

FEMA National Earthquake Hazards Reduction Program (NEHRP)

Fiscal Year 2024 Application Checklist

This document serves as a checklist for applicants of the FEMA National Earthquake Hazards Reduction Program (NEHRP) Individual State Earthquake Assistance (ISEA) Grant Program and FEMA NEHRP Multi-State and National Earthquake Assistance (MSNEA) Grant Program. This checklist is intended to outline critical information applicants will need to collect and enter into [FEMA GO](#) when completing an application for funding. For more information about the NEHRP State Assistance Grant Program, please visit fema.gov/earthquake.

Application Submission Information

Applications must be submitted and processed in the FEMA GO system. To access FEMA GO, visit go.fema.gov. Hard copies of the Notice of Funding Opportunity (NOFO) can be downloaded at Grants.gov or obtained via email from the Awarding Office points of contact listed in Section G of the NEHRP NOFO, "DHS Awarding Agency Contact Information" or by TTY 800-462-7585.

Key Dates and Times

All applications must be received by the established deadline:

- Application Start Date: **MSNEA** - May 8, 2024; **ISEA** - May 17, 2024
- Application Submission Deadline: **MSNEA** - June 14, 2024 at 5 p.m. ET; **ISEA** - June 24, 2024 at 5 p.m. ET

SAM.gov Information

In order to complete and submit an application for funding in FEMA GO, all applicant organizations must have a current, unexpired System for Award Management (SAM) registration. Tips to managing your SAM.gov registration are listed below.

- Applicant registration in the System for Award Management (SAM) is free! Register at SAM.gov
- SAM registration is only active for one year and must be renewed annually.
- If your SAM.gov registration is expired or inactive, you must reset the registration by calling the [Federal Service Help Desk](#) managed by the General Services Administration (GSA) at 866-606-8220.
- Please ensure your organization's contact information listed in SAM.gov is accurate and up to date, and that the EIN and DUNS numbers are the same numbers used to apply for all FEMA grants.
- Your organization's contact information listed in SAM.gov must match information listed on the Standard Form 1199A ([Direct Deposit Sign-Up Form](#)).
- Applications for funding cannot be submitted in FEMA GO if your SAM.gov registration is expired or inaccurate.



FEMA

SAM.gov Registration Status
Information current in SAM.gov as of (date)
Organization Name (as listed in SAM.gov)
Organization Address (as listed in SAM.gov)
SAM.gov Electronic Business (e-Biz) Point of Contact
Unique Entity Identifier (UEI) – Electronic Funds Transfer (EFT) number
DUNS (Dun and Bradstreet Number)
Employer Identification Number (EIN)
SAM.gov Registration Expiration Date
Applicant Information
Requested Federal Share (Federal Funding)
Required Applicant Share (if applicable)
Total Requested Funding
Contact Information
Did any individual or organization assist with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application?
<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, provide the information of all individuals and organizations who assisted with the application below.</i>
Contact information for the individual and/or organization who assisted with the application
Name
Phone and email address
Primary Point of Contact and Authorized Organization Representative
<i>The Authorized Organization Representative (AOR) role is automatically provided to the SAM.gov e-biz user. Users assigned the AOR role manage FEMA GO team member accounts and have all permissions for the organizational account in FEMA GO, including the ability to submit information to FEMA. There are no limits on the number of AOR roles.</i>
Name
Phone and email address
Secondary Point of Contact
<i>All applicant organizations must list (2) unique individuals as points of contact for the grant application, including the AOR and a secondary point of contact.</i>
Name
Phone and email address

Application Attachments

All FEMA NEHRP applicants are required to submit supplemental application materials in order to be considered for funding. All documents must be attached to the application in FEMA GO. Templates of all of the below documents are available in the notice of funding opportunities and at fema.gov/earthquake.

The following file types are accepted in FEMA GO:

.pdf, .doc, .docx, .xls, .xlsx, .xlsb, .xps, .pptx, .jpg, .jpeg, .png, .txt, .csv, .html, .mp4, .msg, .pub, .rtf, .tif, .zip

Required Application Attachments

Complete	Attachment Name	Maximum Allowable Documents	Document Size Limit
	Grant Budget Spreadsheet	3	1 GB or less
	Logic Model	3	1 GB or less
	Master Schedule/Deliverable Table	3	1 GB or less
	Performance Progress Report	3	1 GB or less
	Work Plan	3	1 GB or less
	Additional Attachments (optional)	3	1 GB or less

Examples of optional attachments include letter(s) of support, a memorandum of understanding with a partnering organization, seismic hazard maps, or other relevant documents.

Technical Assistance

For technical assistance with the FEMA GO system, please contact the FEMA GO Help Desk at femago@fema.dhs.gov or (877) 585-3242, Monday through Friday, 9:00 AM - 6:00 PM Eastern Time (ET).

For programmatic or grants management questions, please contact your FEMA Earthquake Program Manager. Contact information is available at fema.gov/earthquake and can be found in the NOFO, "DHS Awarding Agency Contact Information."

If you do not know who to contact or if you have other questions or concerns, please contact FEMA Grants News at fema-grants-news@fema.dhs.gov, Monday through Friday, 9:00 AM to 5:00 PM ET.

Notes