

**The Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)  
Cooperating Technical Partners Program (CTP)**

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

**A. Program Description**

**Issued By**

U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Federal Insurance and Mitigation Administration (FIMA)

**Catalog of Federal Domestic Assistance (CFDA) Number**

97.045

**CFDA Title**

Cooperating Technical Partners

**Notice of Funding Opportunity Title Fiscal Year 2016 (FY16) Cooperating Technical Partners**

**NOFO Number**

CTP - Headquarters	DHS-16-MT-045-00-01
CTP Region 1	DHS-16-MT-045-01-01
CTP Region 2	DHS-16-MT-045-02-01
CTP Region 3	DHS-16-MT-045-03-01
CTP Region 4	DHS-16-MT-045-04-01
CTP Region 5	DHS-16-MT-045-05-01
CTP Region 6	DHS-16-MT-045-06-01
CTP Region 7	DHS-16-MT-045-07-01
CTP Region 8	DHS-16-MT-045-08-01
CTP Region 9	DHS-16-MT-045-09-01
CTP Region 10	DHS-16-MT-045-10-01

**Authorizing Authority for Program**

Section 1360 of the National Flood Insurance Act of 1968 (Pub. L. No. 90-448), as amended (42 U.S.C. § 4101) and The Biggert-Waters Flood Insurance Reform Act of 2012 (Public Law 112-141, 126 Stat. 916 as amended)

**Appropriation Authority for Program**

Department of Homeland Security Appropriations Act, 2016 (Pub .L. No. 114-113)

**Program Type**

Continuation

**Program Overview, Objectives, and Priorities**

The Cooperating Technical Partners (CTP) Program exists to strengthen and increase the effectiveness of the National Flood Insurance Program (NFIP) through fostering strong Federal, State, Tribal, regional and local partnerships to reduce flood losses and promote community resiliency. The CTP Program supports Strengthening National Preparedness and Resilience, one of five basic missions of the DHS2014 Quadrennial Homeland Security Review. Additionally, the program supports the National Mitigation Framework within the Presidential Policy Directive (PPD-8).

For additional information on the CTP Program, please visit the CTP Program website located at: <http://www.fema.gov/cooperating-technical-partners-program/cooperating-technical-partners-program>.

There are three formal agreements involved: the Partnership Agreement, a Mapping Activity Statement (MAS) or Statement of Work (SOW), and a Cooperative agreement or grant. The Partnership Agreement is a prerequisite to any further activities under the CTP Program. The MAS or SOW supplements the Partnership Agreement and defines the activities that will be accomplished for a particular project. A cooperative agreement or grant is the award mechanism by which FEMA provides federal funds to qualified CTPs to complete certain partnership activities. For additional information on qualifications for entering into a Partnership Agreement or receiving federal assistance for partnership activities, see Section C. Eligibility Information of this NOFO.

The objectives of the CTP Program primarily support the mission and objectives of the NFIP's Flood Hazard Mapping Program through FEMA's flood hazard identification and assessment programs including the Risk MAP (Mapping, Assessment, and Planning) initiative. The vision for Risk MAP is to deliver quality data that increases public awareness of flood hazard risk and leads to action that reduces flood risk to life and property. Risk MAP develops flood hazard data and maps for communities that have never had identified risks as well as building on effective flood hazard data and flood insurance rate maps. FEMA

collaborates with a variety of stakeholders to achieve the following goals under Risk MAP:

- Flood Hazard Data- Address gaps in flood hazard data to form a solid foundation for risk assessment, floodplain management, and actuarial soundness of the NFIP.
- Public Awareness/Outreach- Ensure that a measurable increase of the public's awareness and understanding of risk results in a measurable reduction of current and future vulnerability.
- Hazard Mitigation Planning- Lead and support States, local, and Tribal communities to effectively engage in risk-based mitigation planning resulting in sustainable actions that reduce or eliminate risks to life and property from natural hazards.
- Enhanced Digital Platform- Provide an enhanced digital platform that improves management of Risk MAP, steward of information produced by Risk MAP, and improves communication and sharing of risk data and related products to all levels of government and the public.
- Alignment and Synergies- Align Risk Analysis programs and develop synergies to enhance decision-making capabilities through effective risk communication and management.

Additional information about Risk MAP (including goals, strategies, progress and success stories), can be found on FEMA's website at <http://www.fema.gov/risk-mapping-assessment-planning>.

FEMA through the CTP Program seeks to build upon and enhance the existing capabilities of CTPs to increase local involvement in, and ownership of flood hazard identification, flood map maintenance, risk assessment, and risk communication to encourage responsible floodplain management and support their jurisdictional responsibilities as participating members of the NFIP. They assist in the development and maintenance of flood risk data and Flood Insurance Rate Maps (FIRMs) and other risk related products, as well as other assistance in advancing their local and FEMA's goals and objectives of Risk MAP and the NFIP program. Partnerships developed through FEMA's CTP Program are in the best interest of State and local communities, the NFIP and the general public. FEMA is responsible for establishing and updating minimum Federal criteria and holds the final decision making responsibility for issuing the FIRMs and any revisions/updates, however, there are several mutually beneficial reasons for creating these partnerships to help produce risk identification and assessment data, and other products in support of the NFIP:

- Local capabilities in hazard identification, risk assessment, risk communication and mitigation – the foundation for building disaster-resilient communities – are enhanced through technical assistance, experience, standards, and funding provided by FEMA.

- The data used for local permitting and planning is often also used as the basis for the FIRMs, facilitating more efficient and effective floodplain management.
- CTPs have an opportunity to interject a tailored, local focus into a national program; thus, where unique conditions may exist, the special approaches that may be necessary for flood risk assessment, flood hazard identification and flood risk communication can be taken.
- The partnership mechanism provides the opportunity to pool resources and extend the productivity of limited public funds while maintaining essential NFIP standards.
- Contributions made by CTPs can enhance flood hazard information and risk assessment data and may allow information to be provided by FEMA in a timely manner.
- Contributing partners have the potential to be fully engaged in the mapping process, with designated responsibilities to support FEMA's implementation of the program.
- CTPs receive training and technical assistance related to flood hazard analysis and mapping, flood risk communication, and flood risk mitigation activities.
- The CTP Program facilitates mentoring to increase the capability of existing and potential partners.

As CTPs and FEMA collaborate to identify specific activities to perform under their Partnership Agreement, and they will develop a Mapping Activity Statement (MAS) or Statement of Work (SOW) to define the roles and responsibilities of all parties involved in a flood risk project (see Section E. Application Review Information, in this NOFO for additional information).

CTP Program priorities promote the advancement of the regional and national program measures associated with achieving the goals and objectives of Risk MAP, which support the NFIP. In Fiscal Year (FY) 2016, Risk MAP continues to focus on providing communities with quality flood data and tools that support the enhancement and implementation of their hazard mitigation plans and their ability to take action to better protect their citizens. Specifically, in FY 2016, FEMA will continue to sharpen its focus on advancing mitigation actions through Risk MAP by increasing the emphasis on technical credibility of our data and products and engaging the whole community throughout the Risk MAP process. Risk MAP measures and targets for FY16 are provided in Table 1: Fiscal Year 2016 Targets for Risk MAP Measures. The Regional Targets for the Risk MAP measures below were developed in partnership with the Regional Offices. Any changes to these established targets will be based on joint Headquarters – Regional discussions.

**Table 1: Fiscal Year 2016 Targets for Risk MAP Measures**

FY16 Risk MAP Regional Allocations and Targets						
Region	Deployment (%)	New, Validated, and Updated Engineering (NVUE)	Action 2 (Communities)	Levee Analysis and Mapping Procedures (LAMP) - Projects	Mitigation Plan Population Coverage (%)	Awareness (%)
	Target	Target	Target	Target	Target	Target
1	51.0%	8275.0	19	0	77.5%	70.0%
2	66.1%	153.0	15	6	88.5%	70.0%
3	59.0%	2500.0	32	4	96.7%	70.0%
4	75.2%	1325.0	30	0	85.0%	70.0%
5	57.0%	3900.0	3	2	74.0%	70.0%
6	52.0%	23918.0	40	6	75.0%	70.0%
7	48.1%	44101.5	15	11	89.4%	70.0%
8	66.3%	3000.0	25	1	78.1%	70.0%
9	62.0%	150.0	5	2	59.5%	70.0%
10	63.3%	3000.0	10	1	73.6%	70.0%
<b>Projected Targets</b>	<b>61.7%</b>	<b>90,322.5</b>	<b>194</b>	<b>33</b>	<b>78.6%</b>	<b>70.0%</b>

\*Deployment: Percent of total population within the Region where Risk MAP projects have been deployed.

\*\*NVUE : Percent of ALL studied miles (paper and digital) within the Region meeting or funded to meet specific engineering and currency standards.

Funding in FY16 for CTP cooperative agreements in support of Risk MAP measures includes the following project categories explained in more detail in **Appendix B: Eligible Activities** of this NOFO:

- Program Management
- Community Engagement and Risk Communication (CERC)
- Technical Risk Analysis and Mapping
- LOMR (Letter of Map Revision) Review- LOMR request reviews and recommendations to FEMA
- FEMA-Approved Special Projects

Because FEMA’s budget varies annually, the total amount of funding awarded to CTPs for program-related activities will vary accordingly. Each FEMA Regional Office will determine how much of its annual mapping budget will be allocated to the above-listed project categories. FEMA HQ priorities will determine the amount of funding available for HQ-funded program support activities such as LOMR Review and Special Projects.

FEMA may provide limited federal assistance to complete partnership activities outlined in a Mapping Activity Statement (MAS) or Statement of Work (SOW) which are in accordance with annual priorities. Due to the length and complexity of projects, FEMA may administer assistance for a project in a phased approach (i.e., funding the project in stages). Once a comprehensive MAS/SOW is signed and in place, FEMA may prioritize the funding required for completing the first stage of the project. Following successful completion of the stage, FEMA may consider prioritizing funding for subsequent stages in future years. This phased approach for funding prioritization does not in any way guarantee funding to a CTP to continue project activities, as funding availability and priorities vary each fiscal year.

For all project categories, CTPs are encouraged to work with FEMA in advance of the application to understand FEMA program priorities, objectives and measures, and to identify specific tasks to undertake in FY 2016. In support of program objectives, FEMA may provide technical assistance, training, and/or data to a CTP to enhance the activities within the project categories outlined above. Any funds FEMA provides through a grant or cooperative agreement to complete project activities are in addition to the leveraged resources and data, which may be provided by the CTP to complete the tasks agreed upon in the SOW or MAS. When awarded a grant or cooperative agreement through the CTP Program in support of program objectives and to advance program measures, the CTP must comply with the requirements outlined in this announcement, the terms and conditions of the award (previously referred to as the Articles of Agreement), as well as the Partnership Agreement and the associated SOW or MAS approved by FEMA.

**B. Federal Award Information**

**Award Amounts, Important Dates, and Extensions**

Available Funding for the NOFO: \$72,500,000

**Projected number of Awards (Optional):** 90

**Period of Performance:** Up to 60 Months based on project type.

The period of performance may vary for different awards as shown below and will be commensurate with the activities included in the scope of work of the SOW or MAS. The period of performance and the award dates will be determined on a case by case basis, and set by the awarding office. The final period of performance will be listed in the SOW or MAS as well as the award package.

An extension to the period of performance is permitted. Please see Section H of this NOFO for details on the steps recipients must follow and what information must be included in the justification for an extension to be considered.

**Projected Period of Performance Start Date(s):**

Program Management, Community Engagement and Risk Communication and LOMR Review MAS – September 1, 2016

Technical Risk Analysis and Mapping MAS – September 1, 2016

**Projected Period of Performance End Date(s):**

Program Management, Community Engagement and Risk Communication and LOMR Review MAS – February 28, 2018 (subject to adjustment and/or reassessment if NFIP authorization expires)

Technical Risk Analysis and Mapping MAS – August 31, 2021 (subject to adjustment and/or reassessment if NFIP authorization expires)

**Funding Instrument**

The CTP Program may provide federal assistance, through a grant or a cooperative agreement, to an eligible Cooperating Technical Partner (herein referred to as “CTP”, “partner” or “recipient”) to perform various projects and activities that stimulate and support the ability of NFIP State Coordinating Agencies and NFIP-participating communities (as defined in 44 CFR Part 59.1) to continue their ongoing regulatory NFIP responsibilities as well as support the ability of States, communities and the public and private sector to mitigate flood risk.

CTP awards made by FEMA are generally cooperative agreements due to the level of substantial involvement required by FEMA which is detailed below. However, some projects, due to scale of activity or overall cost, do not require the level of substantial involvement by FEMA described. For those projects, a grant vehicle may be used instead of a cooperative agreement. For cooperative agreement awards, FEMA will be substantially involved in the activities of the recipient beyond the level involved with typical award administration activities. Additional information on substantial Federal involvement can be found in **Appendix A, item number 4.**

Specific tasks for the CTP Program related to eligibility, performance monitoring and maintenance requiring substantial federal involvement from the awarding agency (FEMA) are as follows:

1. Trainings led by FEMA that are required for all potential applicants. FEMA is in a constant cycle of updating and validating its Guidelines and Standards, and as such must provide training, assistance and oversight to CTPs in completion of tasks within the grant to ensure viability of the NFIP program.

2. Review of eligibility criteria for all potential applicants by the appropriate FEMA office.
3. Review of all potential applicants' capability, capacity and experience related to fundable activities under the CTP Program.
4. Review and quality control of all deliverables developed by applicant prior to release to general public.
5. Review, issuance and documentation of Partnership Agreement between FEMA and the potential applicant (the Partnership Agreement is a requirement for all fundable activities under the CTP Program).
6. Oversight of Cooperative Agreements and/or Grants, specific activities related to those Cooperative Agreements and/or grants and performance of the Cooperative Agreement and/or Grant.
7. Monitoring and evaluation of performance and effectiveness of partnership outlined in Partnership Agreement and Cooperative Agreement and/or Grant.

Tracking and evaluation (if necessary) of poor performance and corrective action plans. FEMA is required to meet certain Earned Value Metrics for its Risk MAP program. The Schedule Performance Index (SPI) and Cost Performance Index (CPI) of projects are required to be between 0.92 and 1.08. Therefore, FEMA is very involved in coordinating with the CTPs to ensure the projects fall within the appropriate ranges for earned value must:

- Demonstrate the cost effectiveness of designating review and recommendation process to CTP.
- Have demonstrated the ability to perform technical aspects of the process.
- Have demonstrated the ability to manage contractors and oversee the products produced by contractors (if applicable).
- Have demonstrated the ability to deliver recommendations for determination to FEMA within the regulatory timeframe that meet FEMA specifications.
- Provide evidence they have received training in the FEMA tools prior to application for a cooperative agreement to perform tasks associated with the LOMR Review and recommendation to FEMA.
- Agree to use FEMA workflow, tools and templates.

If the abilities listed above are not demonstrated or maintained, then FEMA HQ may decide not to engage the partner in LOMR Review activities in FY 2016 or in future years. Training provided by FEMA on the revision process and the applicable workflow tools is a prerequisite to being eligible for a LOMR request review award. Applications for performance of review of LOMR requests from CTPs who have not fulfilled these requirements, or are not existing approved pilot project partners, will not be accepted.



To be eligible for the FEMA-Approved Special Projects cooperative agreement or grant with FEMA, non-profit associations must request approval from the FEMA Regional Office (if applicable) and FEMA HQ CTP Program Lead (in coordination with the appropriate FEMA HQ Program Manager) prior to applying under this funding opportunity announcement. Acceptable request packets must include:

- Documentation of the capabilities of the potential partner.
- An explanation of the benefit to various NFIP stakeholders, FEMA, and the partner (or other CTPs).
- A description of the activities the potential partner intends to perform.
- Draft performance measures for performance reporting requirements for special tasks that may fall outside of those already identified in the NOFO.

#### **Other Eligibility Criteria**

To remain eligible for funding, if the applicant is making a sub-award to a sub-recipient, the sub-recipient must meet all the eligibility requirements of the program, however the sub-recipient does not need to have the Partnership Agreement in place to receive the sub-award.

#### **Maintenance of Effort (MOE)**

There is no Maintenance of Effort (MOE) requirement.

#### **Cost Share or Match**

Cost Share or Match is not required.

### **C. Application and Submission Information**

#### **Key Dates and Times**

**Date Posted to Grants.gov:** 03/25/2016

**Application Submission Deadline:** 06/10/2016 at 5:00:00 PM (Local)

All applications must be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of the full application. In general, FEMA will not review applications that are not received by the deadline or consider them for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that

prevent submission of the application by the deadline, or other exigent or emergency circumstances. If you experience technical issues, you must notify FEMA as soon as possible

**Anticipated Funding Selection Date:** 08/01/2016

**Anticipated Award Date:** 09/30/2016

### Other Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline
Actual submission deadline (ND Grants)	8/15/2016

### Address to Request Application Package

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

If you experience difficulties accessing information or have questions please call the grants.gov customer support hotline at: (800) 518-4726.

Hard copies of this NOFO can be downloaded from the common electronic "storefront" at grants.gov or via email from the Awarding Office point of contact listed in **Section G**. DHS Awarding Agency Contact Information of this NOFO.

The Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this NOFO at: (800) 462-7585.

Initial Applications will be processed through the Grants.gov portal and if accepted, complete applications will be processed through the Non-Disaster (ND) Grants System.

### Content and Form of Application Submission

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

The steps involved in applying for an award under the CTP Program are:

1. Applying for, updating or verifying their Data Universal Numbering System (DUNS) Number.
2. Applying for, updating or verifying their (Employee Identification Number) EIN Number.
3. Updating or verifying their (System for Award Management) SAM Number.
4. Submitting an initial application in grants.gov.
5. Submitting the complete application in ND Grants.

In ND Grants applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required.

- Budget Information for Non-Construction Programs (SF-424A);
- Assurances for Non-Construction Programs (SF-424B);
- Grants.gov Lobbying Form (SF-LLL).

Applicants will also be prompted to assure compliance with all Standard and Special Terms and Conditions before being eligible to receive an award under this program.

To qualify as complete, applications must coordinate with their respective FEMA office in advance of applying, and the application must include the documents described below.

1. Partnership Agreement -The application must include a copy of the CTP’s signed Partnership Agreement with FEMA. The Partnership Agreement is a prerequisite to any further activities under the CTP Program. The Partnership Agreement template may be viewed or downloaded from the FEMA web site at <https://www.fema.gov/cooperating-technical-partners-program>.
2. Draft SOW and/or MAS -The application must include a copy of the draft SOW and/or MAS. The SOW and/or MAS is used as a supplement to the Partnership Agreement and defines the activities that will be accomplished for a particular project, including the responsible entity(ies), how the activities are funded, and the nature of the working partnership between FEMA and the CTP. The SOW and MAS specifically define the project scope as well as the

roles and responsibilities of the CTP and, if applicable, the role of FEMA contractors involved in a particular project and/or particular tasks. The national SOW and MAS templates, may be viewed and downloaded from the FEMA web site at <https://www.fema.gov/cooperating-technical-partners-program>. The CTP must work directly with the appropriate FEMA office when developing a SOW and MAS, preferably prior to application, to ensure that any regional or local modifications to the template are incorporated as appropriate. For additional information and details regarding these activities for each SOW or MAS, see Appendix B: Eligible Activities of this NOFO.

3. Detailed Budget and Budget Narrative Justification -The application must include a detailed budget for the funds requested. The budget must be complete, reasonable, and cost-effective in relation to the proposed project, and must identify any anticipated leverage or cost share/match. The budget must provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of Indirect or Management and Administrative (M&A) costs.

Note: Unit costs listed in FEMA's Blue Book cannot be used as the basis for estimating or justifying the requested budget to complete a proposed project. Blue Book unit costs are intended only to provide an estimate of the value of partner contributions to a project (i.e., non-FEMA funded leveraged data).

Both the FEMA Project Officer and Grant Officer will review and approve the budget and budget narrative. Funds will not be made available for obligation, expenditure, or drawdown until the applicant's budget and budget narrative have been approved by FEMA through the application review and selection process.

Developing the final SOW and/or MAS is a collaborative effort that defines where both the CTP and FEMA will contribute funding, data and units of work to maximize the extent, accuracy, and usability of flood hazard studies and/or activities to best meet Federal, State, Tribal and local NFIP stakeholder needs, while minimizing costs for all parties. The respective FEMA Regional or HQ Project Officer will be responsible for coordinating with the CTP to review and finalize the SOW and/or MAS prior to award.

In circumstances when time does not permit the SOW and/or MAS and/or the budget to be finalized prior to issuing an award, the award may be conditionally issued but recipients will be restricted from starting activities or drawing down funds until the budget is approved and the final SOW and/or MAS is signed.

#### **Unique Entity Identifier and System for Award Management (SAM)**

Before you can apply for a DHS grant at grants.gov, you must have a DUNS number, be registered in SAM, and be approved as an Authorized Organizational Representative (AOR).

**Applicants are encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.**

**DUNS number.** Instructions for obtaining a DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

**System for Award Management.** In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with SAM. Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. Failure to register with SAM will result in your application being rejected by Grants.gov during the submissions process.

**Authorized Organizational Representative.** The next step in the registration process is creating a username and password with Grants.gov to become an AOR. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions. To read more detailed instructions for creating a profile on Grants.gov visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

**AOR Authorization.** After creating a profile on Grants.gov, the E-Biz Point of Contact (POC), who is a representative from your organization listed as the contact for SAM, will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit applications. After you have been approved as an AOR you will be able to submit your application online. To learn more about AOR Authorization, visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>. To track AOR status, visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

**Electronic Signature.** Applications submitted through Grants.gov constitute a submission as electronically signed applications. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application.

If you experience difficulties accessing information or have any questions please call the [grants.gov](http://grants.gov) customer support hotline at (800) 518-4726 or email [grants.gov](mailto:support@grants.gov) at [support@grants.gov](mailto:support@grants.gov).

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

### **Funding Restrictions**

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

The recipient is prohibited from transferring award funds to agencies or organizations other than those identified in the approved SOW or MAS without prior approval from FEMA.

Although MOE is not required under the CTP Program, cooperative agreement or grant funds awarded to the recipient must not be used to supplement existing funds and cannot replace (supplant) funds that have been budgeted for the same purpose (whether federal, state or local). CTPs may be required to supply certification and/or documentation validating that a reduction in resources for program-related activities occurred for reasons other than the receipt or expected receipt of funds through a CTP cooperative agreement or grant.

Pre-award costs directly related to developing the application or sub application after the application period has opened, but prior to the date of the grant award or final approval, are allowed.

Applicants seeking pre-award costs must clearly articulate this request in the budget narrative and justification and must include details regarding the costs, such as the project activities/scope to which costs are related, when costs were (or

will be) incurred and whether they are included as direct or indirect costs. The FEMA awarding office will review the request and negotiate the costs as appropriate. Upon written concurrence from the FEMA Project Officer, the Awarding Officer includes the appropriate statement in the Terms and Conditions affirming the parameters for allowable pre-award costs.

**Explanation of Cost restrictions associated with the CTP Program:**

- **Training:** Costs associated with training provided by the CTP as part of the project scope are allowable in accordance with the approved scope and budget of the award. Funding to address training requests or needs of the CTP is allowable at the discretion of the FEMA awarding office. Training requests or needs must be fully identified in the SOW or MAS submitted with the application. The CTP must also identify if the training will be direct cost or indirect cost. For instance, funding may be allowable as a direct cost for the CTP to attend or deploy training provided by FEMA associated with HAZUS. However, training for finance personnel to attend grants management courses would not be allowable as a direct cost under this award but may be allowable as part of the indirect cost rate agreement.
- **Mitigation Planning Technical Assistance:** Funding in this grant shall not be used to do the actual update of a portion or all of a Mitigation Plan. However, where individual components of technical assistance activities in support of mitigation planning are funded, the awarding FEMA office must ensure that the appropriate entities are performing the work.
- **Costs for equipment** are not allowable under the CTP Program.
- **Domestic travel costs** are allowable under this program.
- **International travel** is not an allowable cost under this program unless otherwise approved in advance by the Federal Insurance and Mitigation Administration Deputy Associate Administrator via the FEMA HQ CTP Program Lead.
- **Operational Overtime costs** are not allowable under this program.
- **Construction and renovation costs** are not allowable under this program.

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

Management and Administration costs are allowed under this program. Management and Administration costs are activities directly related to implementing the award. FEMA will allow recipients to use up to 4 % of the amount of the award for their M&A and sub recipients may use up to 4% of the amount they receive for M&A. Funding levels for these costs must be negotiated on a per-project basis with the appropriate awarding office.

M&A costs include direct charges to the grant related to the administration aspects of implementing the award, such as salaries and benefits of Human Resources, Administrative or Finance personnel who support the execution of the grant but are not completing specific project activities. Costs such as travel,

meeting-related expenses, and salaries in direct support of the administration of the award are also examples of typically allowable M&A costs. Other M&A costs might include general operating costs when direct billed. However, M&A costs are not allowable as direct charges to the award when these costs are included in a recipient's negotiated indirect cost rate agreement.

Certain administrative costs are not considered to be M&A costs, and are not subject to the M&A cap of 4%, when those costs are directly related to a specific award activity. For example, a Program Management award may include staffing a Mapping Coordinator position as one of the specifically-awarded activities of the grant. In this situation, the portion of the associated salary and fringe benefits of the Mapping Coordinator which are funded by the award are considered part of the award costs and not included in M&A costs.

#### **Indirect Facilities & Administrative (F&A) Costs.**

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application and must be provided to FEMA before indirect costs are charged to the award.

#### **Other Submission Requirements**

**Environmental Planning and Historic Preservation (EHP) Compliance.** As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. The EHP review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP review.

### **D. Application Review Information**

#### **Application Evaluation Criteria**

Prior to making a Federal award, the Federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and



findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

Performance, merit and risk reviews are completed for all applications based on the following. FEMA also evaluates the performance and effectiveness of the CTP partnership.

FEMA bases its evaluation of the partner's demonstrated performance on the following criteria:

- Continued maintenance, through non-federal funds, of the processes or systems in place to support the collection, development, evaluation, dissemination and communication of flood hazard and risk assessment data and mapping (e.g., continued data collection related to changes in flood hazards and development in flood-prone areas; continued upgrades to data collection or mapping capabilities to incorporate new technologies; preparation of multiple-year mapping or data collection plans; maintenance of hardware, software, licenses and certifications, etc., necessary to complete, review, monitor and report on the work; etc.).
- Management and commitment to existing, and continued support of, flood hazard identification and mapping activities and other program activities (such as risk assessments, risk communication and technical assistance for mitigation action) conducted with and by FEMA.
- Uniqueness and value of the national, state, regional or local relationships maintained, including ability to effectively cooperate and coordinate with NFIP stakeholders as well as other whole community stakeholders affected by program activities.
- Adherence to program specific statutory and regulatory requirements as well as program standards for timeliness, completeness and quality of project activities and deliverables submitted to FEMA and/or provided to the public.
- Demonstrated quality of product(s) submitted to FEMA and/or provided to the public.
- Advancement of program metrics and/or accomplishment of project performance measures, as well as other measures identified by specific FEMA Regional need and provided to all applicants prior to submittal of application.
- Ability to cooperate and coordinate with the staff of the following organizations during all phases of project activities as needed: the FEMA Regional Offices; the Federal Insurance and Mitigation Administration in the FEMA Headquarters Office in Washington, DC; and designated FEMA contractors.
- Adherence to statutory and regulatory requirements for grants management, and cooperation and coordination with appropriate FEMA Grants Management staff.

## Review and Selection Process

Application Review Information. FEMA and its CTPs administer activities of the CTP Program through close and frequent partnership and coordination. FEMA collaborates regularly with all active CTPs regarding Program needs and priorities. Each year, annual program funds are allocated to accomplish projects which meet program goals, objectives and priorities for the year, and are provided to select CTPs who meet the additional eligibility criteria to receive federal funding, see Section C. Applications are reviewed by FEMA Regional program staff to ensure compliance with these eligibility criteria and the program priorities detailed in Section A.

Applications are also reviewed by qualified FEMA grants management staff to ensure compliance with grants management principles, such as administrative requirements and cost principles. Applicants/applications that do not meet eligibility or submission requirements are removed from consideration.

The respective FEMA Awarding Office coordinates with CTPs as necessary during the pre-award or solicitation period to assist eligible CTPs in determining project activities and preparing applications that meet the requirements for submission. The respective FEMA Awarding Office is responsible for reviewing the application for completeness. The applicant will provide revisions and resubmission as needed through the ND Grants system. Following review, FEMA will either approve or reject the application in the ND Grants system. Approved applications will be processed and award documents prepared and provided to the applicant through the ND Grants system. Rejected applications will receive notification of why the application was not chosen.

Application Selection Information. Qualified FEMA programmatic staff (regional and/or Headquarters), with sufficient program knowledge and expertise in floodplain mapping, flood risk assessment, flood risk communication and floodplain management, review and select CTP projects for funding. FEMA considers the following elements when prioritizing funding for and selecting CTPs for FY 2015 awards:

1. Program Priorities - FEMA assesses how well the proposed project aligns with National and Regional program policies, measures, metrics and priorities (including risk, mapping needs, available topographic data, and potential for mitigation action). Program goals and metrics are outlined in Section A. Notice of Funding Opportunity Description in this NOFO. CTPs should coordinate with Regional offices and HQ for specific information regarding Risk MAP goals and priorities. Applications should demonstrate how the CTP's proposed project will meet or exceed identified national and/or regional program policies, measures, metrics and priorities.
2. Past Performance -FEMA utilizes assessments of the CTP's performance on completed and/or on-going cooperative agreement projects when considering the CTP for additional project funding. Throughout an on-going project and at

the end of the period of performance for each completed SOW and/or MAS, FEMA evaluates the performance of the CTP and the effectiveness of the partnership to determine eligibility for future activities. See Section (E) Application Information and Section F of this NOFO for specific information related to performance measures that are used to evaluate the performance and effectiveness of the CTP. If FEMA has determined that the partnership has proven insufficient to complete the established project or achieve the goals of the partnership, FEMA's funding of the activities may be terminated and/or future funding denied.

3. **Technical Capability and Capacity** -FEMA evaluates the demonstrated capability and capacity of the CTP to perform, implement, or contract the activities for which it is applying. For the purpose of these awards, "capability" means demonstrated experience in the performance of, or management through contracting of, similar activities. This evaluation may be completed through (but is not limited to) a FEMA review of the products, deliverables and activities previously completed by the CTP and the existing processes or systems the CTP intends to use for program-related activities. If the work for any portion of an activity is sub-awarded or contracted, the CTP must have in-house staff with the technical capability to monitor the sub-recipient(s) or contractor(s) and approve the product(s) developed by the sub-recipient(s) or contractor(s).
4. **Partner Contributions** -While there is a no financial matching requirement under the CTP Program, in order to support the Risk MAP vision and collaboration with stakeholders, FEMA will prioritize funding for CTPs that have a strong record of working effectively with FEMA on CTP Program activities and demonstrate their ability to leverage funding received from FEMA through partner contributions. For the purpose of these awards, "partner contributions" refers to the amount of leveraged data and resources which allows FEMA to maximize limited public funds to the fullest extent possible in support of National and Regional program priorities and objectives.

To determine the acceptable types and value of partner contributions, use FEMA's publication, "Estimating the Value of Partner Contributions to Flood Mapping Projects" (Blue Book), Version 3.0 or any revisions thereto, which may be downloaded from <http://www.fema.gov/library/viewRecord.do?id=2473>. For those efforts where there is no Blue Book value or unit cost provided, actual costs may be used and documented. CTP contributions must be reasonable, allowable, allocable and necessary under the cooperative agreement and must comply with all Federal requirements and regulations.

FEMA will choose LOMR Review partners based on available funding and the capabilities demonstrated by the CTP through the application process. The number of CTPs chosen to perform the LOMR Review activity will not be pre-determined, though it

will not exceed the current number of pilot project partners. Priority for LOMR Review activities will be given to partners who can demonstrate:

- Benefits to local stakeholders, FEMA, and the CTP.
- Significant past or potential future cost-sharing and cost-effectiveness.
- Participation in the other fundable FY15 Flood Risk Project MAS activities as listed in Appendix B of this NOFO.

Depending on the outcome of FEMA's risk review, FEMA may impose special conditions or restrictions as a condition of the award as described in 2 C.F.R. § 200.207. These special conditions or restrictions may include:

- Payment on a reimbursement basis.
- Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period.
- Requiring additional, more detailed financial reports.
- Additional project monitoring.
- Requiring the recipient or sub recipient to obtain technical or management assistance.
- Establishing additional prior approvals.

FEMA will notify the CTP of any special conditions or restrictions placed on the award as outlined in 2 C.F.R. § 200.207.

For those CTP awards with a total amount of Federal share greater than the simplified acquisition threshold, currently \$150,000 (see 2 CFR §200.88), DHS, prior to making the award will:

- i. Review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
- iii. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

**E. Federal Award Administration Information**  
**Notice of Award**

Following review, FEMA will either approve or reject the application in the ND Grants system. Approved applications will be processed and award documents prepared and provided to the applicant through the ND Grants system. Rejected applications will receive notification of why the application was not chosen.

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

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a notice of intent to decline through the ND Grants system. For Instructions on how to accept or decline an award in the ND Grants system, please see pages 40 – 43 in the ND Grants Grantee Training Manual. Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

Before award funds can be obligated and drawn down, applicants must have a signed Partnership Agreement, an approved and signed SOW and/or MAS, and an approved budget. In circumstances when time does not permit the SOW and/or MAS and/or the budget to be finalized prior to issuing an award, the award may be conditionally issued but recipients will be restricted from starting activities or drawing down funds until the budget is approved and the final SOW and/or MAS is signed.

### **Administrative and National Policy Requirements**

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

#### DHS Standard Terms and Conditions

The applicable DHS Standard Administrative Terms and Conditions will be those in effect at the time in which the award was made.



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

#### Specific Statutes and Regulations -

The recipient and any sub recipients must comply with all applicable statutes and regulations regarding the National Flood Insurance Program, including specifically:

- The National Flood Insurance Act of 1968 (42 U.S.C. 4001 et seq.), the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 et seq.) (<https://www.fema.gov/media-library/assets/documents/7277>).
- The Biggert-Waters Flood Insurance Reform Act of 2012 (Public Law 112-141, 126 Stat. 916) (<https://www.congress.gov/bill/112th-congress/house-bill/4348/text/pl>).
- The Homeowner Flood Insurance Affordability Act of 2014 (Public Law 113-89) (<https://www.congress.gov/bill/113th-congress/house-bill/3370/text?q=%7B%22search%22%3A%5B%22%5C%22publiclaw113-89%5C%22%22%5D%7D&resultIndex=1>).
- The Code of Federal Regulations, Title 44, Parts 59 through 72 ([http://www.ecfr.gov/cgi-bin/text-idx?SID=3c09a7b51753f0cb5241fc061c02a463&mc=true&tpl=/ecfrbrowse/Title44/44tab\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=3c09a7b51753f0cb5241fc061c02a463&mc=true&tpl=/ecfrbrowse/Title44/44tab_02.tpl)).

#### Specific Program Requirements –

Recipients agree to comply with all program requirements outlined in the CTP Programmatic Terms and Conditions that can be found in Appendix A: 2016 CTP Programmatic Terms and Conditions, of this NOFO

### Reporting

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

### Federal Financial Reporting Requirements.

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

To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form found at <http://www.gsa.gov/portal/forms/download/115702>.

Recipients must report obligations and expenditures ported on a quarterly basis through the FFR (SF-425) to FEMA. Recipients must file the FFR electronically using the Payment and Reporting Systems (PARS)

<https://isource.fema.gov/sf269/execute/OnlineUserRegistration>. An FFR must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail. The Federal Financial Reporting Form (FFR) is available online at: [http://www.whitehouse.gov/sites/default/files/omb/grants/approved\\_forms/SF-425.pdf](http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf), SF-425

The following reporting periods and due dates apply for the FFR:

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

Financial and Compliance Audit Report. For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eada565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6>.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend \$500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations,

located at

[http://www.whitehouse.gov/omb/circulars/a133\\_compliance\\_supplement\\_2012](http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012).

### **Program Performance Reporting Requirements.**

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

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

The recipient is also responsible for monitoring award activities, including the activities and performance of contractors and sub recipients, to provide reasonable assurance that the Federal assistance award is administered in compliance with requirements. Responsibilities include, but may not be limited to, affirming the quality of products and deliverables, the accounting of receipts and expenditures, cash management, maintaining adequate financial records, and refunding expenditures disallowed by audits.

Recipients are responsible for providing updated performance reports to FEMA using the SF-PPR on a quarterly basis in conjunction with the timelines required under the financial reporting. Recipients must complete the cover page of the SF-PPR (OMB Control Number: 0970-0334) and submit it as an attachment to the ND Grants system.

Recipients must work with the FEMA Project Officer at the Region and/or Headquarters to determine the portions of the SF-PPR required by the Awarding Office. Recipients must report the progress of activities identified in the approved MAS and/or SOW. If the award is funded for multiple years, progress must be reported for the activities approved and funded for each fiscal year through which the award is funded. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Performance Reporting will be based on the four following major criteria. These criteria will be further defined based on the type of project initiated by the applicant and in coordination with the FEMA project Officer. Full details of each of these four criteria will be provided within the MAS and/or SOW.



1. Adherence to Earned Value requirements for Schedule Performance Index/ Cost Performance Index (SPI/CPI)
2. Metrics proposed for tasks identified versus metrics Achieved
3. Quality product delivery
4. A Qualitative Questionnaire agreed upon by the applicant and FEMA office prior to initiation of the project.

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

If applicable, an inventory of all construction projects that used funds from this program has to be reported using the Real Property Status Report (Standard Form SF 429) available at [http://www.whitehouse.gov/sites/default/files/omb/grants/approved\\_forms/sf-429.pdf](http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf).

After these reports have been reviewed and approved by the Awarding Office, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

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

**F. DHS Awarding Agency Contact Information  
Contact and Resource Information**

GPD's Grant Operations Division Business Office provides financial support and technical assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de-obligation and award amounts. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

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

CTP Regional Coordinators	CTP Regional Coordinators
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<p><b>Region I</b>  John Grace  99 High Street, 6th Floor  Boston, MA 02110  Telephone: (617) 832-4715  E-mail: John.Grace@fema.dhs.gov</p>	<p><b>Region II</b>  Adie Koby  26 Federal Plaza, Room 1337  New York, NY 10278  Telephone: (212) 680-3629  E-mail: Adie.Koby@fema.dhs.gov</p>
<p><b>Region III</b>  Nikki Roberts  One Independence Mall  615 Chestnut Street, 6th Floor  Philadelphia, PA 19106-4404  Telephone: (215) 931-5575  E-mail: Nikki.Roberts@fema.dhs.gov</p>	<p><b>Region IV</b>  Kristen Martinenza  3003 Chamblee Tucker Road  Atlanta, GA 30341  Telephone: (770) 220-3174  E-mail: Kristen.martinenza@fema.dhs.gov</p>
<p><b>Region V</b>  Greg Tatara  536 South Clark Street, 6th Floor  Chicago, IL 60605  Telephone: (312) 408-5236  E-mail: Greg.Tatara@fema.dhs.gov</p>	<p><b>Region VI</b>  Ronald Wanhanen  Federal Regional Center  800 North Loop 288 Denton, TX 76210-3698  Telephone: (940) 383-7334 E-mail:  Ronald.Wanhanen@fema.dhs.gov</p>
<p><b>Region VII</b>  Bob Franke  9221 Ward Parkway, Suite 300  Kansas City, MO 64114  Telephone: (816) 283-7073  E-mail: Bob.Franke@fema.dhs.gov</p>	<p><b>Region VIII</b>  Brooke Conner  Denver Federal Center  Bldg. 710, Box 25267  Denver, CO 80225-0267  Telephone: (303) 235-4872  E-mail: Brooke.Conner@fema.dhs.gov</p>

<b>CTP Regional Coordinators</b>	<b>CTP Regional Coordinators</b>
<p><b>Region IX</b>  Bob Bezek  1111 Broadway, Suite 1200  Oakland, CA 94607  Telephone: (510) 627-7274  E-mail: Robert.Bezek@fema.dhs.gov</p>	<p><b>Region X</b>  Amanda Siok  Federal Regional Center  130 228th Street SW  Bothell, WA 98021  Telephone: (425) 487-4626  E-mail: Amanda.Siok@fema.dhs.gov</p>
<p><b>HQ – CTP Lead</b>  Laura Algeo  3003 Chamblee Tucker Road, Hollins Bldg  Atlanta, GA 30341  Telephone: 404-909-5258  E-mail: Laura.Algeo@fema.dhs.gov</p>	<p><b>HQ</b>  Luis Rodriguez  1800 South Bell Street  Arlington, VA 20598-3030  Telephone: (202) 646-4064  E-mail: Luis.Rodriguez3@fema.dhs.gov</p>

**G. Additional Information**  
**Extensions**

Extensions to this program are allowed.

Extensions to the period of performance may be granted when, due to circumstances beyond the control of the recipient, activities associated with the award cannot be completed within the stated performance period.

Extensions to the period of performance identified in the award will be considered only through formal, written requests to the recipient's FEMA Project Officer. Requests will not be granted automatically and must be supported by specific and compelling justifications as to why an extension is required. Requests for time extensions will not be considered unless performance and financial reports are current. Recipients are advised to coordinate with the Project Officer as needed when preparing an extension. All extension requests must address the following:

1. Grant Program, Fiscal Year, and award number.
2. Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent completion of scoped activities by the existing period of performance end date.
3. Current status of the activity/activities.
4. Period of performance termination date and new project completion date approved by the FEMA Project Officer.
5. Amount of funds drawn down to date.
6. Remaining available funds, both Federal and non-Federal.
7. Budget outlining how remaining Federal and non-Federal funds will be expended.
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion.
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work/Mapping Activity Statement approved by FEMA.

Recipients must submit all proposed extension requests to the appropriate FEMA awarding office for review and approval for within the final year of award at least 30 days in advance of the end of the period of performance.

#### **Other**

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

The recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or

regulations or their own existing policies that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to their NFA Program Analyst within five days of learning of the conflict of interest. Similarly, sub recipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable State, local, or tribal statutes or regulations.

Extensions to the period of performance identified in the award will be considered only if the recipient can demonstrate that the extension is necessary for the completion of the award. Extensions will not be granted automatically and may be supported by specific and compelling justification as to why an extension is needed. Requests for such extensions will not be considered unless performance and the award reports the current Recipient is advised to coordinate with the Program Officer as needed when preparing an extension. All extension requests must address the following:

1. Grant Program Fiscal Year and award number.
2. Reason for delay - this must include details of the legal, policy or operational challenges being encountered in a recent completion of similar activities by the current period of performance and date.
3. Current status of the activity and date.
4. Period of performance extension date and new project completion date approved by the FMA Program Officer.
5. Amount of funds drawn down to date.
6. Remaining available funds both Federal and non-Federal.
7. Budget detailing how remaining Federal and non-Federal funds will be expended.
8. Plan for completion including milestones and resources for achieving each milestone and the performance responsible for implementing the plan for completion.
9. Confirmation that the activities will be completed within the extended period of performance without any modification to the original Statement of Work/Activity Statement approved by FMA.

Recipients must submit all proposed extensions requests to the appropriate FMA awarding office for review and approval by the final year of award at least 30 days in advance of the end of the period of performance.

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

The recipient or pass-through entity must disclose to FMA, in writing, any real or potential conflict of interest as defined by the federal, state, local, or tribal statutes or

**APPENDIX A**

**2015 CTP Programmatic Terms and Conditions**

1. Program Roles and Responsibilities -

The signed/dated Partnership Agreement and signed/dated Mapping Activity Statement (MAS) and/or Statement of Work (SOW) outline the roles and responsibilities of both FEMA and the recipient. These documents are subsequently made a part of these CTP Programmatic Terms and Conditions. The recipient shall perform the work described in the MAS and/or SOW and agrees that all allocations and use of funds under this award will be in accordance with the FY 2015 CTP Notice of Funding Opportunity (this document), signed Partnership Agreement and signed MAS and/or SOW attached hereto and/or referenced herein as if attached in its entirety.

2. Quality Assurance and Control -

Recipients will coordinate with FEMA to maintain quality assurance and control of deliverables and ensure accountability for appropriate use of CTP Program funds. Recipients are required to develop and provide a quality assurance and control management plan or other performance documentation as described and agreed to in the MAS and/or SOW. All work must meet the requirements as defined by FEMA's *Guidelines and Standards Policy Memo* located at <http://www.fema.gov/media-library/assets/documents/35313>, and any updates or revisions thereto. Additional information, along with links to Guidance, Technical References, Templates and other resources that support these standards, may be accessed and/or downloaded from the FEMA Flood Hazard Mapping website at <http://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping> and are also provided and updated through FEMA's Knowledge Sharing Site. FEMA is in the process of updating existing guidance. In the meantime, CTPs may refer to historical documents for assistance. Additionally, CTPs and their sub recipients must comply with all applicable federal regulations, including 2 C.F.R. Part 200 and the appropriate year CTP Notice of Funding Opportunity and Agreement Articles. CTPs shall also coordinate with their Regional office to determine additional standards that should be met.

To ensure compliance with quality standards and performance metrics, FEMA may require the recipient to use the reimbursement method of payment. Where FEMA determines it necessary to do so, payments will be placed on hold in PARS until progress reports are current and FEMA has confirmed deliverables comply with National Quality Standards.

3. Changes to the Award Document-

In the event that FEMA determines that changes are necessary to the award document after an award has been made, including changes to the period of performance or

terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.

#### 4. Use of Contractors -

Recipients may use contractors for FEMA-funded activities, but must comply with the applicable requirements of 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. 2 C.F.R. §§ 200.317 through 200.326 provide the procurement standards that all recipients must follow to obtain and manage contractors for mapping-related activities. Guidance provided in these parts includes, but is not limited to, contract administration and record keeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis, and conflicts of interest. 2 C.F.R. Part 200 may be viewed electronically from the U.S. Government Printing Office web site at [http://www.ecfr.gov/cgi-bin/text-idx?SID=782ec656d4e499fe32f1f8515833e003&mc=true&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=782ec656d4e499fe32f1f8515833e003&mc=true&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

If requested by the CTP, FEMA will provide technical assistance to a partner on developing selection criteria for contracted tasks and confirming objectives and scope align with the project activities of the cooperative agreement and do not create a duplication of efforts funded by FEMA; however, the recipient of the awards must follow their contracting policies and procedures as long as they meet the minimum requirements listed under 2 C.F.R. Part 200, as applicable.

#### Federal Involvement in Cooperative Agreements

CTP Program activities, especially mapping-related activities, have a direct and substantial impact on the success and sustainability of the NFIP (ex: the development of map data which is used to determine insurance and floodplain management requirements). FEMA must provide substantial oversight to maintain quality control of deliverables and to ensure accountability for appropriate use of CTP Program funds. Due to the complexity and length of projects, FEMA collaborates with the CTP on programmatic activities to minimize risk to the NFIP and Flood Hazard Mapping Program performance metrics. Additionally, certain statutory programmatic activities require Federal approval and involvement, such as coordination with the Office of the Federal Register to publicize notices of proposed and final flood hazard changes. FEMA will provide technical assistance and support (as required or necessary) and deliverable approval while closely monitoring performance.

Program authority and responsibility under this Cooperative Agreement resides with FEMA. FEMA will work with the recipient to review and refine work plans to ensure program goals and objectives can be effectively accomplished. The following bullets provide examples of FEMA's substantial involvement in cooperative agreement partnership projects:

- Identifying community training, outreach and development needs, and ensuring activities undertaken to address needs are mutually beneficial, comply with NFIP requirements and are performed appropriately with qualified personnel.
- Coordinating and approving technical assistance activities provided to communities to advance mitigation activities.
- Collaborating with the CTP to align and integrate State and local mapping needs with national mapping needs for prioritization (as defined in 44 CFR Parts 59 and 60) as well as any Congressional priorities related to mapping.
- Affirming communication with local governments is executed according to statutory and regulatory program requirements.
- Collaborating with the CTP to develop, and/or review and approve, project-related communications and messaging that is considered sensitive or high-profile (such as media inquiries, congressional inquiries, etc.).
- Coordinating efforts among project team members to identify due dates, maintain schedules and ensure communication and collaboration.
- Performing National Quality Review checks (QR1-QR8) to ensure products and deliverables comply with programmatic policies and standards, including audits through FEMA's Independent Verification and Validation (IV&V) process for mapping products.
- Providing the base Hazus Level 1 National Average Annualized Loss (AAL) risk assessment for the project area, and reviewing and assessing the CTP's enhanced annualized loss risk assessments and Hazus model run results.
- Attending community meetings and performing certain statutory or regulatory processing requirements, such as publication of Federal Register notices, Scientific Review Panel activities (as necessary), and distribution of final determination documents.
- Performing activities associated with the post-processing of a Letter of Map Revision (LOMR), including processing activities as a result of FEMA's final determination on a LOMR request such as distribution of final determination documents, publication of Federal Register and newspaper notices, and regulatory appeal period processing.
- Processing regulatory fees associated with Conditional Letters of Map Revision (CLOMRs) and LOMRs that CTPs receive for review (note: CTPs must forward the fee to FEMA for processing).

The recipient shall not develop or engage in the development of tasks not approved in the MAS and/or SOW without post-award approval from the Program Office, and the issuance of a Grant Amendment from FEMA. FEMA will monitor the project on a continual basis by maintaining ongoing contact with the recipient and will provide input to the program's direction, in consultation with the recipient, as needed.

## 5. Data Entry in the Mapping Information Platform (MIP)

Recipients must also meet certain performance progress standards based on the anticipated and actual cost and schedule of a particular project, as documented in the MAS and/or SOW. The MIP was developed in part to track the earned value of mapping projects which represents one of the performance standards (outlined in Section F. Federal Award Administration Information of this NOFO) to which a recipient must adhere. This information is automatically calculated by the MIP, using the actual cost and schedule of work performed, or “actuals”, and comparing them to the expected cost and schedule of work performed, or “baseline.”

Once FEMA has issued a cooperative agreement, the baseline for the project will be established in the MIP using the cost and schedule information for each task as agreed upon by FEMA and the CTP. The MIP study workflow generally allows a mapping partner to enter data on the status of these projects at a task level. The cost and schedule information, updated monthly by the CTP for each task, is compared to the baseline established for those tasks. This information is rolled up on a project level basis and monitored by FEMA to assess progress and earned value.

The Cost Performance Index (CPI) and the Schedule Performance Index (SPI) in MIP will be used to monitor a recipient’s earned value performance and to determine future funding eligibility. Recipients must adhere to the performance requirements by maintaining a 0.92 score for both CPI and SPI. The CTP is required to report on the earned value of projects that are in the MIP on a monthly basis and must give explanations for variances outside of the tolerance defined above. FEMA Regional Offices must implement a Corrective Action Plan (CAP) when a CTP partner is outside of the tolerance for reasons other than third-party delay. A CAP must define the reason for the variance and the intended resolution. FEMA Regional Offices must coordinate with FEMA Headquarters when CAPs are developed.

Exceptions to tasks not able to be conducted or tracked in the MIP:

- LOMR Review - Cost information is not available within the MIP for activities within the Revisions workflow for processing Letter of Map Revision requests under the LOMR Review MAS. However, schedule information in the form of reports showing case status and other performance requirements is available through the MIP. For partners participating in the LOMR Review activity, status reports must be submitted on a monthly basis, at a minimum. Cost and schedule performance measures must be defined and reported on through the SF-



PPR on a quarterly basis. LOMR Review recipients should coordinate with the FEMA HQ Project Officer to develop appropriate performance measures which will be used to monitor partner performance and determine future funding eligibility are identified in the MAS/SOW.

- Program Management - As Program Management tasks are not conducted in the MIP, cost and schedule performance measures must be defined and documented in the SOW. These measures must be reported on using the SF-PPR and will be used to monitor the recipient's performance and to determine future funding eligibility.
- Special Projects – As Special Projects are not conducted in the MIP, cost and schedule performance measures must be defined and documented in the SOW or MAS. These measures must be reported on using the SF-PPR and will be used to monitor the recipient's performance and to determine future funding eligibility.

Table 2: Available Program Management Tasks

Task Description	Reporting Category
Document prepared by CTP and used by Regional Office to support of Risk MAP Multi-year Planning. * Note: Business Plan (and/or updates) is required as a condition of FTA funding. See the paragraph below for details about the Business Plan.	Business Plan
After and before a task toward the accomplishment of Risk MAP, the task is reported under the FTA SOW when the CTP is also funded to perform tasks under the Risk MAP.	Global Programs Management
Create a change of understanding and ownership of the Risk MAP flood risk study process among stakeholders. * Note: this does not include the individual outreach activities for a specific flood risk project.	Global Outreach for Mapping
Develop and provide technical training to State and Local officials throughout the course of a flood risk project (at the direction of the Regional Office). A minimal amount of funding may also be available to address training needs.	Training

## APPENDIX B

### Eligible Activities

- 1) **Program Management (PM)** - Is the active process of managing multiple projects. Eligible CTPs applying for a Program Management award must submit a draft SOW/MAS ensuring all the information described in the FY16 template is addressed. The Program Management (PM) SOW is generally designed for State-level and certain multi-jurisdictional CTPs who are engaged in supporting or completing multiple flood risk projects within their state to supplement and support their ability to strategically plan and manage projects and activities within their jurisdiction. National nonprofits and their local/regional chapters are not eligible for PM activities. However, activities within the FY16 PM MAS/SOW do not result in the production of a floodplain map.

Table 2: Fundable Program Management Tasks, below, describes the tasks associated with the FY 2016 PM SOW that may be performed under a cooperative agreement. Contact the respective FEMA Regional Office for additional details regarding the tasks generally described below.

**Table 2: Fundable Program Management Tasks**

Tasks	Descriptions
Business Plan	Document prepared by CTPs and used by Regional Offices in support of Risk MAP Multi-year Planning. * Note: a Business Plan (and/or updates) is required as a condition of PM funding. See the paragraph below for details about the Business Plan.
Global Program Management	Align and integrate efforts toward the accomplishment of Risk MAP goals. * Note: this task is required under the PM SOW when the CTP is also funded to perform tasks under the Flood Risk Project MAS.
Global Outreach for Mapping	Create a climate of understanding and ownership of the Risk MAP flood risk study process among stakeholders. * Note: this does not include the individual outreach activities for a specific flood risk project.
Training	Develop and provide technical training to State and Local Officials throughout the course of a flood risk project (at the discretion of the Regional Office). A minimal amount of funding may also be available to address training needs

Tasks	Descriptions
	of the CTP. * Note: see below for additional information regarding this task.
Mitigation Planning Technical Assistance	Encourage hazard mitigation plan implementation and advance community hazard mitigation actions through technical assistance that supports the Mitigation Planning Process and Risk MAP projects. *Note: see below for additional information regarding this task.
Staffing	Maintain and/or utilize personnel to support CTP program activities (such as attending regional mapping meetings hosted by FEMA Regions). Funding levels allowable for staffing may be defined and/or limited at the discretion of the FEMA Regional Office in accordance with annual priorities and/or identified CTP activities.
Technical Pilot Projects	Special technical projects as defined by the FEMA Regional Office.
Mentoring	Share CTP program experience and related information with peer participants regarding best practices and process improvements.
Minimal Map Panel Printing	Up to \$5,000 to print copies of maps for CTP jurisdictions (must not be covered under another FEMA grant program)
Coordinated Needs Management Strategy (CNMS)	Data collection and population of the Geographic Information System (GIS) data model used to assess FEMA's inventory of floodplain studies and support flood map revision and production planning.
Programmatic QA/QC Plans	Minimal funding to develop and implement a programmatic plan for quality assurance and quality control of products funded under the Flood Risk Project MAS.

Business Plans - The CTP is required to complete a Business Plan (or update) for each year they are awarded funding for the PM SOW. Plans must:

- Document the capabilities and accomplishments of the partner.
- Explain the CTP's vision for implementing or participating in Risk MAP, such as describing how the partner's activities advance the vision, goals and objectives of Risk MAP (including encouraging communities to take action to mitigate risk).
- Include updates from previous years' activities (if applicable).
- Identify flood hazard mapping needs based on physical, climatological, or engineering methodology changes and document these mapping needs to be included in the CNMS GIS data model.

- Provide recommendations to FEMA regarding future Risk MAP projects within the State or local jurisdiction.

CTPs must work with the respective FEMA Regional office for additional details and requirements of Business and CERC Engagement Plans, including due dates.

Training – Where CTPs lack the capabilities to perform the above Global Program Management activity in its entirety, FEMA may provide a minimal amount of funding for Program Management and Earned Value training to address specific CTP training needs. (For additional information on allowable cost associated with training refer Section D, Funding Restrictions)

Mitigation Planning Technical Assistance – Activities funded under this task are to assist local governments in preparing to undertake or plan for some mitigation activity. They must be coordinated with the appropriate FEMA office to ensure that the Technical assistance provided in support of mitigation planning is not duplicated in other tasks within the CTP program or other mitigation planning grants provided by FEMA.

- 2) Community Engagement and Risk Communication (CERC) - Focuses on building risk awareness and understanding at the local level, increasing a community’s ability to communicate flood risk to their citizens, supporting local efforts to reduce natural hazard risk within a community or watershed area, and keeping communities and stakeholders engaged throughout the Risk MAP process. Table 3: Fundable Community Engagement and Risk Communication Tasks, below, describes the tasks associated with the FY16 CERC SOW that may be performed under a cooperative agreement. Contact the respective FEMA Regional Office for additional details regarding the tasks generally described below.

**Table 3: Fundable Community Engagement and Risk Communication Tasks**

Tasks	Descriptions
CERC Engagement Plan	Document prepared by CTPs and used by Regional Offices in support of Risk MAP Multi-year Planning. * Note: a CERC Engagement Plan is required to receive CERC funding. See the paragraph below for details about the CERC Engagement Plan.
Strategic Planning for Community Engagement	Strategically prepare for engagement with watershed communities and stakeholders, to strengthen and focus project discussions towards communities taking mitigation action to reduce their natural hazard risk. * Note: this does not include the individual engagement activities for a specific flood risk project.

<b>Tasks</b>	<b>Descriptions</b>
Meetings and Process Facilitation	Planning and presenting at Risk MAP meetings to facilitate decision making processes regarding flood risk awareness and mitigation
Mitigation Support	Leverage Risk MAP data, analyses, products and/or processes to support communities to advance mitigation action.
Communication and Outreach to Communities	Develop, promote and deliver resources and services to communities for risk awareness and mitigation action, such as developing messages and products to implement strategic outreach campaigns. * Note: this does not include outreach activities for a specific Flood Risk Project.
Training and Community Capability Development	Develop and provide training to State and Local Officials throughout the course of a flood risk project (at the discretion of the Regional Office) that promotes awareness and mitigation action. * See below for additional information regarding this task.
Mitigation Planning Technical Assistance	Encourage hazard mitigation plan implementation and advance community hazard mitigation actions through technical assistance that supports the Mitigation Planning Process and Risk MAP projects. * See below for additional information regarding this task.
Staffing	Maintain and/or utilize personnel to support Community Engagement Risk Communications (CERC) activities of the Risk MAP program (such as attending Risk MAP meetings or regional meetings hosted by FEMA Regions). Funding levels allowable for staffing may be defined and/or limited at the discretion of the FEMA Regional Office in accordance with annual priorities and/or identified CTP activities.
Pilot Projects	Special CERC projects as defined by the FEMA Regional Office.
Mentoring	Share CTP program experience and related information with peer participants regarding best practices and process improvements related to CERC activities.

CERC Engagement Plans - CTPs eligible for and receiving an award for CERC activities are required to complete a CERC Business Plan.

Plans must:

- Document the capabilities and accomplishments of the partner related to Community Engagement and Risk Communication.

- Explain the CTP's vision for implementing or participating in Risk MAP, specifically describing how the partner's activities advance the vision, goals and objectives of Risk MAP for encouraging communities to take action to mitigate risk.
- Include examples or updates from previous years' activities (if applicable).
- Provide recommendations to FEMA regarding action and outreach potential for future Risk MAP projects within the State, regional or local area.

CTPs that are also completing activities under the PM SOW may combine Business Plan and the CERC Engagement Plan for these two SOWs into a comprehensive Business Plan that includes the required elements for both the PM SOW Business Plan and the CERC SOW Engagement Plan. CTPs must work with the respective FEMA Regional office for additional details and requirements of Business/Engagement Plans, including due dates, for the State and/or Local Business Plans.

Training – Funding for training must be coordinated by the FEMA Regional Office with FEMA Headquarters. Proposed training projects must be fully identified in the SOW submitted with the application, including a description of how it will benefit the public and accomplish the Risk MAP goals of awareness and action. The CTP must identify if the training will be conducted by in-house staff or through contracted services. (For additional information on allowable cost associated with training refer Section D, Funding Restrictions)

Mitigation Planning Technical Assistance – Activities funded under this task are to assist local governments in preparing to undertake or plan for some mitigation activity. They must be coordinated with the appropriate FEMA office to ensure that the Technical assistance provided in support of mitigation planning is not duplicated in other tasks within the CTP program or other mitigation planning grants provided by FEMA. CERC SOWs must be careful that technical assistance activities proposed in the CERC SOW are focused on support related to community engagement, risk communication and identifying and/or advancing mitigation action, and that these activities are not duplicated in the Program Management SOW.

- 3) Technical Risk Analysis and Mapping - The objective of this category is to develop flood hazard and risk assessment data for a flood risk project and support Risk MAP program goals and measures by completing technical risk analysis and mapping activities outlined in the FY16 Flood



Risk Project MAS. These activities may include producing non-regulatory risk assessment data, regulatory flood hazard data and Flood Insurance Rate Maps, and supporting project-specific outreach and risk communication. Table 4: Fundable Flood Risk Project MAS Tasks, below, describes the tasks associated with the FY15 Flood Risk Project MAS that may be performed by eligible CTPs Contact the respective FEMA Regional Office for additional details regarding the tasks generally described below.

**Table 4: Fundable Flood Risk Project MAS Tasks**

Tasks	Descriptions
Discovery	Provide support for Discovery, such as collecting and analyzing data for communities within a watershed to understand the communities' needs and inform the purpose of community engagement, completing first order approximation analysis, participating in Discovery meeting, updating database(s) and refining project recommendations.
Project Level Outreach	Provide technical assistance and expertise to support outreach activities of the Flood Risk Project (up to 10% of the total estimated project funding identified in the MAS).
Project Level Community Engagement	Provide technical assistance and expertise to support the specific elements and activities for Community Engagement within the Flood Risk Project area (up to 10% of the total estimated project funding identified in the MAS).
Base Map	Prepare the base map data to support a FIRM update (limited funding provided at the discretion of the Regional Project Officer). * See below for additional information and restrictions regarding this task.
Digital Topographic Data Development	Develop digital topographic data for flood hazard identification purposes.
Riverine Floodplain Analyses and Floodplain Mapping	Develop digital engineering data and floodplain mapping using GIS-based or traditional hydrologic and hydraulic modeling. This task involves many different levels of floodplain analysis.
Coastal Flood Hazard Analyses and Floodplain Mapping	Develop digital engineering data and floodplain mapping using GIS-based or traditional coastal flood hazard analysis methods.

Tasks	Descriptions
Digital FIRM Preparation	Prepare a FIRM that meets FEMA specifications (may include activities for both preliminary and final stages of FIRM preparation and delivery, or only a single stage).
Independent QA/QC Review	Perform the independent QA/QC review of specific products and activities.
Post-preliminary Processing	Perform post-preliminary processing activities for flood map studies.
Risk Assessment	Perform a flood risk assessment for the area(s) of the Flood Risk Project where adequate elevation data is available. * See additional information below.
Risk MAP Non-regulatory Products	Risk MAP non-regulatory products must be included with all Risk MAP Flood Risk Projects. * See appropriate guidance documents for specific products/activities and requirements.

Base Map Data – The acquisition (i.e., purchase) or collection of base map data is not an allowable cost under the CTP Program. However, CTPs may report as leverage the value of the base map data acquired or collected for the project area as long as it has not already been used for an existing FIRM. To determine the acceptable types and value of partner contributions and leveraged data, use FEMA’s publication, “Estimating the Value of Partner Contributions to Flood Mapping Projects” (Blue Book), Version 3.0, <http://www.fema.gov/library/viewRecord.do?id=2473>. For those efforts where there is no Blue Book value or unit cost provided, actual costs may be used. CTP contributions must be reasonable, allowable, allocable and necessary under the cooperative agreement and must comply with all Federal requirements and regulations.

Risk Assessment – The CTP must use FEMA’s HAZUS-MH program or algorithms to determine annualized loss. FEMA has completed a HAZUS Level 1 national Average Annualized Loss (AAL) assessment and provides this data for all Risk MAP projects. A HAZUS Level 1 project may be completed where the national Level 1 product is insufficient. A HAZUS Level 2 project can also be completed, though FEMA will not fund the collection of building stock data. The results must be reviewed with FEMA and an analysis must be performed on the results. Additionally, the results must be tied to the Mitigation Planning efforts within the jurisdiction. Funding may also be allowed under this activity for the CTP to attend training provided by FEMA associated with HAZUS (however, funding would not be allowable if already funded under the Training task within the Program Management (PM SOW) Award).



- 4) Letter of Map Revision (LOMR) Review - At this time, the LOMR Review activity is still under development for national use and is still considered a pilot project and is restricted to existing approved pilot project partners. FEMA does not plan to expand the pilot program to include additional partners for FY 2016, but may consider expanding the pilot program to include additional partners in the future. LOMR Review is not an eligible activity for non-profit CTPs under this NOFO.

Current pre-approved CTPs in the LOMR Review pilot seeking to continue activities must submit a draft MAS using the FY 216 LOMR Review MAS Template. This version allows a CTP to Partner with FEMA to review and assist in processing Letters of Map Revision (LOMRs) and Conditional Letters of Map Revision (CLOMRs). The FY2016 application should continue to be treated as a business case and must include a narrative addressing a minimum, the following topics:

- Staff capabilities and knowledge of the applicable Federal regulations, including regulatory timelines for completing activities.
- Description of proposed project including process, quality assurance, performance measures and tracking, communication, violation handling, training strategy and other general process management topics.
- Coordination with other CTPs in jurisdiction (if applicable).
- Benefits to local stakeholders, FEMA and the CTP.
- Demonstrated significant past or potential future cost-sharing and cost-effectiveness.
- Demonstrated organizations technical capabilities and processes for LOMR Review work.
- Immediate ability to perform funded activities upon award notification.
- Evidence of no conflict of interest, or how potential conflicts will be addressed.

- 5) FEMA-Approved Special Project(s) - Non-profit associations that participate in the Risk MAP program as a CTP with FEMA HQ are expected to perform work that has national programmatic benefits as described in Section A. This work cannot result in the production of a floodplain map.

Periodically, FEMA Regional offices may fund local and regional non-profit associations to complete special projects within the Region. Local

non-profit association CTPs are eligible for Special Projects at a Regional level with approval from the FEMA HQ CTP Program Lead.

For FY16, FEMA-Approved Special Project applications will be selected and funded based on annual priorities and available funding. In collaboration with FEMA, eligible tasks within the FEMA-Approved Special Projects SOW will be developed in a collaborative effort that defines where both the CTP and FEMA will contribute funding, data and units of work to maximize the extent, accuracy, and usability of flood hazard studies and/or activities to best meet Federal, State, Tribal and local NFIP stakeholder needs, while minimizing costs for all parties. The FEMA project Officer will be responsible for coordinating with the CTP to review and finalize the SOW and/or MAS prior to award. Task may include, but are not limited to, the following:

- Developing national outreach documents.
- Participating in National Conferences addressing Risk Map and CTP issues.
- Developing new technical guidelines and issuing studies and reports.
- Developing and conducting CTP mentoring sessions with participation of existing CTPs.
- Supporting curriculum development or execution of CTP training.
- Conducting flood risk communication and outreach to State, Tribal, regional, and local stakeholders.
- Creating and disseminating audio-web conferences, national and state conference sessions, and professional floodplain, planning and other related conferences.
- Developing training workshop curriculum (complete with designated trainers) on planning for post-disaster recovery and reconstruction, targeted at practicing planners.
- Developing and conducting specialized workshops targeted to FEMA and state emergency management and planning staff, as well as closely related professionals such as floodplain and coastal resource managers.
- Developing graduate school level course curriculum for planning made available for use by professors and planning schools

The responsible FEMA office must document poor performance and resolutions through Corrective Action Plans. If FEMA determines that the partnership has proven insufficient to achieve the goals of the partnership or complete an established project, FEMA's funding of existing activities may be terminated and/or future funding denied.