections of critical structures and lifeline Infrastructure: States and territories may use FEMA NEHRP State Assistance grant funding to plan, execute, and manage property inventory and seismic safety inspections of critical structures and lifeline infrastructure. 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 eligible activity.

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

3. Update building codes, zoning codes, and ordinances to enhance seismic safety: States and territories may use FEMA NEHRP State 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 training, staffing, code development, and other actionable and measurable tasks in direct support of this eligible activity.

Based on the lessons learned from historical U.S. disasters and the 2010 Chilean and 2011 Japanese Earthquakes, building 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 highly recommends this eligible activity.

For more information, visit the International Code Council at www.iccsafe.org.

4. **Increase earthquake awareness and education:** States and territories may use FEMA NEHRP State Assistance grant funding to plan, develop, and implement local earthquake awareness and education efforts. 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 eligible 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 eligible activity.

5. Encourage the development of multi-State groups for such purposes: States and territories may use FEMA NEHRP State Assistance grant funding to establish and maintain local groups, advisory, boards, and/or committees that can demonstrate measurable support to local earthquake safety and any of the other eligible activities mentioned above. This may include funding staffing, documentation, meeting logistics, travel, and other actionable and measurable tasks in direct support of this eligible activity.

6. 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.

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

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

Region	Allocated Amount	25% Non-Federal Cost Share
REGION I		
Massachusetts	$30,000	$10,000
Vermont	$30,000	$10,000
REGION II		
Puerto Rico	$46,978	$15,659
Virgin Islands	$30,000	$10,000
REGION III		
Virginia	$30,000	$10,000
REGION IV		
Alabama	$30,000	$10,000
Georgia	$30,000	$10,000
Kentucky	$32,943	$10,981
Mississippi	$31,564	$10,521
North Carolina	$31,032	$10,344
South Carolina	$37,585	$12,528
Tennessee	$39,547	$13,182
REGION V		
Illinois	$34,930	$11,643
Indiana	$32,342	$10,781
REGION VI		
Arkansas	$33,429	$11,143
New Mexico	$30,000	$10,000
Oklahoma	$30,984	$10,328
Texas	$30,000	$10,000
REGION VII		
Missouri	$35,623	$11,874
REGION VIII		
Colorado	$30,000	$10,000
Montana	$31,071	$10,357
Utah	$38,367	$12,789
Wyoming	$30,325	$10,108
REGION IX		
American Samoa	$30,000	$10,000
Arizona	$31,796	$10,599
California	$281,013	$93,671
Guam	$30,000	$10,000
Hawaii	$37,171	$12,390
Nevada	$36,670	$12,223
REGION X		
Alaska	$36,438	$12,146
Idaho	$30,553	$10,184
Oregon	$48,200	$16,067
Washington	$59,439	$19,813
TOTAL	$1,378,000	$459,333

Appendix E. – Performance Report Template

QUARTERLY PERFORMANCE PROGRESS REPORT TEMPLATE

Reporting requirements must be met throughout the life of the FEMA Earthquake Direct State Assistance (EDSA) Cooperative Agreement.

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

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

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

The Cooperative Agreement Budget shall be prepared with Work Breakdown Structure cost categories (grantees may obtain a sample budget spreadsheet from the FEMA 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 cooperative agreement.

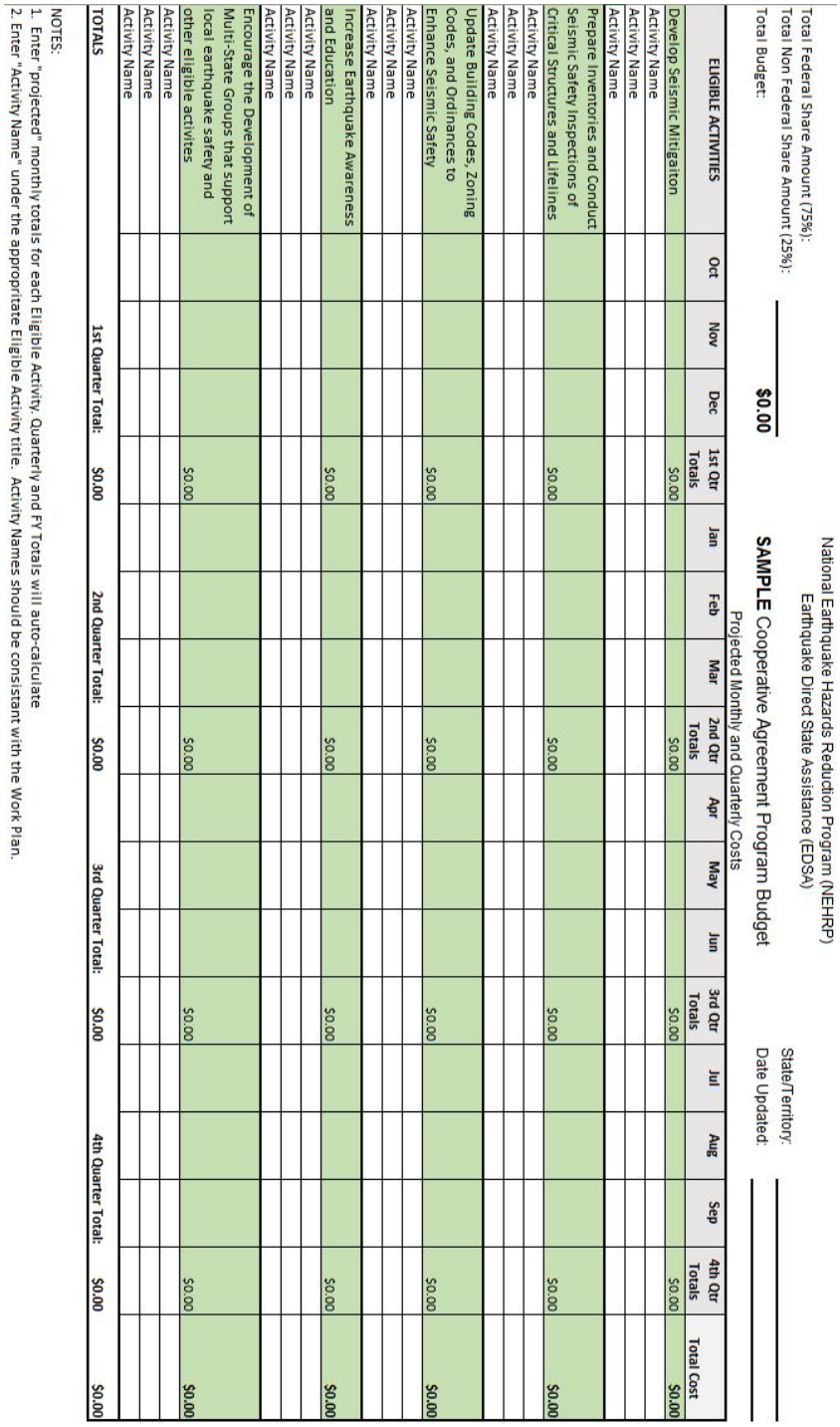
Quarterly Reports are due by the 30th (or the first working day following, if the 30th falls on a weekend) following the completion of the quarter. See quarterly reporting due dates below:

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

Quarterly reports are critical Program tools to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria as detailed in the awardee's approved Work Plan are being met.

Appendix F. – SAMPLE, Cooperative Agreement Budget

The Cooperative Agreement 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. For a copy of the spreadsheet illustrated below, contact your Regional Earthquake Program Manager.



National Earthquake Hazards Reduction Program (NEHRP)
Earthquake Direct State Assistance (EDSA)

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

SAMPLE Cooperative Agreement Program Budget

State/Territory:
Date Updated:

Projected Monthly and Quarterly Costs

ELIGIBLE ACTIVITIES	Oct	Nov	Dec	1st Qtr Totals	Jan	Feb	Mar	2nd Qtr Totals	Apr	May	Jun	3rd Qtr Totals	Jul	Aug	Sep	4th Qtr Totals	Total Cost
Develop Seismic Mitigaiton				$0.00				$0.00				$0.00				$0.00	$0.00
Activity Name																	
Activity Name																	
Activity Name																	
Prepare Inventories and Conduct Seismic Safety Inspections of Critical Structures and Lifelines			$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
Activity Name																	
Activity Name																	
Activity Name																	
Increase Earthquake Awareness and Education			$0.00				$0.00				$0.00				$0.00		$0.00
Activity Name																	
Activity Name																	
Activity Name																	
Encourage the Development of Multi-State Groups that support local earthquake safety and other eligible activites			$0.00				$0.00				$0.00				$0.00		$0.00
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		$0.00

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

Appendix G. – Eligible Applicants

1. Alabama
2. Alaska
3. American Samoa
4. Arizona
5. Arkansas
6. California
7. Colorado
8. Georgia
9. Guam
10. Hawaii
11. Idaho
12. Illinois
13. Indiana
14. Kentucky
15. Massachusetts
16. Mississippi
17. Missouri
18. Montana
19. Nevada
20. New Mexico
21. North Carolina
22. Oklahoma
23. Oregon
24. Puerto Rico
25. South Carolina
26. Tennessee
27. Texas
28. Utah
29. Vermont
30. Virgin Islands
31. Virginia
32. Washington
33. Wyoming