

# **The Department of Homeland Security (DHS)**

## **Notice of Funding Opportunity (NOFO)**

### **Fiscal Year 2025 FEMA National Earthquake Hazards Reduction Program Individual State Earthquake Assistance**

Fraud, waste, abuse, mismanagement, and other criminal or noncriminal misconduct related to this program may be reported to the Office of Inspector General (OIG) Hotline. The toll-free numbers to call are 1 (800) 323-8603 and TTY 1 (844) 889-4357.

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**1. Basic Information**

<b>A. Agency Name</b>	U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)/Resilience/Hazard Mitigation Directorate (HMD)/Building Science Division/Earthquake and Wind Sciences Branch
<b>B. NOFO Title</b>	Fiscal Year 2025 National Earthquake Hazards Reduction Program Individual State Earthquake Assistance
<b>C. Announcement Type</b>	Initial
<b>D. Funding Opportunity Number</b>	FEMA Region 2      DHS-25-MT-082-02-99 FEMA Region 4      DHS-25-MT-082-04-99 FEMA Region 5      DHS-25-MT-082-05-99 FEMA Region 6      DHS-25-MT-082-06-99 FEMA Region 7      DHS-25-MT-082-07-99 FEMA Region 8      DHS-25-MT-082-08-99 FEMA Region 9      DHS-25-MT-082-09-99 FEMA Region 10     DHS-25-MT-082-10-99
<b>E. Assistance Listing Number</b>	97.153
<b>F. Expected Total Funding</b>	\$2,094,650
<b>G. Anticipated Number of Awards</b>	22 Awards
<b>H. Expected Award Range</b>	\$50,000 to \$963,000
<b>I. Projected Application Start Date</b>	July 28, 2025, at 9:00 a.m. Eastern Time (ET)
<b>J. Projected Application End Date</b>	August 11, 2025, at 5:00 p.m. Eastern Time (ET)
<b>K. Anticipated Funding Selection Date</b>	September 30, 2025
<b>L. Anticipated Award Date</b>	September 30, 2025
<b>M. Projected Period of Performance Start Date</b>	October 1, 2025

<b>N. Projected Period of Performance End Date</b>	March 31, 2027
<b>O. Executive Summary</b>	<p>The National Earthquake Hazards Reduction Program (NEHRP) is a coordinating program for earthquake monitoring, research, implementation, education, and outreach activities developed and conducted by these four agencies:</p> <ul style="list-style-type: none"> <li>• Federal Emergency Management Agency</li> <li>• National Institute of Standards and Technology</li> <li>• National Science Foundation, and</li> <li>• U.S. Geological Survey</li> </ul> <p>FEMA awards non-competitive, grants to eligible states and territories with high to very high seismic risks to fund one or more of the following allowable activities. The purpose is to support the establishment of earthquake hazards reduction programming and the implementation of earthquake safety, mitigation, and resilience activities at the state and local level.</p> <p>In accordance with this Individual State Earthquake Assistance (ISEA) NOFO, funds available to eligible states and territories classified as having a high or very high risk of earthquakes. Participation in this funding opportunity is limited to states and territories that can provide a statutory non-federal cost share of 25%. However, the cost share requirement does not apply to territories classified as "Insular Areas," such as the U.S. Virgin Islands, which are still eligible to participate in the program.</p> <p>All activities funded by the ISEA grant program must be consistent with the NEHRP vision, mission, and strategic goals.</p>
<b>P. Agency Contact</b>	<p><b>a. Program Office Contact</b></p> <p>The Earthquake and Wind Sciences Branch (EWSB) provides programmatic management and delivery of the grant program under this NOFO. FEMA Regional Program Office Contacts will provide programmatic support and technical assistance to grant recipients awarded under this NOFO. Additional guidance and information may be obtained by contacting the Program Office via email at <a href="mailto:FEMA-NEHRP@fema.dhs.gov">FEMA-NEHRP@fema.dhs.gov</a>. A list of contact information for Headquarters and Regional Program Office Contacts is available at <a href="https://www.fema.gov/emergency-managers/risk-management/earthquake/contacts">https://www.fema.gov/emergency-managers/risk-management/earthquake/contacts</a>.</p> <p><b>b. FEMA Grants News</b></p>

	<p>This channel provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. FEMA Grants News Team is reachable at <a href="mailto:fema-grants-news@fema.dhs.gov">fema-grants-news@fema.dhs.gov</a> OR (800) 368-6498, Monday through Friday, 9:00 AM – 5:00 PM ET.</p> <p><b><i>c. Grant Programs Directorate (GPD) Award Administration Division</i></b>  GPD’s Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. AAD can be contacted at <a href="mailto:ASK-GMD@fema.dhs.gov">ASK-GMD@fema.dhs.gov</a>.</p> <p><b><i>d. FEMA Regional Offices</i></b>  FEMA Regional Offices also may provide fiscal support, including pre- and post-award administration and technical assistance. FEMA Regional Office contact information is available at <a href="https://www.fema.gov/fema-regional-contacts">https://www.fema.gov/fema-regional-contacts</a>.</p> <p><b><i>e. Civil Rights</i></b>  Consistent with Executive Order 14173, Ending Illegal Discrimination &amp; Restoring Merit-Based Opportunity, the FEMA Office of Civil Rights is responsible for ensuring compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA. They are reachable at <a href="mailto:FEMACivilRightsOffice@fema.dhs.gov">FEMACivilRightsOffice@fema.dhs.gov</a></p> <p><b><i>f. Environmental Planning and Historic Preservation</i></b>  The FEMA Office of Environmental Planning and Historic Preservation (OEHP) provides guidance and information about the EHP review process to FEMA programs and recipients and subrecipients. Send any inquiries regarding compliance for FEMA grant projects under this NOFO to FEMA-OEHP-<a href="mailto:NOFOQuestions@fema.dhs.gov">NOFOQuestions@fema.dhs.gov</a>.</p> <p><b><i>g. Payment and Reporting System</i></b>  FEMA uses the Payment and Reporting System (PARS) for financial reporting, invoicing, and tracking payments. The Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment is used for recipients. For any questions about the system, contact the Customer Service Center at (866) 927-5646 or email to <a href="mailto:ask-GMD@fema.dhs.gov">ask-GMD@fema.dhs.gov</a>.</p> <p><b><i>h. FEMA GO</i></b></p>
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	<p>For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at <a href="mailto:femago@fema.dhs.gov">femago@fema.dhs.gov</a> or (877) 585-3242, Monday through Friday, 9:00 AM – 6:00 PM ET.</p> <p><b>i. <i>FEMA Preparedness Toolkit</i></b>  The FEMA Preparedness Toolkit (PrepToolkit) provides access to tools and resources needed to implement the National Preparedness System and provide a collaborative space for communities completing the Unified Reporting Tool (URT). Recipients complete and submit their Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR), and other required assessments using the PrepToolkit. For assistance, contact <a href="mailto:support@preptoolkit.fema.dhs.gov">mailto:support@preptoolkit.fema.dhs.gov</a>.</p>
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## **2. Eligibility**

<b>A. Eligible Entities/Entity Types</b>	<p>Only the following entities or entity types are eligible to apply.</p> <p><b>a. <i>Applicants</i></b>  This funding opportunity is available to states and territories classified as having a high or very high risk of earthquakes. FEMA determines and publishes this classification annually in the State Assistance Target Allocation Plan. The FY 2025 plan determination is based on the Seismic Design Category (SDC) per the 2020 NEHRP Recommended Seismic Provisions for New Buildings and Other Structures FEMA P-2082, American Society of Civil Engineers and Structural Engineering Institute ASCE/SEI 7-22 Minimum Design Loads and Associated Criteria for Buildings and Other Structures, as shown in the International Code Council (ICC) approved 2024 IBC SDC map and at-risk population in a state.</p> <p>A state or territory is classified as having a high risk of earthquakes if it meets one of the following criteria:</p> <ul style="list-style-type: none"> <li>• It has areas designated as SDC-D or above on the 2024 IBC SDC map and an at-risk population exceeding 50,000 based on the 2020 U.S. Census population, OR</li> <li>• It covers over 1,000 square miles of high seismic risk area (SDC-D or above as per the 2024 IBC SDC map).</li> </ul> <p>Such states will be eligible for baseline funding plus an additional risk-based award. Applicants should note that changes in earthquake hazard areas and population size within the state can impact this determination. The additional amount is based on the state's Annualized Earthquake Loss as outlined in FEMA P-366, which</p>
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	<p>details HAZUS Estimated Annualized Earthquake Losses for the United States.</p> <p>Participation in this funding opportunity is limited to states and territories that can provide a statutory non-federal cost share of 25%. However, the cost share requirement does not apply to territories classified as "Insular Areas," such as the U.S. Virgin Islands, which are still eligible to participate in the program. For more details, please refer to Section C - Eligibility Information below.</p> <p><b>b. Subapplicants</b> Subapplicants and subawards are allowed.</p> <p>Per 2 C.F.R., Section 200.1, "Subaward." Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.</p> <p>Tribes and Tribal Nations are an example of a subrecipient. Subaward recipients are subject to the same conditions of the award as the pass-through entity.</p> <p>Subapplicants should not have foreign nationals or noncitizens included. If a subapplicant has foreign nationals, they must be properly vetted and must adhere to all government statutes, policies, and procedures including "staff American, stay in America" and security requirements.</p>
<b>B. Project Type Eligibility</b>	<p><b>a. Unallowable Project Types</b> Real property and equipment procurement, international travel, construction and renovation costs, retrofits, and earth science related costs are not allowed under this program.</p> <p><b>b. Allowable Project Types</b></p> <ul style="list-style-type: none"> <li>• Support seismic mitigation planning.</li> <li>• Prepare inventories and conduct seismic vulnerability evaluations and safety inspections of buildings, critical structures, and lifeline infrastructure.</li> <li>• Update building codes, zoning codes, and ordinances to enhance seismic safety.</li> <li>• Increase earthquake awareness and education.</li> <li>• Participation in emergency management exercises that substantially benefit earthquake mitigation efforts.</li> </ul>



	<ul style="list-style-type: none"> <li>• Promotion of earthquake insurance.</li> <li>• National Earthquake Program Managers (NEPM) meeting participation and support.</li> <li>• Assistance to multi-state groups for the purpose of supporting any or all allowable activities under this funding opportunity.</li> </ul> <p>For more information, see <a href="#">Appendix C – Programmatic Information</a>.</p>
<b>C. Requirements for Personnel, Partners, and Other Parties</b>	<p>Subapplicants should not have foreign nationals or noncitizens included. If a subapplicant has foreign nationals, they must be properly vetted and must adhere to all government statutes, policies, and procedures including “staff American, stay in America” and security requirements.</p> <p>Subapplicants/subrecipients must submit short bios and resumes. This should include the type of entity, organizational leadership, and board members along with the both the names and addresses of the individuals. Resumes are subject to approval.</p>
<b>D. Maximum Number of Applications</b>	Only one application per eligible applicant may be submitted as determined by the applicant Universal Entity Identifier (UEI) number.
<b>E. Additional Restrictions</b>	Applicants/subapplicants or recipients/subrecipients are required to certify their compliance with federal statutes, DHS directives, policies, and procedures.
<b>F. References for Eligibility Factors within the NOFO</b>	<p>Please see the following references provided below:</p> <ol style="list-style-type: none"> <li>1. “Responsiveness Review Criteria” subsection</li> <li>2. “Financial Integrity Criteria” subsection</li> <li>3. “Supplemental Financial Integrity Criteria and Review” subsection</li> <li>4. FEMA may/will request financial information such as Employer Identification Number (EIN) and bank information as part of the potential award selection. This will apply to everyone prospered, including subrecipients.</li> <li>5. <a href="#">Appendix C - Programmatic Information</a>, for individual state cost share amounts</li> </ol>
<b>G. Cost Sharing Requirement</b>	<p>Applicants selected for this award must agree to an acceptable cost share agreement or receive an exception from FEMA. Otherwise, they will not be funded.</p> <p>Exceptions to the cost share requirement are: The cost share requirement does not apply to those territories that are considered "Insular Areas" (Guam and U.S. Virgin Islands) and are otherwise eligible for program participation.</p>
<b>H. Cost Share Description, Type and Restrictions</b>	A cost share is required for all ISEA grants funded under this program. Recipients must provide a statutory 25% non-federal cost share for which assistance is being given. The non-federal cost share may consist of cash, donated or third-party in-kind services, materials,

	<p>or any combination thereof.</p> <p>States and territories may use third-party in-kind contributions to meet the 25% cost share requirement. 2 CFR 200.96 describes in-kind contributions as the value of non-cash contributions (i.e., property or services) that – (a) Benefit a federally assisted project or program; and (b) Are contributed by non-federal third parties, without charge, to a non-federal entity under a federal award.</p> <p>In accordance with Public Law 96-205, title VI, section 601, Mar. 12, 1980 as amended, 48 U.S.C. § 1469a(d), and OMB Controller Alert CA-23-04, Waiving Matching Fund Requirements for Insular Areas (Feb. 6, 2023) agencies are required to waive any requirement for local matching funds for grants to an Insular Area under \$200,000, when the match is otherwise required by law.</p> <p>See <a href="#">Appendix C – Programmatic Information</a>, for individual state cost share amounts.</p>
<b>I. Cost Sharing Calculation Example</b>	<p>For a cost share, the recipient contribution is calculated based on total project cost as:</p> <ul style="list-style-type: none"> <li>• The value of the federal contribution in U.S. dollars divided by the federal contribution in percent. This requires a two-step calculation.</li> <li>• For example, if a program requires a 25% cost share and the federal contribution is \$75,000 then: <ul style="list-style-type: none"> <li>○ Step 1: The federal contribution is <math>100\% - 25\% = 75\%</math>.</li> <li>○ Step 2: The recipient contribution is calculated as <math>\\$100,000 \text{ (total project cost)} \times 25\% \text{ (cost share requirement)} = \\$25,000</math>.</li> <li>○ The total non-federal cost share required in this example is \$25,000.</li> </ul> </li> </ul>
<b>J. Required information for verifying Cost Share</b>	<p>Applicants should submit the following cost share (or match) documents:</p> <p>All applications must include evidence of an applicant’s ability to provide the required cost share (if applicable).</p> <p>Please see the “Application Format and Contents” section for more details.</p> <p>Maintenance of Effort: Not applicable</p>

### **3. Program Description**

#### **A. Background, Program Purpose, and Program History**

The FEMA National Earthquake Hazards Reduction Program (NEHRP) State Assistance Grant Program was created to increase and enhance the effective implementation of earthquake risk reduction at the local level and has two separate funding opportunities. Both the Individual State Earthquake Assistance (ISEA) and Multi-State and National Earthquake Assistance (MSNEA) funding opportunities are designed to increase and enhance the effective implementation of earthquake risk reduction at the national, state, and local level.

The ISEA grant program makes funds available to states and U.S. territories to increase and enhance the effective implementation of earthquake risk reduction at the state and local level. The MSNEA grant program makes funds available to nonprofit organizations and institutions of higher education that possess the critical skills necessary to develop and implement regional (multi-state) and/or national earthquake risk mitigation activities.

FEMA recognizes that earthquakes cannot be prevented, but their impacts on life, property, and the economy can be managed. The ISEA grant program prioritizes reducing the risks to life and property from future earthquakes in the U.S. through the establishment and maintenance of an effective earthquake hazards reduction program.

All activities funded by the ISEA grant program must be consistent with the National Earthquake Hazard Reduction Program (NEHRP) vision, mission, and strategic goals.

#### **B. Goals and Objectives**

FEMA awards grants to eligible states and territories with high to very high seismic risk to fund one or more of the following allowable activities. The purpose is to support the establishment of earthquake hazards reduction programming and the implementation of earthquake safety, mitigation, and resilience activities at the state and local level.

Priorities include:

- Support seismic mitigation planning.
- Prepare inventories and conduct seismic vulnerability evaluations and safety inspections of buildings, critical structures, and lifeline infrastructure.
- Update building codes, zoning codes, and ordinances to enhance seismic safety.
- Increase earthquake awareness and education.
- Participation in emergency management exercises that substantially benefit earthquake mitigation efforts.
- Promotion of earthquake insurance.
- National Earthquake Program Managers (NEPM) meeting participation and support.
- National Earthquake Program Managers (NEPM) meeting participation and support.
- Assistance to multi-state groups for the purpose of supporting any or all allowable activities under this funding opportunity.

### **C. Program Rationale**

The stated goals, objectives, and priorities of NEHRP supports Sections 7704 (a)(2)(B), (b)(2)(A)(i) and (b)(2)(B) of the National Earthquake Hazard Reduction Program Act of 1977, Pub. L. No. 95-124 (codified as amended at 42 U.S.C. §7704 *et seq.*).

### **D. Federal Assistance Type**

Grant

### **E. Performance Measures and Targets**

See [Appendix C – Programmatic Information](#) for detailed Performance Measures.

### **F. Program-Specific Unallowable Costs**

Real property and equipment procurement, international travel, construction and renovation costs, retrofits, and research related costs are not allowed under this program.

### **G. General Funding Requirements**

Costs charged to federal awards (including federal and non-federal cost share funds) must comply with applicable statutes, rules and regulations, policies, this NOFO, and the terms and conditions of the federal award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered within the budget period. [2 C.F.R. § 200.403\(h\)](#).

Recipients may not use federal funds or any cost share funds for the following activities:

1. Matching or cost sharing requirements for other federal grants and cooperative agreements (see 2 C.F.R. § 200.306).
2. Lobbying or other prohibited activities under 18 U.S.C. § 1913 or 2 C.F.R. § 200.450.
3. Prosecuting claims against the federal government or any other government entity (see 2 C.F.R. § 200.435).

### **H. Indirect Costs (Facilities and Administrative Costs)**

Indirect costs are allowed for recipients.

Indirect costs (IDC) are costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to specific cost objectives without disproportionate effort. Applicants with a current negotiated IDC rate agreement who desire to charge indirect costs to a federal award must provide a copy of their IDC rate agreement with their applications. Not all applicants are required to have a current negotiated IDC rate agreement. Applicants that are not required to have a negotiated IDC rate agreement, but are required to develop an IDC rate proposal, must provide a copy of their proposal with their applications. Applicants without a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to FEMA for further instructions. Applicants who wish to use a cost allocation plan in lieu of an IDC rate proposal must reach out to FEMA for further instructions. As it relates to the IDC for subrecipients, a recipient must follow the requirements of [2 C.F.R. §§ 200.332](#) and [200.414](#) in approving the IDC rate for subawards.

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

M&A costs are allowed for all eligible states and territories.

Recipients may retain a maximum of 7% of Individual State Earthquake Assistance funds awarded for M&A purposes associated with the Individual State Earthquake Assistance award in accordance with the Disaster Recovery Reform Act of 2018, §§ 1210(A)-1219, Public Law No. 115-254, 132 Stat. 3186. An organization partnering with a recipient (limit one per recipient) may in turn retain 7% of the subaward they receive from the recipient for M&A purposes.

M&A costs are not overhead costs but are necessary direct costs incurred in direct support of the federal award or as a consequence of it, such as travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program. As such, M&A costs can be itemized in financial reports.

**J. Pre-Award Costs**

Pre-award costs are not allowed.

**K. Beneficiary Eligibility**

To be an eligible beneficiary, you must be a state or territory classified as having a high or very high risk of earthquakes as further defined in Section 2 of this NOFO. This NOFO and any subsequent federal awards create no rights or causes of action for any beneficiary.

**L. Participant Eligibility**

There are no program requirements for participant eligibility

This NOFO and any subsequent federal awards create no rights or causes of action for any participant.

**M. Authorizing Authority**

Sections 7704 (a)(2)(B), (b)(2)(A)(i) and (b)(2)(B) of the National Earthquake Hazard Reduction Program Act of 1977, Pub. L. No. 95-124 (codified as amended at [42 U.S.C. §7704 et seq.](#)).

**N. Appropriation Authority**

Full-Year Continuing Appropriations and Extensions Act, 2025, [Pub. L. No. 119-4](#).

**O. Budget Period**

There will be only a single budget period with the same start and end dates as the period of performance.

**P. Prohibition on Covered Equipment or Services**

Recipients, sub-recipients, and their contractors or subcontractors must comply with the prohibitions set forth in Section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019, which restrict the purchase of covered telecommunications and surveillance equipment and services](#). Please see 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200, and [FEMA Policy #405-143-1 - Prohibitions on Expending](#)

[FEMA Award Funds for Covered Telecommunications Equipment or Services](#) for more information.

#### **4. Application Contents and Format**

##### **A. Pre-Application, Letter of Intent, and Whitepapers**

Pre-application, letters of intent and whitepapers are not required.

##### **B. Application Content and Format**

All applications must be completed in FEMA GO by the application deadline. FEMA GO automatically records proof of timely submission, and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the AOR role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission on the date and time that FEMA GO received the application.

**Applicants who experience system-related issues will be addressed until 3:00 PM ET on the date applications are due.** No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.

##### **C. Application Components**

The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available at [Forms | Grants.gov](#).

- SF-424, Application for Federal Assistance.
- Grants.gov Lobbying Form, Certification Regarding Lobbying
- SF-424A, Budget Information (Non-Construction)
- SF-424B, Standard Assurances (Non-Construction)
- SF-LLL, Disclosure of Lobbying Activities

##### **D. Program-Specific Required Documents and Information**

The following program-specific forms or information are required to be submitted in FEMA GO:

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

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

**Grant Budget.** The applicant must provide a detailed budget with planned line-item expenditures listed, to include any supplies or materials for purchase. The budget must be completed within the FEMA GO system for an application to be submitted. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, any appropriate narrative, a detailed justification of Management and Administrative (M&A) costs, and include the recipients cost share factored into each category.

- To prepare the Grant Budget, the grantee must use Earned Value Management methodology to report the Budgeted Cost of Work Scheduled (Projected Costs), and the Actual Cost of Work Performed. The Grant Budget shall be prepared with Work Breakdown Structure cost categories.
- Activities and tasks will be categorized in terms of discrete effort and shall correlate directly with the work plan master schedule and deliverables identified in the workplan delivery table. Use a monthly spreadsheet provided by the respective FEMA Regional Program Office.
- ISEA Grant Program applicants may obtain a sample budget spreadsheet (Microsoft Excel source file) from the FEMA Regional Program Office. A template is available on FEMA.gov. Funds will not be made available for obligation, expenditure, or drawdown until the applicant's budget and budget narrative have been approved by FEMA.
- All applications must include evidence of an applicant's ability to provide the required cost share (if applicable).
- Template spreadsheets are available as a reference tool FEMA.gov. For more information, please contact the Regional Program Office.

**Outcomes Report/Logic Model.** The Applicant must include an initial Outcomes Report/Logic Model that includes all proposed activities. Only the "Activities," and "Inputs" need to be included in the initial Logic Model. A sample logic model is available on FEMA.gov.

## **5. Submission Requirements and Deadlines**

### **A. Address to Request Application Package**

Applications are processed through the FEMA GO system. To access the system, go to <https://go.fema.gov/>.

Steps Required to Apply For An Award Under This Program and Submit an Application:

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

- a. Apply for, update, or verify their Unique Entity Identifier (UEI) number and EIN from the Internal Revenue Service;
- b. In the application, provide an UEI number;
- c. Have an account with [login.gov](https://login.gov/);
- d. Register for, update, or verify their System for Award Management (SAM) account and ensure the account is active before submitting the application;

- e. Register in FEMA GO, add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see <https://www.fema.gov/media-library/assets/documents/181607>;
- f. Submit the complete application in FEMA GO; and
- g. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Per [2 C.F.R. § 25.110\(a\)\(2\)\(iv\)](#) if an applicant is experiencing exigent circumstances that prevents it from obtaining a UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible. Contact [fema-grants-news@fema.dhs.gov](mailto:fema-grants-news@fema.dhs.gov) and provide the details of the exigent circumstances.

How to Register to Apply:

General Instructions:

Registering and applying for an award under this program is a multi-step process and requires time to complete. Below are instructions for registering to apply for FEMA funds. Read the instructions carefully and prepare the requested information before beginning the registration process. Gathering the required information before starting the process will alleviate last-minute searches for required information.

**The registration process can take up to four weeks to complete.** To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a UEI number, EIN, and an active SAM registration.

Obtain a UEI Number:

All entities applying for funding, including renewal funding, must have a UEI number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form. For more detailed instructions for obtaining a UEI number, refer to [SAM.gov](#).

Obtain Employer Identification Number:

In addition to having a UEI number, all entities applying for funding must provide an EIN. The EIN can be obtained from the IRS by visiting <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

Create a login.gov account:



Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account at:

[https://secure.login.gov/sign\\_up/enter\\_email?request\\_id=34f19fa8-14a2-438c-8323-a62b99571fd](https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd).

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

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

Register with SAM:

In addition to having a UEI number, all organizations must register with SAM. Failure to register with SAM will prevent your organization from applying through FEMA GO. SAM registration must be renewed annually and must remain active throughout the entire grant life cycle.

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

**Note:** Per [2 C.F.R. § 25.200](#), applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the past three years, if applicable.

Register in FEMA GO, Add the Organization to the System, and Establish the AOR:

Applicants must register in FEMA GO and add their organization to the system. The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see [FEMA GO Startup Guide](#).

Note: FEMA GO will support only the most recent major release of the following browsers:

Google Chrome;

Mozilla Firefox;

Apple Safari; and

Microsoft Edge.

Applicants using tablet type devices or other browsers may encounter issues with using FEMA GO.

Submitting the Final Application:

Applicants will be prompted to submit the standard application information, and any program-specific information required. Standard Forms (SF) may be accessed in the Forms tab under the

[SF-424 family on Grants.gov](#). Applicants should review these forms before applying to ensure they are providing all required information.

After submitting the final application, FEMA GO will provide either an error message, or an email to the submitting AOR confirming the transmission was successfully received.

**A. Application Deadline**

August 11, 2025, at 5:00 PM Eastern Time

**B. Pre-Application Requirements Deadline**

Not applicable.

**C. Post-Application Requirements Deadline**

Not applicable.

**D. Effects of Missing the Deadline**

All applications must be completed in FEMA GO by the application deadline. FEMA GO automatically records proof of submission and generates an electronic date/time stamp when FEMA GO successfully receives an application. The submitting AOR will receive via email the official date/time stamp and a FEMA GO tracking number to serve as proof of timely submission prior to the application deadline.

**Applicants experiencing system-related issues have until 3:00 PM ET on the date applications are due to notify FEMA.** No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.

## **6. Intergovernmental Review**

**A. Requirement Description and State Single Point of Contact**

An intergovernmental review may be required. Applicants must contact their state's [Single Point of Contact \(SPOC\)](#) to comply with the state's process under Executive Order 12372.

## **7. Application Review Information**

**A. Threshold Criteria**

FEMA will review applications to ensure eligibility factors defined in the NOFO are met.

**B. Application Criteria**

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

The following Programmatic Criteria will apply:

1. The applicant has proposed developing and implementing only those activities described in [Appendix C – Programmatic Information](#) of this Notice of Funding Opportunity.

2. The applicant demonstrates expertise and experience necessary, including technical experience and qualifications, as required to develop, communicate, implement, and manage the activities proposed in their application work plan. This may include information about the qualifications they will use to identify and engage key project personnel and roles, such as seismic design professionals, building officials, or other trained/certified professionals as required for technical activities.
3. The applicant's proposed work plan includes all requested information and employs realistic timetables; proposed projects are deliverable, sustainable, and consistent with the goals and objectives of NEHRP.
4. The application contains all documents and information as described in this Notice of Funding Opportunity, and as explained in [Section 4. Application Contents and Format](#). Specific note should be taken regarding Program Office requirements under [Section 5. Submission Requirements and Deadlines](#).
5. The applicant proposes costs that are allowable, allocable, reasonable, and cost-effective in relation to proposed activities.

### **C. Financial Integrity Criteria**

Before making an award, FEMA is required to review OMB-designated databases for applicants' eligibility and financial integrity information. This is required by [the Payment Integrity Information Act of 2019 \(Pub. L. No. 116-117, § 2 \(2020\)\)](#), [41 U.S.C. § 2313](#), and [the "Do Not Pay Initiative" \(31 U.S.C. 3354\)](#). For more details, please see [2 C.F.R. § 200.206](#).

Thus, the Financial Integrity Criteria may include the following risk-based considerations of the applicant:

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

### **D. Supplemental Financial Integrity Criteria and Review**

Before making an award expected to exceed the simplified acquisition threshold (currently a total federal share of \$250,000) over the period of performance:

1. FEMA is required by [41 U.S.C. § 2313](#) to review or consider certain information found in SAM.gov. For details, please see [2 C.F.R. § 200.206\(a\)\(2\)](#).
2. An applicant may review and comment on any information in the responsibility/qualification records available in SAM.gov.
3. Before making decisions in the risk review required by [2 C.F.R. § 200.206](#), FEMA will consider any comments by the applicant.

### **E. Reviewers and Reviewer Selection**

FEMA Regional Program Office personnel professionally and technically serving as subject matter experts of the National Earthquake Hazards Reduction Program (NEHRP) will evaluate and select applicants for funding.

#### **F. Merit Review Process**

Applicants will be evaluated on their ability to demonstrate the expertise necessary (i.e., education, training and/or experience of project staff) to develop and implement activities proposed in support of the goals and objectives of NEHRP.

#### **G. Final Selection**

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

### **8. Award Notices**

#### **A. Notice of Award**

The Authorized Organization Representative should carefully read the federal award package before accepting the federal award. The federal award package includes instructions on administering the federal award as well as terms and conditions for the award.

By submitting an application, applicants agree to comply with the prerequisites stated in this NOFO and the material terms and conditions of the federal award, should they receive an award.

FEMA will provide the federal award package to the applicant electronically via FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligor Document. An award package notification email is sent via the grant application system to the submitting AOR.

Recipients must accept their awards no later than 30 days from the award date. Recipients shall notify FEMA of their intent to accept the award and proceed with work via the FEMA GO system.

Funds will remain on hold until the recipient accepts the award via FEMA GO and all other conditions of the award have been satisfied, or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds.

#### **B. Pass-Through Requirements**

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

#### **C. Note Regarding Pre-Award Costs**

Even if pre-award costs are allowed, beginning performance is at the applicant and/or sub-applicant's own risk.

#### **D. Obligation of Funds**

After review of a successful application, the FEMA Regional Program Office coordinates with the Grant Programs Directorate (GPD) Award Administration Division for awards to be recommended through FEMA GO.

#### **E. Notification to Unsuccessful Applicants**

Unsuccessful applicants will be notified by the FEMA Program Office point of contact for the FEMA Region in which the applicant entity is located.

### **9. Post-Award Requirements and Administration**

#### **A. Administrative and National Policy Requirements**

##### **Presidential Executive Orders**

Recipients must comply with the requirements of Presidential Executive Orders related to grants (also known as federal assistance and financial assistance), the full text of which are incorporated by reference.

In accordance with [Executive Order 14305, Restoring American Airspace Sovereignty \(June 6, 2025\)](#), and to the extent allowed by law, eligible state, local, tribal, and territorial grant recipients under this NOFO are permitted to purchase unmanned aircraft systems, otherwise known as drones, or equipment or services for the detection, tracking, or identification of drones and drone signals, consistent with the legal authorities of state, local, tribal, and territorial agencies. Recipients must comply with all applicable federal, state, and local laws and regulations, and adhere to any statutory requirements on the use of federal funds for such unmanned aircraft systems, equipment, or services.

##### **Subrecipient Monitoring and Management**

Pass-through entities must comply with the requirements for subrecipient monitoring and management as set forth in 2 C.F.R. §§ 200.331-333.

#### **B. DHS Standard Terms and Conditions**

A recipient under this funding opportunity must comply with [the DHS](#) Standard Terms and Conditions in effect as of the date of the federal award. The DHS Standard Terms and Conditions are available online: [DHS Standard Terms and Conditions | Homeland Security](#). For continuation awards, the terms and conditions for the initial federal award will apply unless otherwise specified in the terms and conditions of the continuation award. The specific version of the DHS Standard Terms and Conditions applicable to the federal award will be in the federal award package.

A recipient under this funding opportunity must comply with the FY 2025 Department of Homeland Security Standard Terms and Conditions, v. 3 (Apr. 18, 2025), with the exception Paragraph C.IX (Communication and Cooperation with the Department of Homeland Security and Immigration Officials) and paragraph C.XVII(2)(a)(iii) (Anti-Discrimination Grant Award Certification regarding immigration). Paragraphs C.IX and C.XVII(2)(a)(iii) do not apply to any federal award under this funding opportunity. The FY 2025 Department of Homeland Security Standard Terms and Conditions, v. 3 (Apr. 18, 2025) are available at <http://www.dhs.gov/publication/dhs-standard-terms-and-conditions>.

### C. Financial Reporting Requirements

1. Recipients must report obligations and expenditures through a federal financial report. The Federal Financial Report (FFR) form, also known as Standard Form 425 (SF-425), is available online at: [SF-425 OMB #4040-0014](#).
2. Recipients must submit the FFR quarterly throughout the period of performance (POP) as detailed below:

Quarter	Reporting Period	Report Period Due Date
1	October 1 to December 31, 2025	January 30, 2026
2	January 1 to March 31, 2026	April 30, 2026
3	April 1 to June 30, 2026	July 30, 2026
4	July 1 to September 30, 2026	October 30, 2026
5	October 1 to December 31, 2026	January 30, 2027
6	January 1 to March 31, 2027	April 30, 2027
Closeout Report	October 1, 2025 to March 31, 2027	July 30, 2027

3. The final FFR is due within 120 calendar days after the end of the POP.

FEMA may withhold future federal awards and cash payments if the recipient does not submit timely financial reports, or the financial reports submitted demonstrate lack of progress or provide insufficient detail.

### D. Programmatic Performance Reporting Requirements

1. A Performance Report must be submitted quarterly throughout the POP.
2. A Performance Report must include:
  - a. The status of each funded activity must be updated in Quarterly PPRs (*see [Appendix D. Sample Performance Progress Report](#)*). PPRs must detail the following for each activity:
    - i. Activity Name
    - ii. Activity Description
    - iii. Required Performance Measure
    - iv. Required Performance Measure Percent Completion
    - v. Brief narrative of what has been completed during the reporting period, including:
      1. Method of determining activity task effectiveness
      2. Any anticipated challenges and mitigation strategies
3. The Progress Report must be submitted through FEMA GO.
4. Recipients must submit the performance reports quarterly throughout the period of performance as detailed below:

Quarter	Reporting Period	Report Period Due Date
1	October 1 to December 31, 2025	January 30, 2026
2	January 1 to March 31, 2026	April 30, 2026
3	April 1 to June 30, 2026	July 30, 2026
4	July 1 to September 30, 2026	October 30, 2026
5	October 1 to December 31, 2026	January 30, 2027
6	January 1 to March 31, 2027	April 30, 2027
Closeout Report	October 1, 2025, to March 31, 2027	July 30, 2027

## **E. Closeout Reporting Requirements**

Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a federal award, recipients must submit the following:

1. The final request for payment, if applicable.
2. The final FFR.
3. The final progress report detailing all accomplishments.
4. A qualitative narrative summary of the impact of those accomplishments throughout the period of performance.
5. Other documents required by this NOFO, terms and conditions of the federal award, or other DHS/DHS Component guidance.

After FEMA approves these reports, it will issue a closeout notice. The notice will indicate the period of performance as closed, list any remaining funds to be de-obligated, and address the record maintenance requirement. Unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in [2 C.F.R. § 200.334](#), this maintenance requirement is three years from the date of the final FFR.

Also, pass-through entities are responsible for closing out those subawards as described in [2 C.F.R. § 200.344](#); subrecipients are still required to submit closeout materials within 90 calendar days of the subaward period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of their prime award. The recipient is responsible for returning any balances of unobligated or unliquidated funds that have been drawn down that are not authorized to be retained per [2 C.F.R. § 200.344\(e\)](#).

### **Administrative Closeout**

Administrative closeout is a mechanism for FEMA to unilaterally execute closeout of an award. FEMA will use available award information in lieu of final recipient reports, per [2 C.F.R. § 200.344\(h\)-\(i\)](#). It is an activity of last resort, and if FEMA administratively closes an award, this may negatively impact a recipient's ability to obtain future funding.

### **Additional Reporting Requirements**

Anytime there is a change in personnel for any of the awardees and/or subrecipients, their information needs to be submitted for approval (all the previous personal information identified).

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

Before entering into a federal award, the applicant must notify FEMA if it knows that the applicant or any of the principals (as defined at [2 C.F.R. § 180.995](#)) for the federal award:

1. Are presently excluded or disqualified;
2. Have been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against you for one of those offenses

- within that time period;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses listed in § 180.800(a); or
  4. Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

This requirement is fully described in [2 C.F.R. §180.335](#).

Additionally, [2 C.F.R. § 180.350](#) requires recipients to provide immediate notice to FEMA at any time after entering a federal award if:

1. The recipient learns that either it failed to earlier disclose information as required by 2 C.F.R. § 180.335;
2. Due to changed circumstances, the applicant or any of the principals for the federal award now meet the criteria at 2 C.F.R. § 180.335 listed above.

#### **G. Reporting of Matters Related to Recipient Integrity and Performance**

[Appendix XII to 2 C.F.R. Part 200](#) states the terms and conditions for recipient integrity and performance matters used for this funding opportunity.

If the total value of all active federal grants, cooperative agreements, and procurement contracts for a recipient exceeds \$10 million at any time during the period of performance:

1. The recipient must maintain the currency of information reported in SAM.gov about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII;
2. The required reporting frequency is described in paragraph 4 of Appendix XII.

#### **H. Single Audit Report**

A recipient expending \$1 million or more in federal awards (as defined by [2 C.F.R. § 200.1](#)) during its fiscal year must undergo an audit. This may be either a single audit complying with [2 C.F.R. § 200.514](#) or a program-specific audit complying with [2 C.F.R. §§ 200.501](#) and [200.507](#). Audits must follow [2 C.F.R. Part 200, Subpart F](#), 2 C.F.R. § 200.501, and the U.S. Government Accountability Office (GAO) [Generally Accepted Government Auditing Standards](#).

#### **I. Monitoring and Oversight**

Per [2 C.F.R. § 200.337](#), DHS and its authorized representatives have the right of access to any records of the recipient or subrecipient pertinent to a Federal award to perform audits, site visits, and any other official use. The right also includes timely and reasonable access to the recipient's or subrecipient's personnel for the purpose of interview and discussion related to such documents or the Federal award in general.

Pursuant to this right and per [2 C.F.R. § 200.329](#), DHS may conduct desk reviews and make site visits to review and evaluate project accomplishments and management control systems as well as provide any required technical assistance. Recipients and subrecipients must respond in a timely and accurate manner to DHS requests for information relating to a federal award.



Program Evaluation Title I of the Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. No. 115-435 (2019) (Evidence Act), [PUBL435.PS](#) urges federal agencies to use program evaluation as a critical tool to learn, improve delivery, and elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act, § 101 (codified at 5 U.S.C. § 311). OMB A-11, Section 290 (Evaluation and Evidence-Building Activities) further outlines the standards and practices for evaluation activities. Federal agencies are required to specify any requirements for recipient participation in program evaluation activities (2 C.F.R. § 200.301). Program evaluation activities incorporated from the outset in the NOFO and program design and implementation allow recipients and agencies to meaningfully document and measure progress and achievement towards program goals and objectives, and identify program outcomes and lessons learned, as part of demonstrating recipient performance (2 C.F.R. § 200.301).

As such, recipients and subrecipients are required to participate in a Program Office (PO) or a DHS Component-led evaluation, if selected. This may be carried out by a third-party on behalf of the PO or the DHS Component. Such an evaluation may involve information collections including but not limited to, records of the recipients; surveys, interviews, or discussions with individuals who benefit from the federal award, program operating personnel, and award recipients; and site visits or other observation of recipient activities, as specified in a DHS Component or PO-approved evaluation plan. More details about evaluation requirements may be provided in the federal award, if available at that time, or following the award as evaluation requirements are finalized. Evaluation costs incurred during the period of performance are allowable costs (either as direct or indirect) in accordance with [2 C.F.R. § 200.413](#).

Recipients and subrecipients are also encouraged, but not required, to participate in any additional evaluations after the period of performance ends, although any costs incurred to participate in such evaluations are not allowable and may not be charged to the federal award.

**J. Additional Performance Reporting Requirements**  
None

**K. Termination of the Federal Award**

1. Paragraph C.XL of the FY 2025 DHS Standard Terms and Conditions, v.3 sets forth a term and condition entitled “Termination of a Federal Award.” The termination provision condition listed below applies to the grant award and the term and condition in Paragraph C.XL of the FY 2025 DHS Standard Terms and Conditions, v.3 does not.

2. Termination of the Federal Award by FEMA

FEMA may terminate the federal award in whole or in part for one of the following reasons identified in 2 C.F.R. § 200.340:

- a. If the recipient or subrecipient fails to comply with the terms and conditions of the federal award.

- b. With the consent of the recipient, in which case FEMA and the recipient must agree upon the termination conditions. These conditions include the effective date and, in the case of partial termination, the portion to be terminated.
- c. If the federal award no longer effectuates the program goals or agency priorities. Under this provision, FEMA may terminate the award for these purposes if any of the following reasons apply:
  - i. If DHS/FEMA, in its sole discretion, determines that a specific award objective is ineffective at achieving program goals as described in this NOFO;
  - ii. If DHS/FEMA, in its sole discretion, determines that an objective of the award as described in this NOFO will be ineffective at achieving program goals or agency priorities;
  - iii. If DHS/FEMA, in its sole discretion, determines that the design of the grant program is flawed relative to program goals or agency priorities;
  - iv. If DHS/FEMA, in its sole discretion, determines that the grant program is not aligned to either the DHS Strategic Plan, the FEMA Strategic Plan, or successor policies or documents;
  - v. If DHS/FEMA, in its sole discretion, changes or re-evaluates the goals or priorities of the grant program and determines that the award will be ineffective at achieving the updated program goals or agency priorities; or
  - vi. For other reasons based on program goals or agency priorities described in the termination notice provided to the recipient pursuant to 2 C.F.R. § 200.341.
  - vii. If the awardee falls out of compliance with the Agency's statutory or regulatory authority, award terms and conditions, or other applicable laws.

### 3. Termination of a Subaward by the Pass-Through Entity

The pass-through entity may terminate a subaward in whole or in part for one of the following reasons identified in 2 C.F.R. § 200.340:

- a. If the subrecipient fails to comply with the terms and conditions of the federal award.
- b. With the consent of the subrecipient, in which case the pass-through entity and the subrecipient must agree upon the termination conditions. These conditions include the effective date and, in the case of partial termination, the portion to be terminated.
- c. If the pass-through entity's award has been terminated, the pass-through recipient will terminate its subawards.

### 4. Termination by the Recipient or Subrecipient

The recipient or subrecipient may terminate the federal award in whole or in part for the following reason identified in 2 C.F.R. § 200.340: Upon sending FEMA or pass-through entity a written notification of the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if FEMA or pass-through entity determines that the remaining portion of the federal award will not accomplish the

purposes for which the federal award was made, FEMA or pass-through entity may terminate the federal award in its entirety.

## 5. Impacts of Termination

- a. When FEMA terminates the federal award prior to the end of the period of performance due to the recipient's material failure to comply with the terms and conditions of the federal award, FEMA will report the termination in SAM.gov in the manner described at 2 C.F.R. § 200.340(c).
- b. When the federal award is terminated in part or its entirety, FEMA or pass-through entity and recipient or subrecipient remain responsible for compliance with the requirements in 2 C.F.R. §§ 200.344 and 200.345.

## 6. Notification requirements

FEMA or the pass-through entity must provide written notice of the termination in a manner consistent with 2 C.F.R. § 200.341. The federal award will be terminated on the date of the notification unless stated otherwise in the notification.

## 7. Opportunities to Object and Appeals

Where applicable, when FEMA terminates the federal award, the written notification of termination will provide the opportunity and describe the process to object and provide information challenging the action, pursuant to 2 C.F.R. § 200.342.

## 8. Effects of Suspension and Termination

The allowability of costs to the recipient or subrecipient resulting from financial obligations incurred by the recipient or subrecipient during a suspension or after the termination of a Federal award are subject to 2 C.F.R. 200.343.

### **L. Best Practice**

While not a requirement in the DHS Standard Terms and Conditions, as a best practice: Entities receiving funds through this program should ensure that cybersecurity is integrated into the design, development, operation, and maintenance of investments that impact information technology (IT) and/or operational technology (OT) systems. Additionally, "The recipient and subrecipient must ... take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information." 2 C.F.R. § 200.303(e).

### **M. Payment Information**

Recipients will submit payment requests in FEMA GO for FY25 awards under this program.

### **Instructions to Grant Recipients Pursuing Payments**

FEMA reviews all grant payments and obligations to ensure allowability in accordance with 2 C.F.R. § 200.305. These measures ensure funds are disbursed appropriately while continuing to

support and prioritize communities who rely on FEMA for assistance. Once a recipient submits a payment request, FEMA will review the request. If FEMA approves a payment, recipients will be notified by FEMA GO and the payment will be delivery pursuant to the recipients SAM.gov financial information. If FEMA disapproves a payment, FEMA will inform the recipient.

### **Processing and Payment Timeline**

FEMA must comply with regulations governing payments to grant recipients. See 2 C.F.R. § 200.305. For grant recipients other than States, 2 C.F.R. § 200.305(b)(3) stipulates that FEMA is to make payments on a reimbursement basis within 30 days after receipt of the payment request, unless FEMA reasonably believes the request to be improper. For state recipients, 2 C.F.R. § 200.305(a) instructs that federal grant payments are governed by Treasury-State Cash Management Improvement Act (CMIA) agreements ("Treasury-State agreement") and default procedures codified at 31 C.F.R. part 205 and Treasury Financial Manual (TFM) 4A-2000, "Overall Disbursing Rules for All Federal Agencies." See 2 C.F.R. § 200.305(a).

Treasury-State agreements generally apply to "major federal assistance programs" that are governed by 31 C.F.R. part 205, subpart A and are identified in the Treasury-State agreement. 31 C.F.R. §§ 205.2, 205.6. Where a federal assistance (grant) program is not governed by subpart A, payment and funds transfers from FEMA to the state are subject to 31 C.F.R. part 205, subpart B. Subpart B requires FEMA to "limit a funds transfer to a state to the minimum amounts needed by the state and must time the disbursement to be in accord with the actual, immediate cash requirements of the state in carrying out a federal assistance program or project. The timing and amount of funds transfers must be as close as is administratively feasible to a state's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs." 31 C.F.R. § 205.33(a). Nearly all FEMA grants are not "major federal assistance programs." As a result, payments to states for those grants are subject to the "default" rules of 31 C.F.R. part 205, subpart B.

If additional information is needed, a request for information will be issued by FEMA to the recipient; recipients are strongly encouraged to respond to any additional FEMA request for information inquiries within three business days. If an adequate response is not received, the request may be denied, and the entity may need to submit a new reimbursement request; this will re-start the 30-day timeline.

### **Submission Process**

All non-disaster grant program reimbursement requests must be reviewed and approved by FEMA prior to drawdowns.

For all non-disaster reimbursement requests (regardless of system), please ensure submittal of the following information:

1. Grant ID / Award Number
2. Total amount requested for drawdown
3. Purpose of drawdown and timeframe covered (must be within the award performance period)

4. Subrecipient Funding Details (if applicable).
  - Is funding provided directly or indirectly to a subrecipient?
    - If **no**, include statement “This grant funding is not being directed to subrecipients.”
  - If yes, provide the following details:
    - The name, mission statement, and purpose of each subrecipient receiving funds, along with the amount allocated and the specific role or activity being reimbursed.
    - Whether the subrecipient’s work or mission involves supporting aliens, regardless of whether FEMA funds support such activities.
    - Whether the payment request includes an activity involving support to aliens?
    - Whether the subrecipient has any diversity, equity, and inclusion practices.
5. Supporting documentation to demonstrate that expenses are allowable, allocable, reasonable, and necessary under 2 C.F.R. Part 200 and in compliance with the grant’s NOFO, award terms, and applicable federal regulations.

## **10. Other Information**

### **A. Period of Performance Extension**

Extensions to the period of performance are allowed.

Recipients should consult with their FEMA point of contact for requirements related to a performance period extension.

### **B. Other Information**

#### ***a. Environmental Planning and Historic Preservation (EHP) Compliance***

As a federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

For NEHRP Individual State Earthquake Assistance, FEMA has prepared a Memo of Record, dated 02/2/25/2025, that documents EHP compliance for the range of activities eligible for funding under this NOFO pursuant to FEMA’s Instruction on Implementation of the Environmental Planning and Historic Preservation Responsibilities and Program requirements, FEMA Instruction 108-1-1. [https://www.federalregister.gov/documents/2016/08/22/2016-19534/fema-directive\[1\]108-1-and-fema-instruction-108-1-1](https://www.federalregister.gov/documents/2016/08/22/2016-19534/fema-directive[1]108-1-and-fema-instruction-108-1-1).

#### ***b. Procurement Integrity***

When purchasing under a FEMA award, recipients and subrecipients must comply with the federal procurement standards in [2 C.F.R. §§ 200.317 – 200.327](#). To assist with determining whether an action is a procurement or instead a subaward, please consult [2 C.F.R. § 200.331](#).

For detailed guidance on the federal procurement standards, recipients and subrecipients should refer to various materials issued by FEMA’s Procurement Disaster Assistance Team (PDAT).

Additional resources, including an upcoming trainings schedule can be found on the PDAT Website: <https://www.fema.gov/grants/procurement>.

Under [2 C.F.R. § 200.317](#), when procuring property and services under a federal award, States (including territories) and Indian Tribes, must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states and Indian Tribes must now follow [2 C.F.R. § 200.321](#) regarding socioeconomic steps, [200.322](#) regarding domestic preferences for Procurements and [2 C.F.R. § 200.327](#) regarding required contract provisions. States, but not Indian Tribes, must also follow [200.323](#) regarding procurement of recovered materials.

Local government and nonprofit recipients or subrecipients must have and use their own documented procurement procedures that reflect applicable State, Local, Tribal, and Territorial (SLTT) laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200.

#### 1. Important Changes to Procurement Standards in 2 C.F.R. Part 200

On April 22, 2024, OMB updated various parts of Title 2 of the Code of Federal Regulations, among them the procurement standards. These revisions apply to all FEMA awards with a federal award date or disaster declaration date on or after October 1, 2024, unless specified otherwise. The changes include updates to the federal procurement standards, which govern how FEMA award recipients and subrecipients must purchase under a FEMA award.

More information on OMB's revisions to the federal procurement standards can be found in [Purchasing Under a FEMA Award: 2024 OMB Revisions Fact Sheet](#).

#### 2. Competition and Conflicts of Interest

[2 C.F.R. § 200.319\(b\)](#), applicable to local government and nonprofit recipients or subrecipients, requires that contractors that develop or draft specifications, requirements statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a recipient or subrecipient develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the recipient or subrecipient.

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

In addition to organizational conflicts of interest, situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Under [2 C.F.R. § 200.318\(c\)\(1\)](#), local government and nonprofit recipients or subrecipients are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the recipient or subrecipient may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The recipient’s or subrecipient’s standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.**

Under [2 C.F.R. 200.318\(c\)\(2\)](#), if the local government and nonprofit recipient or subrecipient has a parent, affiliate, or subsidiary organization that is not a SLTT government, the recipient or subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the recipient or subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The recipient or subrecipient must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

### 3. Supply Schedules and Purchasing Programs

Generally, a recipient or subrecipient may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

### 4. Procurement Documentation

Per [2 C.F.R. § 200.318\(i\)](#), local government and nonprofit recipients or subrecipients are required to maintain and retain records sufficient to detail the history of procurement

covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and Indian Tribes are reminded that in order for any cost to be allowable, it must be adequately documented per [2 C.F.R. § 200.403\(g\)](#).

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

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

### ***c. 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 ([2 C.F.R. § 200.113](#))

### ***d. Adaptive Support***

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

### ***e. Record Retention***

#### **1. Record Retention Period**

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

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

#### **2. Types of Records to Retain**

FEMA requires that recipients and subrecipients maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations



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

#### ***f. Actions to Address Noncompliance***

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

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

If the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA may take other remedies allowed under [2 C.F.R. § 200.339](#).

#### ***g. Audits***

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award.

## **11. Appendices**

### **A. Appendix A - Program Updates**

Appendix A contains a brief list of changes between FY 2024 and FY 2025 to the FEMA NEHRP ISEA Program.

Changes to the FY 2025 FEMA NEHRP ISEA Program include:

1. Chapter 3(i) Management & Administration costs has been updated to increase total allowable from 5% to 7% in accordance with the Disaster Recovery Reform Act of 2018.
2. Chapter 4(d) Program-Specific Required Documents and Information was updated to specify all applications must include evidence of an applicant's ability to provide the required cost share (if applicable).
3. Chapter 7(g) Final Selection instructions have been revised in accordance with FEMA policy.
4. Chapter 9(d) Post Award Requirements and Administration has been updated to prioritize activity completion by removing task and subtask reporting requirements.
5. Chapter 9(j) Program Evaluation was updated from "equitable delivery" to "delivery."
6. Chapter 10(b) Environmental Planning and Historic Preservation Compliance has been updated.
7. Chapter 9(l) Termination of the Federal Award has been added.
8. Chapter 9(m) Best Practice has been added.
9. Chapter 9(n) Payment Information has been added.
10. Allowable Activity 3 has been updated.
11. Allowable Activity 4 has been expanded to include property renters.
12. Allowable Activity 7 has been added as an allowable activity, and a required performance measure has been assigned.
13. Allowable Activity 8 has been designated a required performance measure.
14. Appendix D. Sample Performance Progress Report has been updated to remove task and subtask reporting requirements.
15. Appendix D. Sample Performance Progress Report has been updated to require information percent completion data for all applicable required performance measurements per activity.
16. Appendix E. Required Supplemental Documents has been added to provide a detailed list of all supplemental documents required to be submitted at the time of application.
17. The following FY 2024 FEMA NEHRP ISEA embedded documents have been replaced with hyperlinks to FEMA.gov: Template Combined Master Schedule/Deliverable Table, ISEA Grant Program Statement of Work, Template Grant Budget and Grant Program Spend Tracker, and Sample Logic Model.

## B. Appendix B - FEMA NEHRP Strategic Goals

Appendix B provides the FEMA NEHRP Strategic Goals outlined in accordance with the National Earthquake Hazards Reduction Act of 1977 (PL 94-125) as amended and most recently authorized by the National Earthquake Hazards Reduction Act of 2018 (PL 115-307).

The FEMA NEHRP program prioritizes reducing the risks to life and property from future earthquakes in the United States through the establishment and maintenance of an effective earthquake hazards reduction program.

For more information about the FEMA NEHRP vision mission, strategic goals, and program responsibilities, please visit [FEMA.gov](https://www.fema.gov).

The FEMA NEHRP program goals are:

- **Goal 1.** Advance the understanding of earthquake processes and their consequences.
- **Goal 2.** Enhance existing and develop new information, tools, and practices for protecting the nation from earthquake consequences.
- **Goal 3.** Promote the dissemination of knowledge and implementation of tools, practices, and policies, that enhance strategies to withstand, respond to, and recover from earthquakes.
- **Goal 4.** Learn from post-earthquake investigations and enhance the effectiveness of available information, tools, practices, and policies to improve earthquake resilience.

## C. Appendix C – Programmatic Information

Appendix C contains information on the FY 2025 ISEA eligible states and territories, allowable activities, and performance measures.

### a. *Eligible States and Territories*

The FY 2025 ISEA eligible states and territories are listed below. The maximum allowable award (total award) is listed for each respective eligible state and territory.

Region	State	Federal Share (75%)	Cost Share (25%)	Total Award
4	Alabama	\$53,589	\$17,863	\$71,452
10	Alaska	\$58,437	\$19,479	\$77,916
9	Arizona	\$56,016	\$18,672	\$74,688
6	Arkansas	\$58,107	\$19,369	\$77,476
9	California	\$721,905	\$240,635	\$962,540
9	Guam*	\$50,000	\$-	\$50,000
9	Hawaii	\$58,872	\$19,624	\$78,496
10	Idaho	\$51,879	\$17,293	\$69,172
5	Illinois	\$62,496	\$20,832	\$83,328
5	Indiana	\$56,106	\$18,702	\$74,808
4	Kentucky	\$57,726	\$19,242	\$76,968
4	Mississippi	\$54,888	\$18,296	\$73,184

7	Missouri	\$63,171	\$21,057	\$84,228
8	Montana	\$52,263	\$17,421	\$69,684
9	Nevada	\$70,785	\$23,595	\$94,380
10	Oregon	\$102,063	\$34,021	\$136,084
2	Puerto Rico	\$72,822	\$24,274	\$97,096
4	South Carolina	\$63,660	\$21,220	\$84,880
4	Tennessee	\$69,864	\$23,288	\$93,152
8	Utah	\$75,627	\$25,209	\$100,836
2	Virgin Islands*	\$51,090	\$-	\$51,090
10	Washington	\$133,284	\$44,428	\$177,712
-	<b>Total</b>	<b>\$2,094,650</b>	<b>\$664,520</b>	<b>\$2,759,170</b>

*\*Designated Insular Areas not required to provide a cost share*

**b. Allowable Activities**

The following activities are considered allowable under the FY 2025 ISEA funding opportunity. All activities must ultimately result in enhanced seismic safety and/or earthquake risk awareness in the applicant organization's state or territory.

1. Support seismic mitigation planning.

States and territories may use Individual State Earthquake Assistance grant funding to develop, update, or enhance seismic components of the mitigation planning process. This may include development and analysis of seismic vulnerability data (excluding earth science research) and collaborative workshops to develop seismic mitigation strategies and support their implementation. Any seismic mitigation planning funded under this program shall be in alignment or in support of the State's overall approved Hazard Mitigation Plan to ensure a well-coordinated risk reduction effort.

2. Prepare inventories and conduct seismic safety vulnerability inspections and safety evaluations of buildings, critical structures, and lifeline infrastructure.

States and territories may use Individual State Earthquake Assistance grant funding to prepare inventories and conduct seismic safety vulnerability inspections and safety evaluations of buildings, critical structures, and lifeline infrastructure. Information regarding seismically vulnerable buildings, critical structures and lifeline infrastructure identified during the conduct of this activity should be incorporated in State Hazard Mitigation Plans.

If this activity is proposed for funding, the FEMA Program Office recommends the use of:

- [\*FEMA P-154 Rapid Visual Screening of Buildings for Potential Seismic Hazards\*](#)
- [\*FEMA P-2055 Series Post-Disaster Building Safety Evaluation Guidance\*](#)

This activity may include the following tasks:

- Planning, executing, and managing inventories and/or preparations for post-earthquake safety evaluations.
  - Conducting seismic vulnerability and safety evaluations of buildings, critical structures, and lifeline infrastructure (including residential housing), to include:
    - Organizing, planning, training, and conducting field data collections
    - Building vulnerability evaluations, inventories, and safety evaluations.
    - Non-building structures and critical infrastructure or lifelines evaluations
    - Data analysis and management
    - Report formulation
    - Increasing staffing needs
3. Update building codes, zoning codes, and ordinances to enhance seismic safety.

States and territories may use Individual State Earthquake Assistance grant funding to update building codes, zoning codes, and ordinances to enhance seismic safety. Projects may include tasks requiring creation and distribution of educational and information materials, online tools, addressing staffing needs, planning, and conducting workshops, and other actionable and measurable tasks directly supporting this activity.

If this activity is proposed for funding, the FEMA Program Office recommends the use of [\*FEMA P-2055 series of publications which includes:\*](#)

- [\*FEMA P-2055-1 Guidance for Accelerated Building Reoccupancy Programs\*](#)
- [\*FEMA P-2055 Post-disaster Building Safety Evaluation Guidance Report on the Current State of Practice including Recommendations Related to Structural and Nonstructural Safety and Habitability\*](#)
- [\*FEMA P-2055-2 Recommendations for Cordoning Earthquake-Damaged Buildings\*](#)

This activity may include the following tasks:

- Establish or improve pre-earthquake or post-earthquake local building code implementation activities including code adoption and enforcement as well as preparation for post-earthquake safety evaluations to enhance seismic safety based on the current or next most recent published edition of national model building codes and standards.
- Setting up programs to increase capacity and efficiencies in post-earthquake building safety evaluations.
- Creating communication plans related to adoption ordinances based on the current or next most recent published edition of national model building codes and standards. Plans may include other community resilience ordinances to enhance seismic safety, such as zoning and land development regulations, zoning codes, and other community resilience development ordinances to enhance seismic safety.
- Code adoption and ordinance development that includes completing a review of the current status of seismic code adoption and enforcement.
- Training and education programs related to seismic building codes, standards, and practices.

- Other actionable and measurable tasks directly supporting this activity.

4. Increase earthquake awareness and education.

States and territories may use Individual State Earthquake Assistance grant funding to increase earthquake awareness and education. This may include developing and implementing local earthquake awareness and education activities that assist the public in preparing for, mitigating against, responding to, and recovering from earthquakes. Projects proposed under this activity should integrate risk reduction messaging into most or all of the tasks under this activity.

The FEMA Program Office recommends that states and territories consider [FEMA NEHRP earthquake guidance and materials](#) before and during development of local earthquake awareness and education materials.

5. Participate in emergency management exercises that substantially benefit earthquake mitigation efforts.

States and territories may use Individual State Earthquake Assistance grant funding to participate in emergency management exercises that substantially benefit earthquake mitigation efforts. Emergency management exercises can provide opportunities to build partnerships and demonstrate the value of incorporating earthquake mitigation into comprehensive pre- and post-disaster emergency management planning. These activities can also be used to increase public awareness of earthquakes and to stimulate behavioral changes to foster a self-help approach to earthquake mitigation and preparedness.

6. Promote earthquake insurance.

States and territories may use Individual State Earthquake Assistance grant funding for education, awareness, and outreach activities that promote the purchase of earthquake insurance for property owners and renters. If this activity is proposed for funding, all associated materials and communications developed must not promote, nor create the appearance of promoting, specific vendor(s) and/or insurance company(s).

7. National Earthquake Program Managers (NEPM) meeting participation and support.

States and territories may use Individual State Earthquake Assistance grant funding for participation in and support of the National Earthquake Program Managers (NEPM) meeting. If this activity is proposed, the eligible State or Territory may request reimbursement of actual travel and meeting registration costs incurred to attend the National Earthquake Program Managers (NEPM) meeting. All travel costs incurred must comply with [2 CFR § 200.475 Travel costs](#).

8. Assist multi-state groups for the purpose of supporting any or all allowable activities under this funding opportunity.

States and territories may use Individual State Earthquake Assistance grant funding to assist multi-state groups for the purpose of supporting allowable activities under this funding opportunity. Funding may be used to resource activities that benefit more than a single state or territory but must provide support to the state providing funding.

If this activity is proposed for funding, recipients must provide support through the use of subawards for all subrecipients in accordance with [2 CFR § 200.331 Subrecipient and contractor determinations](#). In addition, recipients must comply with [2 CFR § 200.318 General procurement standards](#), including [200.318\(c\) Conflicts of Interest](#).

### ***c. Performance Measures***

#### **1. Background**

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

The construction of an effective performance measure is based on four criteria, including:

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

To ensure uniformity in measuring and reporting performance data, all grant recipients will use the information and guidance provided below for the construction of performance measures.

#### **2. General Conditions**

All activities funded by the ISEA Grant Program must be consistent with the stated Allowable Activities (*see [Appendix C. Programmatic Information](#)*). All activities funded by the ISEA Grant Program must ultimately result in a measurable enhancement of seismic safety in the state or territory, and all activities must be completed by the end of the period of performance. The measure of enhanced seismic safety shall be reported in quarterly performance progress reports (PPR's) and updates to the logic model.

All activities must result in measurable support of one or more of the stated NEHRP Strategic Goals (*see [Appendix B. FEMA NEHRP Statutory Responsibilities](#)*). The status of each funded

activity must be updated in quarterly PPRs ([see Appendix D - Sample Performance Progress Report](#)).

A performance measure template is available on FEMA.gov.

### **3. General Performance Measures for Allowable Activities**

The following performance measures are required for each respective allowable activity ([see Appendix C. Programmatic Information, b. Allowable Activities](#)), and meet the following requirements:

- All activities must ultimately result in enhanced seismic safety in the applicant organization's state or territory.
- Applicants must detail how all proposed activities will enhance seismic safety and/or increased earthquake awareness in their State or Territory.
- All applicants must also include a data collection methodology in their workplans for all proposed activities.
- The data collection methodologies must detail how applicants will measure the effectiveness of activity completion.
- Progress under each activity must be reported at regular intervals using Quarterly Performance Progress Reports (PPRs) and updates to the Logic Model.
- The Performance Measure targets for activities listed below can be negotiated between FEMA and the grant recipient.

#### ***Required Performance Measures for Allowable Activities***

##### **1. Support seismic mitigation planning.**

If this activity is proposed for funding, recipients must collect data and/or perform an analysis that can inform seismic mitigation strategies of a State or Territory hazard mitigation plan. The work plan should detail coordination and collaboration planned with State (or Territory) Earthquake Program Managers and State (or Territory) Hazard Mitigation Planners to implement the new or updated strategies.

Tasks performed under this activity must support NEHRP Strategic Plan Goal 3. Promote the dissemination of knowledge and implementation of tools, practices, and policies that enhance strategies to withstand, respond to, and recover from earthquakes.

Required performance measure:

- Number of new or updated seismic mitigation strategies integrated into State or Territory hazard mitigation plans.
- The measure target for this activity should be greater than 1 for the full period of performance.

##### **2. Prepare inventories and conduct seismic safety vulnerability inspections and safety evaluations of buildings, critical structures, and lifeline infrastructure.**

If this activity is proposed for funding, applicants must publish a written report detailing the inventories, seismic safety vulnerability inspections, and safety evaluations



conducted. The written report must be included in the grant award's final closeout report. Associated tasks must also support current State (or Territory) Hazard Mitigation Plans, or include the goal of creating, updating, or improving seismic mitigation plans. If the conduct of the inventories and/or safety inspections is dependent on National Earthquake Technical Assistance Program (NETAP) training, the associated training dates and course titles should be included in the Work Plan.

Tasks performed under this activity must support NEHRP Strategic Plan Goal 1: advance the understanding of earthquake processes and their consequences.

If this activity is proposed for funding, the FEMA Program Office recommends the use of the following materials:

- [\*FEMA P-154, Rapid Visual Screening of Buildings for Potential Seismic Hazards.\*](#)
- [\*ATC 20 Post Earthquake Safety Evaluations of Buildings\*](#) as method for initiating local building inventory projects.
- [\*FEMA P-2055 Series Post-Disaster Building Safety Evaluation Guidance.\*](#)

Required performance measure:

- Number of seismic safety inspections and/or safety evaluations prepared and/or conducted, and/or inventories created of critical structures and lifeline infrastructure to be included in the published written report.
- The measure target for activities should be greater than 10 for the full period of performance.

**3. Update building codes, zoning codes, and ordinances to enhance seismic safety.**

If this activity is proposed for funding, applicants must complete a report summarizing the updates to building codes, zoning codes, and/or ordinances to enhance seismic safety in their State or Territory. Associated tasks must also support current State (or Territory) Hazard Mitigation Plans.

Tasks performed under this activity must support NEHRP Strategic Plan Goal 3. Promote the dissemination of knowledge and implementation of tools, practices, and policies that enhance strategies to withstand, respond to, and recover from earthquakes.

Required performance measure:

- Number of updates to building codes, zoning codes, and/or ordinances to enhance seismic safety to be included in the final report.
- The measure target for activities should be greater than 2 for the full period of performance.

**4. Increase earthquake awareness and education**

If this activity is proposed for funding, applicants must demonstrate how earthquake awareness and/or education tasks will in a measurable increase in public awareness of earthquake hazards and risks. This may be documented and substantiated by after action

reports, activity analysis studies and/or activity participant surveys. All awareness and education activities must stimulate behavioral changes to foster a self-help approach to earthquake preparedness, response, and mitigation. Associated tasks should also support current State (or Territory) Hazard Mitigation Plans.

Tasks performed under this activity must support one of the following NEHRP Strategic Plan goals:

- Goal 3. Promote the dissemination of knowledge and implementation of tools, practices, and policies that enhance strategies to withstand, respond to, and recover from earthquakes; and/or
- Goal 4. Learn from post-earthquake investigations to enhance the effectiveness of available information, tools, practices, and policies to improve earthquake resilience.

Required performance measure

- Number of earthquake awareness and/or educational materials, plans, outreach, tools, or workshops created and conducted.
- The measure target for activities should be greater than 1 for the full period of performance.

**5. Participate in emergency management exercises that substantially benefit earthquake mitigation efforts.**

If this activity is proposed for funding, applicants must demonstrate how participation in emergency management exercises will substantially benefit earthquake mitigation efforts in their State or Territory. Applicants must detail how participation in emergency management exercises will result in increased individual and/or community earthquake mitigation and/or enhanced seismic safety.

Examples of substantial benefits include:

- Supporting the seismic section of the State Hazard Mitigation Plan.
- Conducting of seismic inventories and seismic safety inspections.
- Increasing community participation in exercises.
- Updating seismic codes.
- Planning seismic retrofitting activities that increase community resilience.

Tasks performed under this activity must support the following NEHRP Strategic Plan Goal 2. Enhance existing and develop new information, tools, and practices for protecting the nation from earthquake consequences.

Required performance measure:

- Percent of exercise sponsors and/or participants who report that they are better prepared to address the impacts of earthquakes after participating in exercises and drills that substantially benefit earthquake mitigation efforts with the state.
- The measure target for activities should be greater than 80% for the full period of performance.

**6. Promote earthquake insurance.**

If this activity is proposed for funding, applicants must demonstrate how implementation of this activity will increase awareness of earthquake insurance as a tool for mitigation risks associated with earthquakes, encourage the purchase of earthquake insurance, and/or increase individual and/or community resilience. Applicants must also evaluate the effectiveness of earthquake insurance promotion efforts conducted in their State or Territory.

Tasks performed under this activity must support NEHRP Strategic Plan Goal 3. Promote the dissemination of knowledge and implementation of tools, practices, and policies that enhance strategies to withstand, respond to, and recover from earthquakes.

Required performance measure:

- Number of earthquake insurance promotion and/or educational materials, plans, outreach, tools, or workshops created and conducted; or number of properties with earthquake insurance coverage.
- The measure target for activities should be greater than 1 for the full period of performance.

**7. National Earthquake Program Managers (NEPM) meeting participation and support.**

If this activity is proposed for funding, applicants must participate in and/or support planning and coordination efforts of the National Earthquake Program Managers (NEPM) meeting. Applicants must detail how participation in and/or supporting planning and coordination of the NEPM meeting will assist with increasing individual and/or community earthquake mitigation and/or enhanced seismic safety.

Tasks performed under this activity must support NEHRP Strategic Plan Goal 3. Promote the dissemination of knowledge and implementation of tools, practices, and policies that enhance strategies to withstand, respond to, and recover from earthquakes.

Required performance measure:

- Number of meetings and events coordinated and/or participated in related to NEPM.
- The measure target for activities should be greater than three for the full period of performance.

**8. Assist multi-state groups for the propose of supporting any or all allowable activities under this funding opportunity.**

If this activity is proposed for funding, applicants must incorporate activities that benefit more than a single state or territory but must provide support to the state providing funding. Applicants must demonstrate how tasks under this activity will support the effectiveness and increase the successes of the applicant in meeting performance goals associated with the relevant activities.

Tasks performed under this activity must support NEHRP Strategic Plan Goal 2. Enhance existing and develop new information, tools, and practices for protecting the nation from earthquake consequences.

Required performance measure:

- Please provide and report on the required performance measure(s) for the activity(s) supported by multi-state groups.
- The measure target for activities should be for the full period of performance.

***e. Performance Report Template***

Reporting requirements must be met throughout the life of ISEA grant award. Grant award recipients must follow the guidance on performance and financial reporting provided in the reporting requirements in [2 CFR § 200 Subpart D - Performance and Financial Monitoring and Reporting](#).

Grant award recipients must submit quarterly Performance Progress Reports in FEMA GO that includes a narrative describing the progress/status of each individual work plan activity, an updated master schedule and deliverable table, and updated grant budget. The FEMA Program Office recommends submitting an updated logic model with every quarterly performance progress report. The quarterly report shall capture both training and publication distribution metrics, document and explain missed milestones, and identify any projects at risk, accompanied by a risk mitigation strategy.

The grant budget shall be prepared with work breakdown structure cost categories (sample budget spreadsheets available on FEMA.gov). Activities and tasks will be categorized in terms of discrete effort and shall correlate directly with deliverables identified in the work plan deliverable table. Reporting is also required on subawards in the same manner as listed above, which based on risk, schedule, or dollar value criticality may potentially impact successful fulfillment of this grant.

***f. Performance Report Deadlines***

All performance progress reports are due on a quarterly basis. Each report is due by the 30<sup>th</sup> (or the first proceeding business day) following the completion of the preceding quarter. The final closeout report is due within 120 days of the end of the period of performance. See [Chapter 9. Post-Award Requirements and Administration](#) for a performance progress report schedule.

## D. Appendix D – Sample Performance Progress Report

### FY 2025 Individual State Earthquake Assistance Grant Program Performance Progress Report

[Insert Organization Name]

[Insert Grant Award Number]

#### Summary of Completed Activities

The summary is intended for the grant recipient to provide an overview of the management of the grant award by detailing updates on all funded activities.

##### 1. Activity Name: [Insert]

Enter the name of each allowable activity funded under the grant award and provide a brief summary of each activity included in the approved work plan. In addition, each activity entry must include a narrative for the applicable required performance measure respective to the awarded activities.

##### a. Required Performance Measure: [Insert]

Insert the required performance measure. Grant recipients must report on the required performance measure assigned to each allowable activity (see [Appendix C. Programmatic Information.](#)).

##### b. Required Performance Measure Percent Complete: [Insert]

##### c. Performance Measure Effectiveness Methodology

Detail your organization's method for determining the effectiveness of this activity. Once the activity has been completed, provide specifics on the data collection and analysis methodology. This information should also be reflected in all logic model updates.

##### d. Activity Progress Narrative

Provide a brief narrative detailing what has been completed during the reporting period for this activity. You should provide relevant information associated with any accomplishments achieved during the reporting period (e.g., locations, dates, metrics, etc.). Recipients must provide specific metrics to amplify accomplishments (i.e., number of participants, number of trainings, etc.).

##### e. Challenges

Detail any challenges (risks) you have experienced, or you anticipate that might prevent the successful completion of the activity within the period of performance. If challenges exist, include a mitigation strategy that will be used to ensure the activity(s) are still completed by the end of the period of performance. If challenges do not exist, confirm this within the report.

**f. Notes**

- All late reports must include an explanation for missing the stated deadline as detailed in [\*Chapter 9. Post-Award Requirements and Administration.\*](#)
- Grant award recipients must submit quarterly performance progress reports in FEMA GO that includes a narrative describing the progress/status of each individual eligible activity approved for funding, an updated master schedule and deliverable table, and updated grant budget.
- The FEMA Program Office recommends submitting an updated logic model with every quarterly performance progress report. An updated logic model must be submitted in the final closeout report.
- The quarterly report shall capture both training and publication distribution metrics, document and explain missed milestones, and identify any projects at risk, accompanied by a risk mitigation strategy.

## **E. Appendix E - Required Supplemental Documents**

Appendix E contains information on supplemental documents required at the time of application submission, including a Combined Master Schedule and Deliverable Table, Grant Award Budget, Logic Model, and Statement of Work. Templates for all required supplemental documents are available on FEMA.gov. For more information about supplemental documents, please contact the Regional Program Office.

### ***a. Combined Master Schedule and Deliverable Table***

All grant applicants must complete and submit a Combined Master Schedule and Deliverable Table in FEMA GO to be considered for funding under this funding opportunity. A Combined Master Schedule and Deliverable Table must be submitted within the FEMA GO system at the time of the application. The Combined Master Schedule and Deliverable Table should provide a detailed overview of measurable deliverables, budgeted costs, and schedule dates for each proposed allowable activity(s) and task(s). A template Combined Master Schedule and Deliverable Table is available on FEMA.gov.

### ***b. Grant Award Budget***

All grant applicants must complete and submit a grant award budget in FEMA GO to be considered for funding under this funding opportunity. The grant award budget must be completed within the FEMA GO system at the time of the application. The budget should provide the basis of computation of all activity-related costs, any appropriate narrative(s), and a detailed justification for inclusion of Management and Administrative (M&A) costs, if applicable. The budget must be complete, reasonable, and cost-effective in relation to the proposed activity. A template grant award budget is available on FEMA.gov.

### ***c. Logic Model***

All grant applicants must complete and submit a logic model in FEMA GO to be considered for funding under this funding opportunity. The logic model must be uploaded within the FEMA GO system at the time of application. The logic model must demonstrate (or graphically represent) the “logical relationship between inputs (resources and activities), outputs (products), and outcomes (i.e., behavioral changes, policy changes, measurable improvements in risk reduction). Each applicant is required to create and submit an initial logic model that includes all proposed activities as a part of their work plan. A template logic model is available on FEMA.gov.

### ***d. Statement of Work***

All grant applicants must complete and submit a statement of work in FEMA GO to be considered for funding under this funding opportunity. The statement of work must be uploaded within the FEMA GO system at the time of application. The statement of work is intended to provide a detailed narrative of proposed activities and associated performance measures, a project management strategy, and organization entity information.

The following components are required to be included in all applicant Statements of Work:

**1. Organizational Information**

Applicants must provide a detailed description of the organization's mission, structure, goals, and targeted outcomes. Applicants should also provide the contact information for all project management staff.

**2. Proposed Activities and Associated Performance Measures**

Applicants must provide a detailed narrative description of each proposed activity and the associated required performance measurement. ([\*see Appendix C – Programmatic Information\*](#)).

Applicants must clearly indicate any activities and/or tasks that require technical experience and qualifications, as required to develop, communicate, implement, and manage the activities proposed in the application work plan. Applicants must also describe any planned engagement of qualified seismic design professionals, building officials, or other trained/certified professionals to the proposed activities to satisfy this need.

**3. Project Management Strategy**

Applicants must provide a project management strategy demonstrating the organization's plan to accomplish all activities proposed for funding and meeting all required performance measurement goals.

The project management strategy should include the following information:

- a. Compliance with the requirements of the grant
- b. Reasonableness of goals and objectives
- c. Brief overview of the credentials of the project manager and/or team and the processes involved in accomplishing the work plan(s).
- d. Financial management controls used to ensure compliance.
- e. Challenges and associated mitigation plans.
- f. Coordination with FEMA offices and programs.
- g. Development of Performance Measures.
  - i. If a subcontractor will be utilized to complete an activity, provide the contact information, and contract details. Alternatively, describe plan to competitively bid the subcontracted scope.
  - ii. Include information about stakeholder engagement and coordination with the FEMA Regional Program Office.



## **F. Appendix F – Monitoring and Enhanced Monitoring Plan**

Appendix F contains an overview of programmatic monitoring of ISEA awards, including both baseline monitoring and enhanced monitoring.

### ***a. Baseline monitoring***

Baseline monitoring involves routine award oversight throughout the award lifecycle, that is implemented in accordance with [2 CFR 200 Subpart D – Post Federal Award Requirements](#). Baseline monitoring involves oversight throughout the award lifecycle for ISEA awards, to verify that programs and projects undertaken by award recipients are consistent with the published NOFO, State or Territory Hazard Mitigation Plans, and that the programs and projects comply with applicable laws, rules, regulations, and ISEA program guidance.

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

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

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

### ***b. Enhanced Monitoring***

Enhanced monitoring is a risk-based, objective-driven approach to monitoring that includes desk reviews, site visits, and additional agency support to awardees. The goal of enhanced monitoring is to identify, evaluate and correct grants management deficiencies that jeopardize the successful performance of the award

It is anticipated that very few ISEA awards will require enhanced monitoring; however, if it is determined that there is significant risk to the successful completion of the award within the POP and programmed budget, the FEMA Regional Program Office will implement this section of the plan.

Enhanced monitoring is not a punitive action, or a precursor to a punitive action, and should not be communicated, messaged, or interpreted as such. Enhanced monitoring provides both the FEMA Regional Program Office and the award recipient an opportunity to identify courses of

action to address shortcomings associated with the grant. These courses will help the program office, and the award recipient ensure that the goals of the program and the intent of the grant are both met.

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

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

Upon completion of a desk review or site visit, the FEMA Regional Program Office will create an official, corrective action plan (cap) and internal monitoring report. This report will highlight concerns identified during the review and outline specific issues that a recipient must address to comply with federal regulations and/or FEMA policies and procedures or improve the management of the award.

Additional guidance and information may be obtained by contacting the Program Office via email at <mailto:FEMA-NEHRP@fema.dhs.gov>. A list of contact information for Headquarters and Regional Program Office Contacts is available on [FEMA.gov](https://www.fema.gov)