

United States Department of the Interior

United States Geological Survey

USGS Cooperative Landslide Hazard Mapping and Assessment
Program Announcement for Fiscal Year 2025

<https://www.usgs.gov/programs/landslide-hazards/science/external-grants-overview>



Notice of Funding Opportunity - Fiscal Year 2025

Funding Opportunity Number (FON) G25AS00032

Issue Date: October 15, 2024

Closing Date and Time:

January 15, 2025 @ 5:00 PM Eastern Time

This application is for the U.S. Geological Survey – Cooperative Landslide Hazard Mapping and Assessment Program. Thank you for participating in this grant application process. Your participation in the grant application process is voluntary. The entire grant application process should take about 46 hours. Your responses will provide important information to assess you and your co-PIs scientific and technical backgrounds to determine eligibility and ability to complete the proposed grant activities.

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501), states that an agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number and expiration date. You may submit comments on any aspect of this collection. Please note that comments submitted in response to this collection are public record. Comments on this collection should be sent to the Clearance Office at gs-info_collections@usgs.gov.

Privacy Act Statement: You are not required to provide your contact information in order to submit your survey response. However, if you do not provide contact information, the USGS may not be able to contact you for additional information to verify your responses. If you do provide contact information, this information will not be shared with any other organization and will only be used to initiate follow-up communication about this project if needed. The records for this collection will be maintained in the appropriate Privacy Act System of Records identified as [DOI Social Networks (Interior/USGS-8) published at 76 FR 44033, 7/22/2011].

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A. Program Description

A1. Authority

The U.S. Geological Survey (USGS) Landslide Hazards Program (LHP) issues this Program Announcement for assistance to support communication, planning, coordination, mapping, assessments, and data collection of landslide hazards. The Program Announcement for the Cooperative Landslide Hazard Mapping and Assessment Program is authorized by the National Landslide Preparedness Act (P.L. 116-323) and appropriations to the USGS.

A main objective of this Program, as outlined in the National Landslide Preparedness Act, is to provide grants, on a competitive basis, to state, territorial, local, and Tribal governments to research, map, assess, and collect data on landslide hazards within the jurisdictions of those governments. This funding opportunity, the USGS Cooperative Landslide Hazard Mapping and Assessment Program, solicits *Risk Reduction Proposals* as described in this document.

a) Catalog of Federal Domestic Assistance (CFDA) Number
15.821

A2. Background, Purpose, and Program Requirements

The USGS Cooperative Landslide Hazard Mapping and Assessment Program requests applicants address risk reduction activities that aim to advance landslide science and communication that underlie the priorities of the National Landslide Preparedness Act (Attachment C) by focusing on landslide hazard planning, coordination, education, outreach, mapping, and assessments. These risk reduction activities, called Guidance Criteria, reflect the National Landslide Preparedness Act and the National Strategy for Landslide Loss Reduction (Attachment D), which support the mission of the LHP to reduce loss of lives and property from landslides and improve public safety and community resilience of the Nation. Applicants must review the Guidance Criteria described in Attachment A to determine if their application is appropriate under this Program Announcement.

a) Application Guidelines and Requirements

- This Program Announcement is open to **state, Tribal, territorial, and local governments**. A university may submit a proposal on behalf of a state geological survey or other state office if that office is organized under a university system. The use of a sub-award or contract should not be used to circumvent the eligibility requirements of the law governing this Grant Program (National Landslide Preparedness Act (P.L. 116-323)) which states, “the Secretary may provide grants, on a competitive basis, to State, territorial, local, and Tribal governments...”.
- If proposing any type of mapping project, you are required to include a map in your proposal showing the proposed mapping area and the square miles to be mapped. If possible, please include a breakdown of the area (acres or square miles) of private, state, Tribal, and federal lands within the proposed mapping area.
- If proposing a mapping project such as inventory, susceptibility, risk, or runout, you must indicate which protocol you plan to use to complete the work. If you are using an unpublished protocol that may be internal to your organization, please describe that process including the methods and data to be collected and reference any previous studies using the protocol. If proposing to use an experimental process for mapping, please describe how and why that process was selected, especially if established processes already exist.
- If you are proposing multiple activities to complete the project, clearly state the work associated with each activity and who will do the work. Please note that if the peer Review Panel doesn't

recommend all the actives in one proposal, a portion or the entire proposal may be denied funding. If a portion is denied funding, the scope of work, budget, and other areas of the proposal must be modified according to recommendations by OAG and LHPO to receive funds.

- USGS personnel are prohibited from assisting any organization in the preparation of its proposal for competitive funding under this Program Announcement.
- Proposed projects should be self-sustaining. If you proposed to collect data, also build in time for data analysis and interpretation.
- Project leaders should not be overcommitted in their estimated workload – this poses a risk to the proposed work.
- Articulate how potential new hires that will play a major role in the project work will be hired, trained, and ready to work at the start of the project period.
- If communication, stakeholder engagement, or product assessment is involved, appropriate expertise is expected on the project team (e.g., social scientist, communication specialist)
- Funds will not cover lobbying efforts.
- Proposals must provide a clear articulation of all protocols or methods to be followed. If a new protocol is proposed, situated it in the context of existing methods and previous studies.
- For projects where data is collected from human subjects (e.g., surveys) with plans for publication or public dissemination, the proposal must include a commentary indicating whether an Institutional Review Board (IRB) process is needed. If an IRB process is needed, describe the timeline and outcome of the process.
- Sustainability and Transferability: Proposal should articulate how the work will be sustained and built upon beyond the project period and how transferrable the outcomes will be.
- Begin submitting your proposal to Grants.gov well in advance of the due date as **there is no possibility of late submissions**.

Please contact the USGS Project Officer if you have questions. However, questions specific to your proposal as to what will or will not be funded cannot be addressed.

b) Changes to Proposal Requirements and Conditions

Changes to this Program Announcement from the FY 2024 version are listed below.

- Throughout: Editorial changes for conciseness and clarity.
- Throughout: Renamed and changed “Risk Reduction Priority Area” to “Guidance Criteria”
- Attachment: Added Attachment J - a Data Management Plan template.
- Attachment: Added Attachment K - a contents checklist for applicants that includes an application page order.
- Attachment B. Updated to reflect updated Terms and Conditions from the USGS Office of Acquisitions and Grants.
- Attachment G. Budget Summary Template. Expanded the table to include additional details necessary for approved grants. Also removed this attachment from the 15-page limit.
- Section A2: added additional guidelines for applicants in “Application Guidelines and Requirements” including recommendations made by the FY 2024 peer Review Panel.
- Section A2: removed reference and description of “Out-of-Cycle Awards”.
- Section B2. Reduced the maximum award amount from \$300,000 to \$250,000.
- Section C1: added a statement concerning projects that will not be funded such as capital projects and mitigation design.

- Section C2. Elaborated on match/cost share information: Please note that for a proposal to receive prioritization for having match, it must include non-federal matching funds for at least 50 percent of the total cost of the project.
- Section D. Removed the “Grants.gov Application Submission and Receipt Procedures” section due to numerous broken links. Replaced the text with a link to a Grants.gov tutorial on “how to apply for grants”.
- Section D2. Project Narrative. Corrected typo on the number of characters allowed in the Project Abstract Summary.
- Section D2. Project Narrative. Project Description. Added a requirement for proposed mapping projects to include a map and mapping area.
- Section D2. Detailed Project Narrative. Additional explanations on unfilled positions.
- Section D2. Detailed Budget Narrative. Additional explanations on itemization of Supplies.
- Section D6: removed the section because of lack of relevance to eligible applicants. Moved remaining section D7 to D6.
- Section E1: Updated the evaluation criteria for the Review Panel and removed the last element, which addresses alignment with the National Landslide Preparedness Act. This is due to redundancy as the Guidance Criteria already align with the Act. A portion of the evaluation criteria language was taken directly from the Act and states that ‘prioritization’ is made for some elements of the evaluation process. Because the Review Panel is asked to review each application individually and not to compare one proposal to another, ‘prioritization’ has been transferred to the Program Office which may compare proposals.

c) Involvement of Federal Employees

Federal employees, including USGS employees, **are prohibited from serving in any capacity** (paid or unpaid) on any application submitted under this Program Announcement. Proposals that have a real or apparent conflict of interest related to Federal employees will not be processed for evaluation. This does not prohibit cooperation or collaboration between USGS and non-USGS scientists once a grant or cooperative agreement is in place. Collaborative Proposals are described below.

d) Collaborative Proposals

Collaborative Proposals are not required. However, if an applicant would like to pursue a Collaborative Proposal, please review the following. Two types of collaborative proposals are acceptable:

- *Type A:* Collaboration between two or more external organizations that are seeking funding from the USGS Cooperative Landslide Hazard Mapping and Assessment Program.
- *Type B:* Collaboration between an external organization seeking such funding and a USGS internal project.

Collaborative proposals are **not** instances where persons from a second organization are hired as consultants or other contractual agreements to conduct work on behalf of the grant or cooperative agreement recipient. Recipients of 1-year collaborative awards must submit one Final Technical Report ([Attachment H](#)), incorporating the efforts of all collaborators. For 2-year collaborative awards, recipients must submit one Progress Report ([Attachment I](#)) at the end of the first year incorporating the efforts of all collaborators.

Collaborative proposals must be clearly identified in the proposal title. The application title shall read “Proposal Title: Collaborative Risk Reduction Project with First Institution name, and Second Institution name.” All collaborative proposal start and end dates must match.

Specific guidelines for each type of collaborative proposal are provided below:

Type A:

- For collaborative proposals that propose work by two or more separate institutions or organizations, each individual organization must accept responsibility for specific parts of the work proposed. A separate proposal must be submitted from each external organization involved in collaborative studies. Major sections of each proposal shall be identical, and each proposal must clearly define the objectives to be performed by each organization, and each institution shall submit a separate budget, which clearly reflects their objectives and responsibilities.
- Each Principal Investigator and their institution that is recommended for funding will receive a separate grant and shall accept financial responsibility for administering the grant and technical responsibility for submitted required reports.

Type B

- Collaborative projects between a USGS internal project and external investigator(s) must be structured such that neither project could succeed without the other being funded. While many external projects either directly or indirectly support or cooperate with ongoing internal USGS projects, these projects are not considered collaborative projects because their objectives can be pursued with or without the existence of the internal USGS project(s).
- USGS reserves the right to fund only some of the Applicants involved in a collaborative study.

IMPORTANT: In the case of collaborative proposals involving external organizations and USGS scientists, the external proposal **MUST include the USGS Scientist Collaboration Statement Form ([Attachment E](#)), filled out and signed by the relevant internal USGS scientist(s) and their direct supervisor.** This letter states that the scientist(s) will include specific efforts in their agreed-upon internal work plan for the period of time of the proposal to LHP. The scientists' supervisor must also sign the form in showing their approval of the work. **Any letters provided by USGS scientists that do not use the template provided in Attachment E WILL BE REMOVED from consideration prior to proposal review and your proposal will be at risk for rejection.** The signed Collaboration Statement Form will not count toward the 15- page limit.

e) [Period of Performance](#)

Projects must have a performance period of either 1 or 2 years.

- Two-year projects require an Annual Progress Report ([Attachment I](#)) due 90 days after the end of the first year in addition to the Final Technical Report ([Attachment H](#)) due 90 days after the end of the performance period.
- **Two-year projects will be funded for the entire period of performance at the beginning of the award**, not in one-year increments. Please ensure your organization can carry funds beyond one year.

The USGS anticipates that projects submitted for funding under this opportunity will have a period of performance of one year. However, if the proposed work is such that two years are required to complete the project, then a two-year proposal is appropriate and can be submitted. Applicants should carefully consider their time commitments and request the required grant duration and funding to accomplish their project goals. The peer review panel may recommend funding only the first year of a two-year proposal when the proposed project is easily divided into two, one-year projects or when the panel feels that results from the first year's proposed work will need to be evaluated before a second

year can be considered. Applicants should be sure to address the stipulations for two-year proposals in Section D2., Project Narrative item E., Project Description item 2, Project Plan.

Applicants may submit new proposals in subsequent years within the period of performance of an existing grant BUT the proposed work cannot duplicate the effort or be a continuation of objectives of a currently funded, active grant.

B. Federal Award Information

B1. Total Funding

Estimated Total Funding: \$1,000,000

B2. Award Amount

Maximum Award: \$250,000

Minimum Award: \$10,000

It is estimated that a total of \$1 million will be awarded to fund competitive Risk Reduction Proposals in FY 2025. The maximum award amount is \$250,000.00. In FY 2024, a total of 15 proposals were submitted requesting a total of \$1.3M in federal assistance. Nine proposals were awarded requesting an average of \$111,000 in federal assistance.

B3. Anticipated Award Funding and Dates

Anticipated Award Date: 05/01/2025

Proposal Announcement Date: 10/15/2024

Closing date and time for proposal submission: 01/15/2025, 5 p.m. Eastern Time. **Proposals received after the deadline will NOT be considered for an award.**

All projects must propose start dates between 05/01/2025 and 09/30/2025. The start date requested in the applicant's submitted proposal is considered the applicant's official start date and may not be changed by the applicant. If funding delays do not allow for a project to be funded by the applicant's requested start date, the award will be issued as soon as funds become available, and the applicant will be notified of the new start date by the USGS Contracting Officer. Applicants must indicate if the proposed start date is fixed or flexible based on the activities (e.g., field work) of the proposal. This must be indicated on the Proposal Information Summary Template ([Attachment F](#)).

B4. Number of Awards

Expected Number of Awards: 10

B5. Type of Award

Funding Instrument Type: G - Grant

C. Eligibility Information

C1. Eligible Applicants

a) Eligible Applicants

State, Tribal, territorial, and local governments

b) Additional Information on Eligibility

This Program Announcement is open to state, Tribal, territorial, and local governments. A university may submit a proposal on behalf of a state geological survey or other state office if they are organized under a university system. The following are ineligible categories and listed below. Direct any questions about eligibility to the USGS Project Officer.

The following proposals are **NOT** eligible for consideration under this Program Announcement:

- Proposals for long-term operation of landslide monitoring networks or instruments.
- Proposals from U.S. Government agencies or U.S. Government employees unless part of a collaborative proposal.
- Proposals from Federally Funded Research and Development Centers (FFRDC).
- Proposals in which there is a real or apparent conflict of interest.
- Proposals principally involving the direct procurement of a product or equipment.
- Projects seeking funding for capital improvements for landslide damaged infrastructure, landslide mitigation designs, repairing landslide damaged property, or similar activities.

C2. Cost Sharing or Matching

a) Cost Sharing / Matching Requirement

This program does not have a match requirement.

The *National Landslide Preparedness Act* (Public Law 116-323) states that funding **prioritization** shall be given to projects for which at least 50 percent of the total cost of the project is matched by non-Federal sources (i.e., state, local, non-governmental, Tribal, territorial, or private). More information about what qualifies for this non-Federal support, termed “match”, is discussed below. Report non-federal matching funds in the Detailed Budget Narrative. **Please note that for a proposal to receive prioritization for having match, it must include non-federal matching funds for at least 50 percent of the total cost of the project.**

As part of the non-Federal entity's cost sharing or matching, shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, are acceptable following 2 CFR 200.306¹. The contributions must be verifiable in the entity's records, not included as contributions on any other Federal award, necessary for the project work, not paid by the Federal Government through another award (except where authorized) and must be documented in the Detailed Budget Narrative.

C3. Other

Excluded Parties

¹ See [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1) or <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

USGS conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. USGS cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

D. Application and Submission Information

D1. Address to Request Application Package

The application package is available from Grants.gov. General information on the grant process is available on the Landslide Hazards Program External Grants website. Program Website Link:

<https://www.usgs.gov/programs/landslide-hazards/science/external-grants-overview>

For a tutorial on how to apply for this grant, visit Grants.gov “How to apply for grants” at <https://www.grants.gov/applicants/grant-applications/how-to-apply-for-grants>.

a) Electronic Application Requirement

For the FY 2025 funding cycle all proposals must be submitted electronically via Grants.gov (<http://www.grants.gov>). Hard/paper submissions will NOT be accepted. Electronic copies submitted via e-mail will NOT be accepted under any circumstances. All proposals **must be submitted electronically through Grants.gov on or before: 01/15/2025, at 5 p.m., Eastern Time**

Please be aware that the electronic submission process requires first time users to register using an e-Authentication process (SAM described above). This registration process can be somewhat complex and can take up to 3 weeks to complete. Be advised that it is virtually impossible to begin the process of electronic submission for the first time if you start just a few days before the due date. If you have any questions or problems with the registration process, or the completion of the application package, please contact the Grants.gov help desk at 1-800-518-4726 or support@grants.gov.

D2. Content and Form of Application Submission

a) Application Preparation Instructions

Your electronic submission will include a 15-page (maximum) Project Narrative and various additional forms that are not included in the 15-page limit as described below. The Project Narrative and additional forms shall be submitted to www.grants.gov. Provide the requested information in the correct locations within the proposal template. Failure to do so may result in disqualification of the proposal. Please see [Attachment K](#) for a Grant Application Checklist.

Your submission must include a **Project Narrative** that consists of the following components (A-D) and must not exceed 15 pages. Each component is list below and described in detail in the following pages:

- A. Proposal Information Summary ([Attachment F](#))
- B. Project Abstract Summary
- C. Table of Contents
- D. Project Description

Your electronic submission must also include these additional forms, which DO NOT count towards the page limit:

- Standard Form 424 (SF-424) - Application for Federal Assistance (available at Grants.gov)

- Standard Form 424A (SF-424A) - Budget Information: Non-Construction Programs (available at Grants.gov)
- Standard Form 424B (SF-424B) - Assurances: Non-Construction Programs (available at Grants.gov)
- Budget Summary Table ([Attachment G](#))
- Detailed Budget Narrative
- Data Management Plan ([Attachment J](#))
- Curriculum Vita
- Letters of Support from institutions outside USGS
- USGS Scientist Collaboration Statement Forms ([Attachment E](#); if applicable)

No additional documents or materials may be submitted. Following this format ensures that every proposal contains all essential information and is evaluated equitably. **Failure to comply with the required application components may result in rejection of the proposal.** The USGS cannot request or receive supplemental or replacement application components after the closing date under this Program Announcement.

b) Project Narrative

The Project Narrative must be arranged according to the format described here. Following this format ensures that submitted proposals contains all essential information and are evaluated equitably. All pages of the Project Narrative shall be numbered and in color. All text, figures, and tables shall be sized to fit on 8½" by 11" paper and font size shall not be smaller than 11 point. Components A through E, described below, shall be combined into a single PDF or Microsoft Word document, in the order noted below. The **Project Narrative may not exceed 15 single-spaced pages** (including supplemental figures, tables, references, appendices, etc.). The format of the Project Narrative is as follows:

- Proposal Information Summary.** This summary is mandatory for Grants.gov submitted proposals. The same format, with ALL information as shown in [Attachment F](#), shall be included in each applicant's Grants.gov submittal. If you do not submit this page, your proposal will be rejected.
- Project Abstract Summary.** This summary is mandatory for Grants.gov submitted proposals and must include the following information and shall be no longer than 4,000 characters, including spaces:
 1. Project Title:
 2. Project Period:
 3. Award purpose (avoid acronyms or Federal or agency-specific terminology) and clearly stated objective;
 4. Activities to be performed;
 5. Deliverables and expected outcomes;
 6. Intended beneficiary(ies);
 7. Subrecipient activities, if known or specified at the time of award.

NOTE: Upon issuance of the grant, this Project Abstract Summary will be publicly available at USAspending.gov.

- Table of Contents.**
- Project Description** The description of the proposed project shall consist of the following parts:
 1. Significance of the Project. In a dedicated paragraph of the proposal, discuss the specific problem addressed and its importance. Describe the contribution the project will make

to one or more of the Guidance Criteria articulated (GC1, GC2, and GC3) in [Attachment A](#). This description is required.

2. Project Plan. In the context of the Guidance Criteria and the problem to be addressed by this proposed work, discuss:
 - i. specific activities to be undertaken,
 - ii. the conceptual framework or model to be used,
 - iii. the data collection and analysis plans,
 - iv. the relationship of this proposed study to past studies, and
 - v. mapping location (if proposing a mapping project), with a clear and readable map outlining the area and the square miles to be mapped. If possible, include a breakdown of private, state, Tribal and federal lands within the proposed area.

Include project milestones and related due dates for the proposed work and required reports. Clearly connect anticipated findings, products, or other deliverables to the activities, models and data collection proposed. Briefly articulate how these results will address the Guidance Criteria. Time allocations, responsibilities for the project staff members, and level of effort for personnel must also be described separately for each year of the proposal; this is critical for two-year proposals.

3. Broader Impacts (optional). It is strongly encouraged to include a statement that articulates the PI's plan for ongoing synergistic work to address diversity, equity, inclusion, and accessibility (DEIA), STEM education, and workforce resiliency efforts in specific aspects of the project.
4. Related Efforts. Describe significant, related studies conducted by members of the project team and discuss any planned coordination with other workers in the field. Include descriptions of current and recent USGS/LHP External Support grants, cooperative agreements, or Intergovernmental Personnel Act (IPA), the relationship of those to this proposal (if any), and relevant results from previous grants, cooperative agreements, and/or IPAs.
5. Project Personnel and Bibliography of Directly Related Work. Provide curriculum vitae (2-page maximum) for all professional staff, summarizing education, experience, and the last five years' bibliographic information related to the proposed work; a length of one-page is recommended. Curriculum vitae for non-PI staff who contribute significantly to the project must also be included. **Curriculum vitae do not count toward the 15-page limit.**
6. Institutional Qualifications. State the resources available at, and the relevant experience of, the institution. Resources include personnel, computer, and ties to both sources of data and potential users of the results.
7. Current Support and Pending Applications. List all sources of support (in addition to the proposed effort) to which the primary personnel have committed a portion of their time for the period covered by the proposal. The information should account for 100 percent of the work time of each investigator and include titles, annual budget levels, period of the awards, and the person- months committed in each case. This section must also list projects/research being considered by, or that will be submitted to, other possible sponsors. If identical or similar work is also proposed to another institution (e.g., Federal Emergency Management Agency), an explanation of the relationship of such work to this proposal should be provided.
8. Past USGS-Supported Projects. List the total amount of funding per year for which support was provided by the USGS for previous work related to this Risk Reduction

- Proposal, as well as the duration of each award (including no-cost extensions) and the total number of person-months committed by each Principal Investigator each year.
9. Current or Past IPA Work. In this section, please list any Intergovernmental Personnel Act Appointments the PI, co-PIs, or anyone on the Project Team has had or currently has with the USGS in the last 5 years. Include a description of the work completed during the appointment.
 10. References/Works Cited.
 11. Conflicts of Interest. Regarding primary personnel, please state if any actual or potential conflict of interest exists at the time of submission (2 CFR §1402.112). More information on this topic can be found in the “Conflicts of Interest Disclosure” section below.
 12. Letters of Support/Signed USGS Scientist Collaboration Statement Form (optional). Letters of Support are useful for all proposals that include coordination with or participation by landslide scientists/researchers at institutions other than those submitting the proposal. However, such letters are NOT acceptable from USGS scientists and if included, WILL BE REMOVED from consideration prior to proposal review and your proposal will be at risk for rejection. Instead of a Letter of Support, a signed “USGS Scientist Collaboration Statement Form”, [Attachment E](#), is REQUIRED and MUST be included if a USGS scientist intends to collaborate with the proposal applicant(s). The applicant is responsible for providing the form to the USGS collaborator(s) to fill out and sign along with the USGS scientist’s direct supervisor. **Letters of Support/Signed USGS Scientist Collaboration Statement Form do not count toward the 15-page limit.**
 13. Data Management Plan (DMP). The required DMP will indicate where final data and results generated by the project will be archived and how the data will be made publicly available to other scientists and users. Instructions for writing an acceptable DMP are found below in the Section “Data Management Plan Requirements” below; a DMP template is included as [Attachment J](#). **The DMP does not count toward the 15-page limit.**

c) Budget Summary Table and Detailed Budget Narrative

A Budget Summary Table is required for each proposal as formatted in Attachment G. The Budget Summary Table should clearly show all expenses **supported with a rate**. The Budget Summary Table should align directly to the amounts proposed in the submitted SF424A.

In addition to the Budget Summary Table, a Detailed Budget Narrative is required to explain/justify all proposed costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or subrecipients. The Detailed Budget Narrative will include non-federal funds proposed as “match” if applicable (reference section C of this Program Announcement). Cost categories should align with the cost categories of the SF-424A and the Budget Summary Table (salary, fringe, travel, equipment, supplies, contracts, other direct costs, indirect costs).

The Detailed Budget Narrative must include the amounts proposed for each of the following categories in this order:

1. Salaries and wages - List names, positions, number of hours individuals will spend on various activities, their rates of compensation, and project roles. Salaries or wages for student assistants (undergraduate and/or graduate students) working on the project are an acceptable cost. Tuition remission and other forms of compensation paid as, or in lieu of, wages to students performing necessary work are allowable provided that the tuition or other payments are reasonable compensation for the work performed and are conditioned explicitly upon the

performance of the work. Tuition and/or tuition remission should be identified in this section of the budget. If a position is vacant, indicate the position title, clearly state the criteria necessary to fill the position, and a timeline for hiring/training a new employee. Unfilled positions may not be used as match. Include only personnel actively involved in the project. If senior management salary/time is covered by the overhead (indirect cost) portion of the budget, senior management salary/time should not be included. If senior management personnel participate in project work, include an explanation of their roles. Salary for services or consultants should be reported in section 6 below.

2. Fringe benefits - Indicate the rates/amounts in conformance with normal accounting procedures. Explain what costs are covered in this category and the basis of the rate computations. Indicate whether rates are used for proposal purposes only or whether they are also fixed or provisional rates for billing purposes.

3. Travel – Provide a description of proposed travel and include the itemized estimate for travel costs (i.e., number of people, number of travel days, per diem rate, lodging rate, mileage rate, airfare or other transportation, and any other travel costs).

Conference/Workshop Travel:

Travel expenses not to exceed \$6,000 are allowable for staff to attend scientific conferences/workshops or relevant training (including registration fees). The staff member(s) should be identified, and a detailed breakdown for all costs related to conference/workshop travel needs to be provided. Conference travel fund requests for contractors are prohibited.

4. Equipment - State the cost of all equipment necessary for achieving the objectives of the project. See 2 CFR 200.1 "Equipment" for definition. **Each item should be itemized and include a full justification and a dealer or manufacturer quote.** Title to non-expendable personal property shall be vested solely with the Recipient. Under no circumstances shall property title be vested to a sub-tier recipient.
5. Supplies - List costs for office, field, and laboratory supplies. Itemize by including the number and cost for each item. Do not list a lump sum for each category; a breakdown needs to be provided to show how the costs were determined.
6. Contractual - Identify proposed contractors and provide the criteria by which contractors will be or have been selected, the estimated amount of time required, and the quoted rate per day or hour. Provide breakdown of all costs. **Sub-awards should be listed as a single line item in the Contractual category.** A separate budget sheet providing the same level of detail for each category as described in this section is required for each sub-award and should be attached with the main recipient's proposal.
7. Other direct costs - Itemize the different types of costs not included elsewhere, such as: shipping, publication costs, computing, and equipment-use charges. Provide breakdowns showing how the cost was estimated.
8. Total direct costs - Total items 1 through 7.

9. Indirect cost/General and Administrative (G&A) cost - Show proposed rate and amount.
Proposals must include a copy of the negotiated indirect cost rate agreement. Be sure that indirect charges apply only to those direct cost items allowable under the negotiated cost rate agreement. Please note that in the absence of a negotiated cost agreement, the maximum indirect rate that may be charged is the de minimus rate (see Section 200.414(f) of the Uniform Administrative Requirements)
10. Total Federal Amount Proposed - Total items 8 & 9.
11. Applicant's contribution (i.e., Cost share/Match) to Project Cost - Non-federal match is not required; however, funding prioritization shall be given to projects for which at least 50 percent of the total cost of the project is matched by non-Federal sources. Refer above to section C2 Cost Sharing or Matching for a description of the exceptions and examples of what counts as "match". Describe all non-federal matching funds here and provide the total sum.
12. Total Project Cost - Total items 10 & 11.

d) Data Management Plan Requirements

Proposals submitted to USGS must include a supplementary document of no more than four pages labeled "Data Management Plan" (DMP). This supplementary document should describe how the proposal will conform to USGS policy on the dissemination and sharing of results and associated data. A valid DMP may include only the statement that no detailed plan is needed (e.g., "No data are expected to be produced from this project"), if the statement is accompanied by a clear justification. [Attachment J](#) is a DMP template and additional guidance on DMPs are available from the USGS Data Management web site here: <https://www.usgs.gov/data-management/data-management-plans>. Simultaneously submitted collaborative proposals and proposals that include subawards are a single unified project and should include only one DMP submitted by the lead PI that addresses all subaward data management needs, regardless of the number of non-lead collaborative proposals or subawards included.

e) Conflict of Interest Disclosure

Per the Financial Assistance Interior Regulation (FAIR), 2 CFR § 1402.112, applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

(a) *Applicability.*

- (1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.
- (2) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict-of-interest provisions in 2 CFR 200.318 apply.

(b) *Notification.*

- (1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112.
- (2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest

that may arise during the life of the award, including those that have been reported by subrecipients.

(c) *Restrictions on lobbying.* Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR part 18 and 31 U.S.C. 1352.

(d) *Review procedures.* The Financial Assistance Officer will examine each conflict-of-interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

(e) *Enforcement.* Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (see also 2 CFR part 180).

f) Geospatial Requirements

If you receive financial assistance from the Department of the Interior (DOI), you must follow these rules for geospatial data:

Follow Federal Standards: All geospatial data you collect or create must meet the standards set by the Federal Geospatial Data Committee (FGDC) or the Department of the Interior. This is required by the Geospatial Data Act of 2018, which is part of Public Law 115-254, specifically in Subtitle F (Geospatial Data), sections 751-759C (codified at 43 U.S.C. §§ 2801–2811).

Include Metadata: Your Geographic Information Systems (GIS) files must include complete metadata. Metadata is information that describes the data, such as where it came from, how accurate it is, and how it should be used. This is to ensure that anyone using the data understands its context and quality.

Check for Existing Data: Before you start collecting new geospatial data, you need to check GeoPlatform.gov. This is to see if there is already existing geospatial data from federal, state, local, or private sources that can meet your needs and is available for free. If such data is available, you should use it instead of gathering new data.

These rules help ensure that geospatial data is reliable, high-quality, and that resources are used efficiently.

g) SF-424, Application for Federal Assistance

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. The required application forms are available with this Program Announcement on Grants.gov. The SF-424, Application for Federal Assistance must be complete, signed, and dated. Do not include any proprietary or personally identifiable information. Please note: Enter only the amount requested from this Federal program in the “Federal” funding box on the SF- 424 Application form. Include any other Federal sources of funding in the “Other” box and provide details on those Federal source(s) and funding amount(s) in the required Detailed Budget Narrative (see the “Detailed Budget Narrative” section above).

Applicant must also submit the (SF)-424-A – Budget Information for non-Construction Programs and the (SF)-424-B – Assurances for non-Construction Programs

In the Grants.gov forms, floating your mouse over a field will provide instructions for completing that field. You can also click on the Check Package for Errors button to check the entire application for

validation errors (incomplete fields, etc.) To view complete forms instructions, please visit the Grants.gov Forms Repository at <http://www.grants.gov/web/grants/forms.html>

h) Single Audit Reporting Statement

All U.S. states, local governments, federally recognized Indian Tribal governments, and nonprofit organizations expending \$1,000,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the Federal Audit Clearinghouse website.

i) Certification Regarding Lobbying

Applicants requesting more than \$100,000 in Federal funding must certify to the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If this application requests more than \$100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity's certification of the statements in 43CFR Part 18, Appendix A.

j) Disclosure of Lobbying Activities

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the SF-LLL, "Disclosure of Lobbying Activities" form if the Federal share of the proposal or award is more than \$100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available with this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 and 31 USC 1352 for more information on when additional submission of this form is required.

k) Overlap or Duplication of Effort Statement

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, regarding activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regard to activities, costs, or time commitment of key personnel". If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application regarding activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision. The statement and the description of overlap or duplication, when applicable, may be provided within the proposal or as a separate attachment to the application. If at any time a proposal is awarded funds that would be overlapping or duplicative of the funding requested from USGS, the applicant must immediately notify the USGS point of contact. Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount.

D3. Unique Entity Identifier and System for Award Management (SAM)

a) Identifier and System for Award Management (SAM.gov) Registration

This requirement does not apply to individuals applying for funds as an individual (i.e., unrelated to any business or nonprofit organization you may own, operate, or work within), or any entity with an exception to bypass SAM.gov registration with prior approval from the funding bureau or office in accordance with bureau or office policy. All other applicants are required to register in SAM.gov prior to submitting a Federal award application and obtain a Unique Entity Identifier (UEI) which replaces the Data Universal Numbering System (DUNS) number from Dun & Bradstreet in April 2022. A Federal award may not be made to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine the applicant is not qualified to receive an award. Federal award recipients must also continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s).

b) Register with the System for Award Management (SAM)

Applicants can register on the SAM.gov website. The "Help" tab on the website contains User Guides and other information to assist you with registration. The Grants.gov "Register with SAM" page also provides detailed instructions. Applicants can contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities will be assigned a Unique Entity Identifier (UEI). Entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been made to the entity's IRS information. There is no cost to register with SAM.gov. There are third-party vendors who will charge a fee in exchange for registering entities with SAM.gov; please be aware you can register and request help for free. If applicable, foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

D4. Submission Dates and Times

a) Due Date for Applications

01/15/2025

b) Application Due Date Explanation

Electronically submitted applications must be submitted no later than 5:00 p.m., Eastern Time, on the listed application due date.

D5. Intergovernmental Review

Prior to application submission, U.S. state and local government applicants should visit the OMB Office of Federal Financial Management website and view the "State Point of Contact (SPOC) List" to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental Review of Federal Programs." If the applicant's state is listed, contact the designated entity for more information on the state's prior review requirements for Federal assistance applications. States not on the list do not participate in the intergovernmental review process, and therefore do not have a SPOC. If an applicant is located within a State that does not have a SPOC, application materials may be sent directly to a Federal awarding agency. .

D6. Other Submission Requirements

a) Award Terms and Conditions

Award Recipients must comply with grant award Special Terms and Conditions ([Attachment B](#)). Submittal of an application constitutes the applicant's acceptance of these terms and conditions for inclusion in any award resulting from their application. Any concerns with the requirements of the Special Terms and Conditions shall be presented to the USGS Project Officer and USGS Grant Specialist at least three days prior to the closing date of the Program Announcement.

Please be aware of the following are additional conditions:

- A. No pre-award costs are authorized.
- B. No-Cost Extensions to the Project Period: No-cost extensions are discouraged. The USGS/LHP awards grants for proposed risk reduction projects that extend or supplement ongoing research, addresses current needs under the Guidance Criteria ([Attachment A](#)), or the priorities within the USGS. The timely conduct of funded projects is of great importance to the achievement of the goals of the program. Applicants should consider their time commitments at the time of applying for a grant. Requests for no-cost extensions will be considered on a case-by-case basis. Applicants should supply documentation supporting their request for an extension, as described in [Attachment B](#).
- C. Supplemental Funds: Increases in funds beyond the amount awarded are also discouraged. The peer review panel will recommend funding at a rate commensurate with their judgment of the scientific merit and effectiveness of risk reduction of a given proposal and in consideration of the costs involved to do the proposed work. The USGS is aware that the course of any project cannot always be predicted. However, the bulk of the funds available for grants are expended early in the fiscal year and little is retained for expenses beyond emergencies or special opportunities for the program. Requests for increased funding will be considered on a case-by-case basis. Applicants should supply documentation supporting their request for increased funding.
- D. Dissemination of Results: When award recipients have completed their studies, a Final Technical Report ([Attachment H](#)) must be submitted within 90 days; these reports will be posted at <https://www.usgs.gov/programs/landslide-hazards/science/external-grants-overview>. Projects that produce products related to landslide hazard mapping and assessments, such as hazard maps, events database, landslide studies and data collection, and other products where applied or scientific principles were employed, are strongly encouraged to publish their results in a peer-reviewed journal. Publication by organizations with an internal, peer-reviewed publication process is also acceptable. Note that scientific or technical journals are NOT acceptable to satisfy the requirements of a Data Management Plan. In addition, all data products and computer codes must be made readily available within the public domain. For awards with periods of performance longer than 12 months, recipients are required to submit interim financial reports on the frequency established in the Notice of Award.

E. Application Review Information

E1. Criteria

The following are the four areas of evaluation criteria used by an expert panel to evaluate each proposal. The criteria are weighed equally.

- **Technical Merit and Quality:** This factor assesses the proposed technical approach in addressing one or more of the Guidance Criteria (GC1, GC2, GC3) described in [Attachment A](#) and the probability of achieving positive results within the period of performance. The assessment includes analysis of methodologies, technology, and/or workflows and whether they are appropriate to achieve positive results.
- **Societal Benefits:** This factor assesses the value of the landslide deliverable(s) in advancing scientific understanding, improving the knowledge base, enhancing environmental health, workforce development, and(or) increasing public safety, especially for underserved communities where vulnerabilities may be directly related to socioeconomic factors.
- **Knowledge, Performance, and Experience:** This factor considers the scientific and technical competence of the PI and team and the promptness with which the results of previous projects/funding were disseminated to the user community. This factor includes performance records and capability to provide the necessary facilities and support that will ensure satisfactory completion of the proposed work, including dissemination to the intended audience.
- **Appropriateness and Reasonableness of the Budget:** This factor considers whether the proposed budget is commensurate with the level of effort needed to accomplish the project objectives and whether the cost of the project is reasonable relative to the value of the anticipated results.

E2. Review and Selection Process

- All proposals are considered in accordance with the criteria described above. All criteria are to be weighed equally by the panel reviewers when deriving their overall score.
- A panel of 4-7 peer members comprising of scientists, engineers, and other experts drawn from academic, federal, state, local, regional, and Tribal governments, non-profits, and private industry will review all proposals. Each panel member will read and review every proposal. After individual review, the panel will meet to discuss each proposal according to the evaluation criteria.
- The peer review panel will make recommendations and provide advice on each proposal based on the criteria discussed in section E1. The panel will rank proposals into priority groupings in accordance with the criteria. The panel rankings are the principal determination of proposal success pending available funds. The Landslide Hazards Program (LHP) Office will make final funding decisions based on the panel's recommendations, the LHP Science Priorities for the Fiscal Year, and priorities described in *National Landslide Preparedness Act* (Public Law 116-323; [Attachment C](#)) and [Attachment A](#).

E3. CFR – Regulatory information

Refer to the U.S. Geological Survey (USGS) Award Terms and Conditions for the general administrative and national policy requirements applicable to USGS awards. USGS will communicate any other program- or project-specific special terms and conditions to recipients in their Notice of Award.

E4. Anticipated Announcement and Federal Award Dates

Following the panel reviews, the USGS will make funding decisions and will notify applicants of one of three possible decisions:

- the proposal has been recommended for funding at full or reduced levels of support, subject to appropriations;

- the proposal is being declined and will not be funded; or
- the proposal is on hold and may be funded if sufficient funds become available during the fiscal year in question.

The USGS intends to provide initial notifications to the institution and PI by the end of MONTH. For proposals that are placed on hold, secondary notification regarding funding will be provided on or before the following MONTH or when appropriations are known.

F. Federal Award Administration Information

F1. Federal Award Notices

a) Rejection of Applications after Initial Review

If an application does not meet all requirements specified in the Program Announcement, as determined by the Contracting Officer and in consultation with the USGS Project Officer, the institution and Principal Investigator will be promptly notified that the proposal will not be reviewed indicating the reason for its rejection.

F2. Administrative and National Policy Requirements

See the “DOI Standard Terms and Conditions” for the administrative and national policy requirements applicable to DOI awards.

Refer to the U.S. Geological Survey (USGS) Award Terms and Conditions for the general administrative and national policy requirements applicable to USGS awards. The USGS will communicate any other program- or project-specific special terms and conditions to recipients in their Notice of Award.

a) Data Availability

Per the Financial Assistance Interior Regulation (FAIR), 2 CFR §1402.315:

- (a) All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.
- (b) The Federal Government has the right to:
 1. Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and
 2. Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

F3. Reporting

a) Financial Reports

All recipients must use the SF-425, Federal Financial Report form for financial reporting. At a minimum, all recipients must submit a final financial report. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with multiple budget years, recipients are required to submit interim financial reports on the frequency established in the

Notice of Award. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. The USGS will describe all financial reporting requirements in the Notice of Award.

b) Performance Progress Reports

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit interim progress reports on the frequency established in the Notice of Award.

c) Significant Development Reports

Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the Bureau in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify USGS in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

d) Conflict of Interest Disclosures

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the U.S. Office of Government Ethics website for more information on these restrictions. USGS will examine each conflict-of-interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, USGS will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies USGS may result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including termination of the award.

e) Other Mandatory Disclosures

The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including suspension or debarment.

f) Reporting Matters Related to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

G. Federal Awarding Agency Contact(s)

G1. USGS Project Officer

For programmatic technical assistance, contact:

First Name: Stephen

Last Name: Slaughter

Address: USGS, Box 25046, MS 966, Denver, CO 80225

Telephone: 720-483-3945

Email: sslaughter@usgs.gov

G2. USGS Grant Specialist

For program administration assistance, contact:

First Name: Amber

Last Name: Brazil

Address: USGS National Center, 12201 Sunrise Valley Drive, Reston, VA 20192

Telephone: 703-648-7477

Email: abrazil@usgs.gov

G3. USGS Contracting Officer

First Name: Sherri

Last Name: Bredesen

Address: USGS National Center, 12201 Sunrise Valley Drive, Reston, VA 20192

Telephone: 703-648-7485

Email: sbredesen@usgs.gov

G4. Application System Technical Support

For Grants.gov technical registration and submission, downloading forms and application packages, contact:

Name: Grants.gov Customer Support

Telephone: 1-800-518-4726

Email: Support@grants.gov

H. Other information

a) Payments

Domestic recipients are required to register in and receive payment through the U.S. Treasury's Automated Standard Application for Payments (ASAP), unless approved for a waiver by the USGS program. Foreign recipients receiving funds to a final destination bank outside the U.S. are required to receive payment through the U.S. Treasury's International Treasury Services (ITS) System. Foreign recipients receiving funds to a final destination bank in the U.S. are required to enter and maintain current banking details in their SAM.gov entity profile and receive payment through the Automated Clearing House network by electronic funds transfer (EFT). The Bureau will include recipient-specific instructions on how to request payment, including identification of any additional information required and where to submit payment requests, as applicable, in all Notices of Award.

OMB Control Number: 1028-0142, Expiration Date: 04/30/2027

I. Attachments

Attachment A. Guidance Criteria for FY 2025

USGS Cooperative Landslide Hazard Mapping and Assessment Program

a) Guidance Criteria

The *National Landslide Preparedness Act* established the *National Landslide Hazards Reduction Program* to address **four goals**:

1. Identify and understand landslide hazards and risks;
2. Reduce losses from landslides;
3. Protect communities at risk of landslide hazards; and
4. Help improve communication and emergency preparedness, including by coordinating with communities and entities responsible for infrastructure that are at risk of landslide hazards.

To meet these four goals, the *National Strategy for Landslide Loss Reduction* (hereafter the “*Strategy*”) was written in coordination with a Federal interagency working group, identifying specific goals and strategic actions applicable to all levels of government. In consideration of the four goals above and the goals and strategic actions identified in the *Strategy*, the following **Guidance Criteria** (GC) have been articulated for Risk Reduction Proposals associated with the Cooperative Landslide Hazard Mapping and Assessment Program and are described in detail below:

- GC1. Landslide hazard mapping and assessment
- GC2. Planning and coordination
- GC3. Education and outreach

Proposals submitted to this grant program must address at least one of the Guidance Criteria (GC1, GC2, GC3). This document summarizes some of the relevant goals and strategic actions discussed above; the USGS invites those submitting a proposal to also review the *National Landslide Preparedness Act* and the *Strategy* ([Attachments C](#) and [D](#), respectively) to improve their proposal alignment. The identified Guidance Criteria are not an exhaustive list of all potential proposal topics, nor intended to discourage submission of proposals to accomplish other important landslide risk reduction tasks. Pls are encouraged to reach out to USGS Project Officer to discuss potential topics.

Guidance Criteria GC1: Landslide hazard mapping and assessments

Characterizing societal risk from landslides is an interdisciplinary endeavor that requires the data, collaboration, and coordination of local, Tribal, state, territorial, and federal agencies, as well as input from communities at-risk, nongovernmental organizations, and the private sector. Key to the effectiveness of this work in reducing landslide losses is the development of better landslide hazard mapping and assessments. The hazard assessments can then be used to inform vulnerability and risk-assessment activities, which can in turn help identify where more-detailed hazard assessments and improved monitoring are needed to reduce the uncertainty of where, when, and why landslides could occur. These maps and assessments, combined with place-based sociological research, can also help focus outreach and communications about landslide risk reduction and preparedness. **NOTE: for ANY mapping project, please provide a map of the proposed mapping area and state the size of the area in square miles. Specific protocols, methods, tools, and processes to be used for project work must be articulated for projects involve mapping landslides, susceptibility, risk, or other spatial analysis.**

Risk Reduction Proposal topics may include:

- Landslide hazard mapping following an established protocol and using a lidar (3DEP) DEM base map. Hazard mapping may include landslide inventory, susceptibility, runoff,

exposure, and risk modeling for a region, municipality, or other defined area within the applicant's jurisdictional responsibility.

- Landslide event database creation that describes spatial and temporal information related to storm events, earthquakes, or other regional landslide events. Data collected may include landslide timing, precise location, land use, damage estimates, losses, or other influences to improve the collective understanding of the impact that landslides have on people, the built environment, and ecosystem services.
- Assessments to improve our understanding of landslide behavior, including where landslides will initiate and where debris could travel after an event.
- A study of the influence of land use and land management practices on landslide likelihood and magnitude.
- Development of best practices and tools for landslide mapping in collaboration and coordination with state, Tribal, territorial, Federal, and local governments.
- Collecting and analyzing loss data from landslides.
- Other topics relevant to this Guidance Criteria.

Note that for any mapping efforts that require topographic data, applicants are strongly encouraged to use lidar DEMs (e.g., data from the 3D Elevation Program ([3DEP](#))) and to describe their usage in their proposals.

Guidance Criteria GC2: Landslide planning and coordination

Reducing landslide losses requires strategies for improving preparedness and mitigation, and for increasing the Nation's capacity to respond to and recover effectively from landslides when they affect communities, infrastructure, and other equities. Improving preparedness, mitigation, response, and recovery requires planning, collaboration, and coordination across Federal agencies; state, Tribal, territorial, and local governments; academia; private industry; and nongovernmental and community organizations. Priority area 2 seeks to fund ways to improve planning and coordination among research, private industry, land management, and emergency management communities, as well as across various levels of government to ensure that the right information is in the right hands at the right time. Such coordination includes workforce development through professional training, improving and standardizing linkages between landslide hazard science and operational entities responsible for providing watches and warnings, evacuation planning, and communication strategies. Formalizing roles and responsibilities for landslide response and research, as well as increasing coordination, will streamline landslide hazard responses and can result in improved short- and long-term outcomes to protect lives, property, infrastructure, and the environment.

Proposal topics may include:

- Development of landslide emergency and technical response protocols, roles and responsibilities, procedures, products, and trainings to address local landslide emergencies. Partners may include emergency, land, and infrastructure managers, and others.
- Development, coordination, and facilitation of a landslide working group that shares best practices and lessons learned for effective landslide outreach, preparedness planning, education, land use practices, and other areas of landslide risk reduction and consisting of landslide experts and emergency, land, and transportation managers, planners, and others.
- Other topics relevant to this Guidance Criteria.

Guidance Criteria GC3: Landslide education, engagement, and outreach

The production of information on landslides and related hazards alone is not sufficient to reduce landslide losses and risk. Active engagement with the user community in the application and interpretation of landslide hazard information is needed for effective risk reduction. Ensuring stakeholder comprehension of landslide risk reduction products is crucial to reduce landslide losses. To develop effective mitigation strategies, early coordination of hazard and risk assessment activities with emergency managers, planners, public works, and other government officials must be a focus.. Stakeholder buy-in is a critical step in information acceptance, adoption, and use. The use of hazard maps is reduced when: (a) the users don't know the product exist; (b) users don't understand the underlying data; and (c) the users were not provided the opportunity for input into the development of products. Active engagement with the user community provides space for dialogue on modifications to existing risk reduction products and development of new products and trainings that make work and results more relevant and applicable. The LHP supports opportunities for engaging the user community at all levels of government.

For the best available scientific information to be used, it must be delivered in an accessible manner that is tailored to the scale and intent of the decisions and actions of its users. Effective loss reduction also requires education and training for at-risk people and communities, for land managers, and for other entities. Incorporating landslide hazard information into all-hazards planning efforts enables land managers and communities to: (a) address exposure of existing and future assets to landslide risk; (b) mitigate potential losses to the built environment, natural and cultural resources, and habitats that may be in these areas; and (c) respond and recover in ways that reduce the long-term effects of landslides.

Proposal topics may include:

- Development of materials promoting landslide education, outreach, and engagement to the public.
- Provide collaborative engagement opportunities (workshops, trainings, etc.) for specialists and practitioners that facilitate addressing important challenges, such as: landslide hazard mitigation, response, preparedness, resilience, or similar.
- Advance coordination of messaging across multiple agencies by examining resources for education, crowdsourcing, and emergency management tools, for disseminating landslide information, landslide hazard products, and landslide emergency response.
- Engage user communities to assess the efficacy of existing landslide products and elicit their suggestions for improvements and new products.
- Develop new tools and products for increasing awareness of landslide hazards within the public and targeted user groups, such as emergency responders, public utilities, risk managers, decision makers, developers, and engineers.
- Develop approaches for providing landslide hazard information needed for risk assessments, and landslide mitigation and response planning to decision makers, emergency responders, and the public, particularly that cross local, state, Tribal, and territorial boundaries, and various levels of government.
- Develop landslide preparedness curricula and training modules for the public and for government officials including utility workers, planners and emergency, land, resources, and infrastructure.
- Other topics relevant to this Guidance Criteria.

Attachment B. Special Terms and Conditions

SPECIAL TERMS AND CONDITIONS

LANDSLIDE HAZARDS MAPPING AND ASSESSMENT PROGRAM

OFFER AND ACCEPTANCE:

The United States of America, acting by and through the U.S. Geological Survey (USGS), hereby offers a Grant to the Recipient (see page 1, block 9a. titled *Grantee Name and Address*) which will be identified as the “recipient” throughout the remainder of this document.

Acceptance of a federal financial assistance award from the Department of the Interior (DOI) carries with it the responsibility to be aware of and comply with the terms and conditions of the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award by signature or electronic means. Awards are based on the application submitted to and approved by DOI and are subject to the terms and conditions incorporated either directly or by reference below.

SECTION A – PROJECT DESCRIPTION

A.1 Project Description

The USGS Cooperative Landslide Hazard Mapping and Assessment Program reflects the National Landslide Preparedness Act (Public Law 116-323) and the National Strategy for Landslide Loss Reduction (Godt et al., 2022), which support the mission of the USGS Landslide Hazards Program (LHP) to reduce loss of lives and property from landslides and improve public safety and community resilience of the Nation. Projects funded under this grant program support the following four goals established by the National Landslide Hazards Reduction Program: 1) identify and understand landslide hazards and risks; 2) reduce losses from landslides; 3) protect communities at risk of landslide hazards; and 4) help improve communication and emergency preparedness, including by coordinating with communities and entities responsible for infrastructure that are at risk of landslide hazards. To achieve these objectives, projects funded under this Program will focus on landslide hazard mapping and assessment, planning, coordination, education, and outreach.

A.2 USGS Involvement

There will be no substantial involvement by the USGS in the recipient’s performance of this agreement.

SECTION B – FUNDING AND AWARD PERIODS

B.1 Funding

a) The total estimated cost of the USGS share for the performance of this agreement is located on page 1, block 13 titled *Total Federal Funds Awarded to Date for Project Period*.

b) The amount of federal funds obligated under this agreement shall be available for payment of costs incurred by the recipient in performance of this agreement (see page 1, block 7 titled *Budget Period*). In

no event shall costs be incurred in performance of this agreement in excess of the funds currently obligated (see page 1, block 13 titled *Total Federal Funds Awarded to Date for Project Period*).

B.2 Award Period

The initial budget period is located on page 1, block 7 titled *Budget Period*. The total project period is located on page 1, block 6 titled *Project Period*.

B.3 Pre-Agreement Costs

The recipient is not authorized to incur costs prior to the award of this agreement. Costs incurred prior to the award of this agreement are not allowable.

SECTION C - DELIVERABLES

C.1 Progress Reports

- a) The recipient must submit annual progress reports electronically through GrantSolutions (<https://home.grantsolutions.gov/home/>) or via e-mail to the USGS Program Officer and one copy of the transmittal letter to the USGS Grants Management Official within 90 calendar days after the agreement year (i.e., 12 months after the approved effective date of the agreement and every 12 months thereafter until the expiration date of the agreement.). For agreements with a total anticipated performance period of twelve months (12) months or less, only a final technical report will be required. A progress report is not required in the final budget year, unless the recipient requests an extension to the project period.
- b) The progress reports shall include the following information:
 - (i) A comparison of actual accomplishments to the objectives of the agreement established for the budget period and overall progress in response to the performance metrics.
 - (ii) The reasons why established goals were not met, if appropriate.
 - (iii) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.
 - (iv) An outline of anticipated activities and adjustments to the program during the next budget period.
- c) Between the required reporting dates, events may occur which have significant impact upon the project or program. In such cases, the recipient shall inform the USGS as soon as the following types of conditions become known:
 - (i) Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the agreement. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
 - (ii) Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

C.2 Final Technical Report

- a) The Recipient must submit the final technical report electronically through GrantSolutions (<https://home.grantsolutions.gov/home/>) or via e-mail to the USGS Program Officer and one copy of the transmittal letter to the USGS Grants Management Official. The final performance report will be due 90 calendar days after the period of performance end date.

- b) The final technical report shall document and summarize the results of Recipient's work. The report shall include a quantitative description of activities and overall progress in response to the performance metrics which documents and summarizes the results of the entire agreement. The final report shall include tables, graphs, diagrams, sketches, etc., as required to explain the results achieved under the agreement. The report shall also include recommendations and conclusions based upon both the experience and the results obtained.

C.3 Annual Financial Reports

- a) The Recipient must submit an annual SF 425, Federal Financial Report, for each individual USGS award. The SF 425 is available at grants.gov/forms/forms-repository/post-award-reporting-forms. The SF 425 will be due within 90 days following the end of the annual period or within 90 days following the end of each annual period coinciding with the award start date.
- b) The SF 425 must be submitted electronically through GrantSolutions (<https://home.grantsolutions.gov/home/>) or by e-mail to SF425@usgs.gov with a cc to the USGS Grants Management Official. Recipient must include the USGS award number (see page 1, block 4 titled: Grant No.) in the subject line of all e-mail correspondence. If, after 90 days, recipient has not submitted a report, the recipient's account in Automated Standard Application for Payments (ASAP) will be placed in a manual review status until the report is submitted.

C.4 Final Financial Report

- a) The Recipient will liquidate all obligations incurred under the award and submit a final SF 425, Federal Financial Report in accordance with C.3.b. no later than 90 calendar days after the agreement completion date.
- b) Recipient will promptly return any unexpended federal cash advances or will complete a final draw from ASAP to obtain any remaining amounts due. Once 120 days has passed since the agreement completion date, USGS shall unilaterally de-obligate federal funds as reflected in the final SF 425.
- c) Subsequent revision to the final SF 425 will be considered only as follows:
 - i. When the revision results in a balance due to the Government, the recipient must submit a revised final SF 425, Federal Financial Report, and refund the excess payment whenever the overcharge is discovered, no matter how long the lapse of time since the original due date of the report.
 - ii. When the revision represents additional reimbursable costs claimed by the recipient, a revised final SF 425 may be submitted to the USGS Grants Management Official with an explanation. If approved, the USGS will either request and pay a final invoice or reestablish the ASAP subaccount to permit the recipient to make a revised final draw. Any revised final report representing additional reimbursable amounts must be submitted no later than 1 year from the due date of the original report, i.e., 15 months following the agreement completion date. USGS will not accept any revised SF 425 covering additional expenditures after that date and will return any late request for additional payment to the Recipient.

C.5 Publications

a) Acknowledgment of Support

Recipient is responsible for assuring that an acknowledgment of USGS support:

- 1) is made in any publication (including World Wide Web pages) of any material based on or developed under this agreement, in the following terms:

This material is based upon work supported by the U.S. Geological Survey under Grant/Cooperative Agreement No. (see page 1, block 4 titled: *Grant No.*).

- 2) is orally acknowledged during all news media interviews, including popular media such as radio, television and news magazines.

b) Disclaimer

Recipient is responsible for assuring that every publication of material (including World Wide Web pages) based on or developed under this agreement, contains the following disclaimer:

The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Geological Survey. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Geological Survey.

c) USGS Logo

Use of the USGS logo (also known as "visual identity" or "identifier") constitutes the recipient's agreement to and acceptance of the following terms:

- The USGS identifier is trademarked and not in the public domain.
- Use of the trademarked USGS identifier is authorized by USGS for use only by recipients of USGS funding.
- Use is authorized on information products that result from research funded by the financial assistance award.
- Use the USGS identifier for any other purpose without written permission from USGS is prohibited; doing so constitutes trademark infringement.
- Recipient will adhere to the design requirements, which are as follows:
 - The USGS identifier must appear in black, white, or green only.
 - The USGS identifier cannot be modified in any way except for proportional sizing.
 - The USGS identifier should appear at the same size as logos of other agencies, if any.
 - If used on a digital product, the USGS identifier should link to www.usgs.gov

d) Publication

Publication of the results of any project carried out under this assistance award is authorized in professional journals, trade magazines, or may be made by the USGS. Such manuscripts or

publications submitted to journals or professional publications for publication shall be accompanied by the following notation:

This manuscript is submitted for publication with the understanding that the United States Government is authorized to reproduce and distribute reprints for Governmental purposes.

e) Copies for USGS

Recipient is responsible for assuring that the USGS Project Office is provided a digital version, preferably as a MS Word DOCx file, of every accepted manuscript upon acceptance for publication by the journal.

f) Department of the Interior Requirements

Two copies of each publication produced under a grant or cooperative agreement shall be sent to the Natural Resources Library with a transmittal that identifies the sender and the publication. The address of the library is:

U.S. Department of the Interior
Natural Resources Library
Division of Information and Library Services
Gifts and Exchange Section
18th and C Streets, NW
Washington, DC 20240

SECTION D – ASSISTANCE ADMINISTRATIVE DATA

D.1 Assistance Administration

This agreement will be administered by:

Amber Brazil
Grants Specialist
U.S. Geological Survey
Office of Acquisition and Grants
12201 Sunrise Valley Drive, MS 205
Reston, VA 20192
703-648-7477
abrazil@usgs.gov

Written communications shall make reference to the assistance award number and shall be mailed (or emailed) to the above address.

D.2 Payment

Payments under financial assistance awards must be made using the Department of the Treasury Automated Standard Application for Payments (ASAP) system (www.asap.gov).

- a) The recipient agrees that it has established or will establish an account with ASAP. USGS will initiate enrollment in ASAP. If the recipient does not currently have an ASAP account, they must designate

an individual (name, title, address, phone and e-mail) who will serve as the Point of Contact (POC).

- b) With the award of each grant/cooperative agreement, a sub-account will be set up from which the recipient can draw down funds. After recipient's complete enrollment in ASAP and link their banking information to the USGS ALC (14080001), it may take up to 10 days for sub-accounts to be activated and for funds to be authorized for drawdown in ASAP.
- c) Inquiries regarding payment should be directed to ASAP at 855-868-0151.
- d) Payments may be drawn in advance only as needed to meet immediate cash disbursement needs.

D.3 Revisions and Prior Approvals

Modifications to this agreement shall generally be executed by mutual written consent of the parties, with the exception of certain purely administrative changes that may be executed unilaterally by the USGS. Recipients may make certain limited budgetary and programmatic changes without prior USGS approval as outlined in 2 CFR 200.308 and 200.407. Any proposed change which requires prior written approval of the USGS shall be submitted in writing to the address at D.1 at least thirty (30) days prior to the requested effective date of the proposed change. The USGS will respond to the change request within thirty (30) days of receipt.

- a) Extensions. Recipients are specifically advised that requests for extension or other change to the budget or project period(s) require prior written approval. Such requests must be submitted as outlined above and be accompanied by a statement supporting the extension and a revised budget (if necessary) indicating the planned use of all unexpended funds during the proposed extension period. A revised budget is not required for no cost extensions.
- b) Transfer of Funds. Recipients are specifically advised that prior written approval of the USGS Grants Management Official is not required for transfer of funds between direct cost categories when the cumulative amount of the transfer during the performance period does not exceed ten percent (10%) of the total USGS award. Prior written approval is required from the USGS Grants Management Official for transfers of funds in excess of the ten percent limitation.
- c) Carry Forward of Funds. Recipients are specifically advised that prior written approval by the USGS Grants Management Official is required to carry forward unobligated balances to subsequent budget periods. It is expected that funds be expended during the budget period for which they are obligated. The request must include the amount of funds to be carried over, why the carry-over of funds is necessary, and for how long the funds should be carried over.

SECTION E - GENERAL PROVISIONS

E.1 Department of the Interior Standard Terms and Conditions

The recipient shall be subject to the Department of the Interior Standard Terms and Conditions which are incorporated herein by reference and available on the Internet at: [DOI Standard Terms and Conditions | U.S. Department of the Interior](https://www.doi.gov/grants/doi-standard-terms-and-conditions): <https://www.doi.gov/grants/doi-standard-terms-and-conditions>

E.2 Additional Terms and Conditions

a) Research Integrity

- 1) USGS requires that all grant or cooperative agreement recipient organizations adhere to the federal policy on Research Misconduct, Office of Science and Technology Policy, December 6, 2000, 65 Federal Register (FR) 76260. The federal policy on research misconduct outlines requirements for addressing allegations of research misconduct, including the investigation, adjudication, and appeal of allegations of research misconduct and the implementation of appropriate administrative actions.
- 2) The recipient must promptly notify the USGS Project Office when research misconduct that warrants an investigation pursuant to the federal policy on research misconduct is alleged.

b) Data Availability

- 1) Applicability. The Department of the Interior is committed to basing its decisions on the best available science and providing the American people with enough information to thoughtfully and substantively evaluate the data, methodology, and analysis used by the Department to inform its decisions.
- 2) Use of Data. The regulations at 2 CFR 200.315 apply to data produced under a federal award, including the provision that the Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a federal award as well as authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes.
- 3) Availability of Data. The recipient shall make the data produced under this award and any subaward(s) available to the Government for public release, consistent with applicable law, to allow meaningful third party evaluation and reproduction of the following:
 - a. The scientific data relied upon;
 - b. The analysis relied upon; and
 - c. The methodology, including models, use to gather and analyze the data.

c) Conflict of Interest

- 1) Applicability.
 - a. This section intends to ensure that non-federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to federal financial assistance agreements.
 - b. In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.318 apply.
- 2) Requirements.
 - a. Non-federal entities must avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question the

recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a federal financial assistance agreement.

- b. In addition to any other probations that may apply with respect to conflicts of interest, no key official of an actual or proposed recipient or subrecipient, who is substantially involved in the proposal or project, may have been a former federal employee who, within the last one (1) year, participated personally and substantially in the evaluation, award, or administration of an award with respect to that recipient or subrecipient or in development of the requirement leading to the funding announcement.
- c. No actual or prospective recipient or subrecipient may solicit, obtain, or use non-public information regarding the evaluation, award, or administration of an award to that recipient or subrecipient or the development of a federal financial assistance opportunity that may be of competitive interest to that recipient or subrecipient.

3) Notification.

- a. Non-federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112, Conflicts of Interest.
- b. Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the USGS Grants Management Official in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

4) Restrictions on Lobbying. Non-federal entities are strictly prohibited from using funds under this grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR Part 18 and 31 USC 1352.

5) Review Procedures. The USGS Grants Management Official will examine each conflict-of-interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop and appropriate means for resolving it.

6) Enforcement. Failure to resolve conflicts of interest in a matter that satisfies the Government may be cause for termination of the award. Failure to make required disclosures may result in any of remedies described in 2 CFR 200.338, Remedies for Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

d) Program Income

- 1) If the recipient is an educational institution or nonprofit research organization, any other program income will be added to funds committed to the project by the federal awarding agency and recipient and be used to further eligible project or program objectives, as described in 2 CFR 200.307(e)(2).
- 2) For all other types of recipients, any other program income will be deducted from total allowable costs to determine the net allowable costs before calculating the Government's share of reimbursable costs, as provided in 2 CFR 200.307(e)(1).

e) Government Furnished Equipment or Equipment Authorized for Purchase

Title to equipment acquired wholly or in part with federal funds shall be vested in the recipient unless otherwise specified in the award document. The recipient shall retain control and maintain an inventory of such equipment as long as there is a need for such equipment to accomplish the purpose of the project, whether or not the project continues to be supported by federal funds. When there is no longer a need for such equipment to accomplish the purpose of the project, the recipient shall use the equipment in connection with other federal awards the recipient has received. Disposal of equipment shall be in accordance with 2 CFR 200.313.

No equipment is provided or authorized for purchase on this grant/cooperative agreement.

SECTION F – SPECIAL PROVISIONS

Geospatial Requirements

The Geospatial Data Act of 2018 outlines specific requirements for federal recipients when collecting or producing geospatial data using Department of the Interior financial assistance funds. Here's a summary of the key points:

- **Due Diligence Search:** Federal recipients must first check the GeoPlatform.gov list of datasets to see if the needed geospatial data, products, or services already exist.
- **Use of Existing Data:** If the required data is already available, recipients must use it rather than producing new data.
- **Production of New Data:** If the needed data is not available, recipients must produce new geospatial data, products, or services in accordance with guidance and standards established by the Federal Geospatial Data Committee (FGDC), which can be found at www.fgdc.gov.
- **Submission Requirements:** Recipients must submit a digital copy of all GIS data produced or collected under the award to the relevant bureau or office.
- **Data Format:** All GIS data files must be in an open format.
- **Metadata Requirements:** All delineated GIS data (such as points, lines, or polygons) should be compliant with approved open data standards and include complete feature-level metadata.

These requirements ensure that geospatial data is managed efficiently, used appropriately, and made accessible in a standardized format for future use and sharing. open data standards with complete feature level metadata.

2 CFR 1402.315 Availability of Data

(a) All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.

(b) The Federal Government has the right to:

- (1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a federal award; and
- (2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for federal purposes, including to allow for meaningful third-party evaluation.

(c) Bureaus and offices of the Department of the Interior must include the language in paragraphs (a) and (b) of this section in full text in all NOFOs and financial assistance agreements.

SECTION G – DOCUMENTS INCORPORATED BY REFERENCE AND ORDER OF PRECEDENCE

G.1 Documents Incorporated By Reference

The following documents are hereby incorporated into this agreement by reference:

- 1) The Recipient's proposal.
- 2) The Recipient's application for financial assistance (SF424, SF424A, SF424B).

G.2 Order of Precedence

In the event of any inconsistency within this agreement, the following order of precedence shall be followed:

- 1) The cover page.
- 2) Sections A through F of this agreement.
- 3) Documents incorporated by reference (see G.1) in the order in which they are incorporated.

– END OF ASSISTANCE AWARD DOCUMENT –

Attachment C. Public Law 115-323

Link: [PUBL323.PS \(congress.gov\)](https://www.congress.gov/116/plaws/publ323/PLAW-116publ323.pdf) or <https://www.congress.gov/116/plaws/publ323/PLAW-116publ323.pdf>

Attachment D. Landslide National Strategy for Landslide Loss Reduction

Link: [ofr20221075.pdf – National Strategy for Landslide Loss Reduction \(usgs.gov\)](https://pubs.usgs.gov/of/2022/1075/ofr20221075.pdf) or <https://pubs.usgs.gov/of/2022/1075/ofr20221075.pdf>

Attachment E. USGS Scientist Collaboration Statement Form - Template

Blue text signifies items that must be changed prior to proposal submission.

Please delete all blue text before submission.

Organization Letterhead

Date

To whom it may concern:

If the proposal submitted by (INSERT FULL NAME OF PI) entitled (INSERT PROJECT TITLE) is selected for funding by the USGS, it is my intent to collaborate and/or commit resources as detailed in the submitted Project Narrative. I have discussed my commitment to collaborate on this work with my Supervisor and I will include specific efforts of the collaboration in my agreed-upon internal work plan for the period of the proposal.

(Signature)

[Name of USGS Collaborator]

[Title of USGS Collaborator]

(Signature)

[Name of Supervisor of USGS Collaborator]

[Title of Supervisor of USGS Collaborator]

Attachment F. Proposal Information Summary Template

Use the format below for the **required** Proposal Information Summary:

1. Project Title	If a collaborative proposal, the title of the proposal must appear as follows: "Title of Proposal: Collaborative Research with First Institution Name, and Second Institution Name" .
2. Guidance Criteria	From Attachment A, list the Guidance Criteria this proposal addresses (GC1, GC2, and/or GC3)
3. Principal Investigator(s)	List all PI's/Co-I's for the proposal here and all contact information. (Name(s)) (Institute/Organization Name) (Street Address/P.O. Box) (City, State, Zip Code) (Phone/email)
4. Authorized Organization Representative	The individual(s) who can represent, commit, and legally bind your organization for this grant application. Typically, not the same person as the PI. (Name) (Institute/Organization Name) (Street Address/P.O. Box) (City, State, Zip Code) (Phone/email)
5. Amount Requested	List amount requested for federal support
6. Proposed Start Date	The date you would like to start work; between MM/DD and MM/DD of the same federal fiscal year. Indicate if the start date is: Fixed or Flexible
7. Proposed Duration	1 or 2 years. No awards are issued for less than 12 months or any portion of 1 or 2 years (for example, 18 months). Note that for 2-year proposals, all funding is provided as a lump sum at the start of the project.
8. New Proposal	If submitting a proposal for a project related to a current or recent USGS award, indicate the USGS award number and title
9. Resubmittal Proposal	If this is a resubmitted proposal, include title and year of submission of the previous proposal to USGS. The resubmitted proposal should identify changes made since original submission to USGS.
10. Has this proposal been submitted to any other organization for funding?	Note name(s) of agency, and program or division to which this proposal was submitted. If it has not been submitted before, enter "None"

Attachment G. Budget Summary Table Template

Project Title:

Principal Investigator(s):

Proposed Project Period:

Examples provided in blue, please delete when using template

Salary				
Personnel	Rate	Quantity	USGS Funds	Recipient Matching
Ex. J. Doe, State Geologist	\$30/hr	1000 hrs	\$15,000	\$15,000
Salary Total			\$	\$
Fringe Benefits				
Personnel	Rate	Quantity	USGS Funds	Recipient Matching
Ex. J. Doe, State Geologist	40.20%	--	\$12,060	\$0
Fringe Total			\$	\$
Travel				
Expense	Rate	Quantity	USGS Funds	Recipient Matching
Ex. Lodging	\$109/night	6 nights	\$654.00	\$0.00
Travel Total			\$	\$
Equipment				
Expense	Rate	Quantity	USGS Funds	Recipient Matching
Landslide Assessment Station	\$50,000/ea	2	\$100,000.00	\$0.00
Equipment Total			\$	\$

Supplies				
Expense	Rate	Quantity	USGS Funds	Recipient Matching
Field Notebooks	\$15/each	3	\$45.00	\$0.00
Supplies Total			\$	\$
Contracts				
Expense	Rate	Quantity	USGS Funds	Recipient Matching
Contract Geoprobe Drilling	\$1200/day	3 days	\$1,200.00	\$2,400.00
Contracts Total			\$	\$
Other Direct Costs				
Expense	Rate	Quantity	USGS Funds	Recipient Matching
Ex. Shipping Fees	\$200/year	2	\$400	\$0
Other Direct Costs Total			\$	\$
Direct/ Indirect Costs		Rate	USGS Funds	Recipient Matching
Total Direct Costs		--	\$50,000.00	\$50,000.00
Indirect Cost		18%	\$9,000.00	\$9,000.00
Total Project Cost (USGS and matching separate)			\$59,000.00	\$59,000.00
Combined Total Project Cost			\$118,000.00	

Use this format for the required Budget Summary Table. The Detailed Budget Narrative must be keyed directly to the Budget Summary Table.

Attachment H. Final Technical Report Template

Blue text signifies items that must be changed prior to proposal submission.

Please delete all blue text before submission.

This report will be published at <https://www.usgs.gov/programs/landslide-hazards/science/external-grants-overview>

The Final Technical Report shall document and summarize the results of Recipient's work. The report shall include a quantitative description of activities and overall progress in response to the performance metrics which documents and summarizes the results of the entire Agreement. The final report shall include tables, graphs, diagrams, sketches, etc., as required to explain the results achieved under the Agreement. The report shall also include recommendations and conclusions based upon both the experience and the results obtained. The Final Technical Report will follow the report template, below.

Award Number: XXXXXXXX

Title: For collaborative projects the title should be in the form: "Title: Collaborative Research with First Institution name and Second Institution name

Author(s) and Affiliation(s) with Address and zip code

Author's Telephone numbers and email address

Term covered by the award (start and end dates)

Acknowledgement of Support: This material is based upon work supported by the U.S. Geological Survey under Grant No. XXXXXXXX

Disclaimer: The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Geological Survey. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Geological Survey

Abstract

Goals and Objectives

List the goals and objectives for this grant. (Source: final project narrative. List only goals/objectives, not complete narrative.

Guidance Criteria Funded

List only the Guidance Criteria, not the narrative.

Accomplishments

List accomplishments and summarize results completed by this grant in summary form, not year-by-year and task-by-task. Must contain a comparison of actual accomplishments with the established goals and objectives of the award. Include a quantitative description of activities and overall progress in response to the performance metrics which documents and summarizes the results of the entire Agreement

(Attachment B). Please include tables, graphs, diagrams, sketches, etc., as required to explain the results achieved under the Agreement.

Example: [Remove examples below and replace with your own accomplishments]

- *Guidance Criteria 1: Mapped 358 landslides in Adams County and published the data on our Geohazards data portal, which is available to the public (link). Met with 3 planners, 2 emergency managers, and 2 public works county personnel to teach them about the mapping products. Held one community meeting for public (28 in attendance) interested in the mapping results.*
- *Guidance Criteria 2: coordinated with 3 Adams County emergency managers in the development of landslide emergency protocols and emergency management plans. Met with 5 County planners to develop land use codes that reflect landslide hazards in the county.*
- *Guidance Criteria 3: developed an 8-page Homeowners Guide to Landslides that can be changed to meet the needs of communities and their relevant landslide hazards. Printed 10,000 copies and distributed to 5,000 equally among 8 planning offices. Trained 2 undergraduate students in field mapping techniques. Provided professional development to 2 early career geoscientists through collaborative work with regional scientists and stakeholders and training of lidar-based mapping techniques. Link to pdf version of the guide is here: (link)*

Unmet Results

Describe results anticipated but not achieved. Explain simply what happened. If you list any unmet results, make sure that funds for that activity appear on the Cash On Hand of Standard Form 425 *Federal Financial Report*. That is, you should have funds remaining if any result is not met. If a result were reprogrammed through an earlier action, then report the result under accomplishments.

Example: *Planned to map landslides in Adams and Jefferson Counties. Deferred Jefferson County to FY25 grant because Adams County landslide density was significantly higher than initially scoped. \$13,000 for this activity is reported on the SF-425 as Cash On Hand at End of Period.*

Note: if you have no unmet results, state “none.”

Summary

In one or two paragraphs, state how this grant has contributed toward achieving the risk reduction strategies of the USGS Cooperative Landslide Hazard Mapping and Assessment Program.

Please attach any final products resultant from this grant, including web links, resources, etc.

Bibliography

List of any publications, products, websites, resources, etc. resulting from the work performed under the award. One copy of each publication is required if the Recipient has not previously submitted them to the USGS Project Officer.

Attachment I. Progress Report Template

USGS Cooperative Landslide Hazard Mapping and Assessment Program

USE FOR MULTI-YEAR PROJECTS ONLY

Blue text signifies items that must be changed prior to proposal submission.

Please delete all blue text before submission.

This report will be published at:

<https://www.usgs.gov/programs/landslide-hazards/science/external-grants-overview>

For multi-year projects a Progress Report shall document and summarize the progress of Recipient's work. The report will include a comparison of actual accomplishments to the objectives of the Agreement established for the year and overall progress in response to the performance metrics. The reasons why established goals were not met, if appropriate. Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs. An outline of anticipated activities and adjustments to the program during the next year. The Progress Report will follow the report template, below.

Award Number: XXXXXXXX

Title: For collaborative projects the title should be in the form: "Title: Collaborative Research with First Institution name and Second Institution name

Author(s) and Affiliation(s) with Address and zip code

Author's Telephone numbers and email address

Term covered by the award (start and end dates)

Acknowledgement of Support: This material is based upon work supported by the U.S. Geological Survey under Grant No. XXXXXXXX

Disclaimer: The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Geological Survey. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Geological Survey

Abstract

Goals and Objectives

List the goals and objectives for this grant as stated in the Project Narrative.

Guidance Criteria Funded

List the Guidance Criteria addressed by this grant work using GC1, GC2, and/or GC3.

Accomplishments to date

List the accomplishments and summarize the results completed by this grant to date. Your response should be in summary form, not year-by-year and task-by-task. Please directly link your listed accomplishments with the Guidance Criteria (GC1, GC2, and/or GC3) associated with this grant. Include a quantitative description of activities and overall progress in response to the performance metrics which documents and summarizes the results of the entire Agreement ([Attachment B](#)). Please include

tables, graphs, diagrams, sketches, workforce/training noted in accomplishments/outcomes, etc., as required to explain the results achieved under the Agreement.

Example: [Remove examples below and replace with your own accomplishments]

- *Guidance Criteria 1: Mapped 358 landslides in Adams County and published the data on our Geohazards data portal, which is available to the public (link). Met with 3 planners, 2 emergency managers, and 2 public works county personnel to teach them about the mapping products. Held one community meeting for public (28 in attendance) interested in the mapping results.*
- *Guidance Criteria 2: coordinated with 3 Adams County emergency managers in the development of landslide emergency protocols and emergency management plans. Met with 5 County planners to develop land use codes that reflect landslide hazards in the county.*
- *Guidance Criteria 3: developed an 8-page Homeowners Guide to Landslides that can be changed to meet the needs of communities and their relevant landslide hazards. Printed 10,000 copies and distributed to 5,000 equally among 8 planning offices. Pdf version of the guide is here: (link)*

Anticipated Results

Describe all anticipated results beyond the accomplishments to date mentioned above. Note if the anticipated results are “As Planned”, “Changed”, or “No Longer Anticipated”. Describe any changes to the anticipated results or timeline of work compared to what was provided in your grant proposal. If you have any anticipated results documented in your grant proposal that will not be achieved over the next year, please clearly state those here and briefly describe why they are no longer anticipated.

Example: AS PLANNED: *We planned to build a landslide hazards website hosting decision-support tools for Adams and Jefferson County. The website construction is underway and set to be completed and go live by the end of June 2025.*

Example: CHANGED: *We planned to hire 2 student interns to help with field work and work on populating the new website during May-July, however, due to scheduling issues, we instead hired 3 interns during June and July to do the same work. While this will result in STEM training for an additional student, the timeframe of their work period is compressed.*

Example: CHANGE TO NOT ANTICIPATED: *We planned to map landslides in Adams and Jefferson Counties, however, we deferred Jefferson County to FY26 grant because Adams County landslide density was significantly higher than initially scoped. \$13,000 for this activity is reported on the SF-425 as Cash On Hand at End of Period.*

Summary

In one or two paragraphs, state how this grant-funded work is contributing to the risk reduction strategies of the USGS Cooperative Landslide Hazard Mapping and Assessment Program. Please attach any final products resultant from the first part of the funding period, including web links, resources, etc.

Bibliography

List of any publications, products, websites, resources, etc. resulting from the work performed under the award. One copy of each publication is required if the Recipient has not previously submitted them to the USGS Project Officer.

Attachment J: Data Management Plan Template

Below is an example Data Management Plan (DMP) for use with projects involving digital data collection, data digitizing, processing, or other transformations. Additional examples are available at <https://www.usgs.gov/data-management/data-management-plans>

PI Name:

Award Number:

Project Title:

1. Will this project utilize existing data? Yes/No
 - a. If yes, where is the existing data hosted/stored currently? (Paper files, Excel spreadsheets, custom database, etc.)
2. Will this project use existing USGS data? Yes/No/Unknown
 - a. If yes, where did the existing dataset(s) come from?
3. Will your Project collect or process new data? Yes/No
 - a. If yes, what file format will be used to collect the new data? (Paper files, web forms, PDF forms, etc.)
4. Are there access/use limitations associated with your data? Yes/No
 - a. If yes, describe the limitations, including proprietary or sensitive data elements, etc.
5. Is existing data currently available to the public? Yes/No
 - a. Where are the data made available?
 - b. Describe how any proprietary/sensitive data is handled.
 - c. Are any fees associated with release of the data?
 - d. What data format is the data released in?
 - e. Is associated metadata made available, and if so what format?
6. Is new data planned to be made available to the public? Yes/No
 - a. Where will the data be available?
 - b. Describe how any proprietary/sensitive data will be handled.
 - c. Will any fees be associated with release of the data?
 - d. What data format will the data be released in?
 - e. Will associated metadata be made available, and if so, what format will be used?
7. Describe the approach for backup of all data associated with this project.
8. What is the lifespan of these data? Maintained indefinitely? Moved to archive storage after X years? Destroyed after X years? Other (explain).
9. Does data for this project rely on proprietary or licensed software? List software:
10. Describe quality assurance and/or quality control procedures that are associated with data collection and processing:

Attachment K: Grant Application Checklist

A list of required content/documents and the recommended order.

- A. Proposal Information Summary ([Attachment F](#))
- B. Project Abstract Summary (see page 12 for required template)
- C. Table of Contents
- D. Project Description (not to exceed 15-pages)
 - 1. Significance of the Project
 - 2. Project Plan
 - 3. Broader Impacts (optional)
 - 4. Related Efforts
 - 5. Project Personnel and Bibliography of Directly Related Work
 - a. Curriculum Vita, maximum 2-pages per CV*
 - 6. Institutional Qualifications
 - 7. Current Support and Pending Applications
 - 8. Past USGS-Supported Projects
 - 9. Current or Past IPA Work
 - 10. References/Works Cited
 - 11. Conflicts of Interest
 - 12. Letters of Support from institutions outside USGS and/or Signed USGS Scientist Collaboration Statement Form (optional)*
 - 13. Data Management Plan (DMP) ([Attachment J](#)) *
- E. Budget Summary Table ([Attachment G](#)) and Detailed Budget Narrative*
 - 1. Salaries and wages *
 - 2. Fringe benefits/labor overhead*
 - 3. Travel*
 - 4. Equipment*
 - 5. Supplies*
 - 6. Contracts*
 - 7. Other direct costs*
 - 8. Total direct costs*
 - 9. Indirect cost/General and Administrative (G&A) cost*
 - 10. Amount proposed*
 - 11. Applicant's contribution (i.e., Cost share/Match) to Project Cost*
 - 12. Total Project Cost*
 - ☐ Standard Form 424 (SF-424) - Application for Federal Assistance*
 - ☐ Standard Form 424A (SF-424A) - Budget Information: Non-Construction Programs*
 - ☐ Standard Form 424B (SF-424B) - Assurances: Non-Construction Programs*

*Content that does not count against the 15-page maximum