

FEMA National Earthquake Hazards Reduction Program (NEHRP)

State Assistance Grant Program Work Plan

This form is intended for use by applicants applying for funding under the FEMA National Earthquake Hazards Reduction Program (NEHRP) funding opportunity to complete the required Work Plan. More information about Work Plan requirements is available in the funding opportunities of the FEMA National Earthquake Hazards Reduction Program (NEHRP) Individual State Earthquake Assistance Grant Program the FEMA NEHRP Multi-State and National Earthquake Assistance Grant Program.

Grant Applicant Information

Organization Name: _____
State/Territory: _____
Grant Application ID: _____
Funding Opportunity: _____

Instructions

All applicants must complete and submit a detailed work plan containing the below information. Work plans must be submitted [FEMA GO](#) by the application deadline.

- Organizational Information
 - Organization mission, structure, goals, and targeted outcomes statement.
 - Overview of all proposed projects, planned successes, and project capacity statement.
- Proposed Activities and Performance Measures
 - Name, description, and performance measure for all proposed activities.
- Tasks, Schedule, and Deliverables Table
 - Completion of a table (separate document) containing tasks, subtasks, schedule, budget, and deliverables for all proposed activities.
- Project Management Strategy
 - Statement detailing the organization's strategy for accomplishing all proposed activities and tasks.
- Contact Information
 - Name, position, agency, address, email, and phone number for grant application project manager.



FEMA

Work Plan

Organizational Information

A detailed description of the following information must be included: a) The organization's mission and structure, goals, and targeted outcomes; and b) an overview of the proposed project(s), planned successes, and project capacity.

I. Organizational Information

Proposed Activities and Associated Performance Measures

Insert a detailed narrative description for each proposed activity and its associated performance measurement that aligns with the allowable activities as listed in the Fiscal Year 2024 NEHRP notices of funding opportunities.

Activity Name	
Activity Description	
Required Performance Measure	
Additional Performance Measure A	
Additional Performance Measure B	

Activity Name	
Activity Description	
Required Performance Measure	
Additional Performance Measure A	
Additional Performance Measure B	

Activity Name	
Activity Description	
Required Performance Measure	
Additional Performance Measure A	
Additional Performance Measure B	

Continued on next page

Contact Information

Insert the name, position, agency, address, email, and phone number of the program manager responsible for implementing and managing this work plan.

Grant Program Manager	
Name (first, last)	
Position Title	
Organization Name	
Organization Address 1	
Organization Address 2	
Organization Address 3	
Email Address	
Phone Number	

Notes

In accordance with the Fiscal Year 2024 FEMA NEHRP notices of funding opportunities, the project management strategy should include statements about the overall workplan detailing all of the following information:

- a. Compliance with the requirements of the grant;
- b. Reasonableness of goals and objectives (i.e., are they Specific, Measurable, Achievable, Realistic, and Timely “SMART”).
- c. Brief overview of the credentials of the project management 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 the contact details.
 - ii. Include information about stakeholder engagement and coordination with your FEMA Regional Earthquake Program Manager (if applying under the Individual State Earthquake Assistance (ISEA) Grant Program).