

Risk Analysis Branch

Fiscal Year 2008

Guidance for MMMS & CTP

Guidance Documents for FY 09 Activities

July 2007



FEMA

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1. Map Modernization Management Support Overview

A key objective of the Federal Emergency Management Agency's (FEMA's) Flood Map Modernization (Map Mod) effort is to increase local involvement in, and ownership of, the flood mapping process. One way to meet this objective is Map Modernization Management Support (MMMS). As technologies have improved and applications have expanded dramatically, many States and regional agencies have become technologically sophisticated and have invested significant resources in flood hazard identification. In addition to the flood hazard mapping activities that agencies may undertake, there is a need for management activities that will contribute to the overall goal of flood map adoption.

The MMMS Program is administered through the Department of Homeland Security's FEMA. The Catalog of Federal Domestic Assistance number for MMMS is 97.070 which can be located on the web at www.cfda.gov.

This year, the *Risk Analysis Branch Fiscal Year 2008 Guidance for MMMS and CTP* document is organized to address key components and requirements for both programs. This guidance document is updated each year for the following fiscal year. (In the remainder of this document, entities participating in MMMS are referred to as *MMMS partners*). The purpose of the guidance in this document is to assist FEMA and MMMS partners in preparing, developing, and managing MMMS activities. This document addresses administration, funded activities, eligibility and evaluation criteria, reporting requirements, technical capabilities, contracting requirements, standards, certification, funding, and cooperative agreement management.

The direction of the MMMS program mirrors that of Map Mod. MMMS will continue to provide fundable activities that contribute to the overall goals of Map Mod, while focusing on the management and maintenance activities associated with Flood Insurance Rate Maps (FIRMs). For fiscal year (FY) 2008, MMMS partners should update and submit their 5-year business plans to the appropriate FEMA Regional office by August 30, 2007. FEMA Regional offices should submit their Regional business plans by September 30, 2007.

2. Requirements for MMMS Program

2.1. Funding Opportunity Description

The purpose of MMMS is to provide, through a cooperative agreement, funds to ensure that MMMS partners can support Map Mod through activities that do not directly result in production of a FIRM. These support activities include administration and management activities (see table 2-2 for specific activities). MMMS funds are not to be used for conducting mapping projects or funding support from the National Service Provider (NSP).

Participation in the MMMS Program requires development of a business plan and the implementation of the activities identified in the plan. The activities identified in table 2-2 must be documented in the 5-year business plan or update to the plan along with the MMMS partner's description of its approach and capabilities for participation in these activities.

There are several reasons for partnering with State and regional organizations in the management of the modernization of NFIP maps:

- Management participation will help to ensure that the products resulting from Map Mod do not conflict and are complementary, not duplicative.
- MMMS provides a means to interject a tailored, local focus into a national program; thus, where unique conditions may exist, special approaches to communication, coordination, and compliance that may be necessary can be taken.
- The MMMS partnership mechanism provides the opportunity to combine resources and extend the productivity of limited public funds.

In support of MMMS, FEMA has committed to the following:

- Maximize the use of MMMS partners' contributions as a means of leveraging limited public funds to the fullest extent, while maintaining essential NFIP standards.
- Fully integrate MMMS partners into the flood map development process with the corresponding authorities and responsibilities.
- Provide training and assistance to the MMMS partners when appropriate.
- Facilitate mentoring to increase capability for both existing and potential MMMS partners.

2.2. Award Information

For specific award information, the MMMS partner should contact the appropriate FEMA Regional office. MMMS funds are distributed by the appropriate FEMA Regional office and are distributed based on the submitted 5-year business plan and past performance of the individual MMMS partner, as applicable.

2.3. Eligibility Information

2.3.1. Eligible Applicants

The MMMS Fiscal Year 2004 guidance introduced the need, given the magnitude and complexity of National Flood Insurance Program (NFIP) floodplain mapping needs, to encourage partnerships with multi-jurisdictional entities such as urban drainage districts and water management authorities. MMMS partnerships continue to be encouraged for FY08, provided that the multi-jurisdictional entities, along with States and tribal nations, submit an approved 5-year business plan.

MMMS partnerships are established based on the following criteria:

- The potential partner must have existing processes and/or systems in place to support mapping or data collection activities that contribute to flood hazard identification. Non-Federal funding must support these processes and/or systems.
- The potential partner must have the capability to perform, implement, or contract the activities for which it is applying. This capability may be indicated through (but not limited to) a FEMA regional office review of both the map products previously prepared by the partner and the existing processes or systems the partner intends to use for program-related activities. **A summary of accomplishments from the previous year must be included in the updated business plan.**
- The potential partner must be a community that participates in the NFIP and is in good standing in the program as determined by the FEMA regional office, or be a State or regional agency that serves communities that participate in the NFIP.

2.3.2. Cost Sharing or Matching

Though there is not a cost-share requirement under the MMMS Program, the potential partner should demonstrate its ability to leverage funding received from FEMA.

2.3.3. Technical Capabilities

The recipient of a cooperative agreement must have in-house staff capabilities in the appropriate technical area for the activity approved in the award. If the work for any portion of a mapping activity is contracted, the recipient of the award must have in-house staff with the technical capability to monitor the contractor(s) and approve the products developed by the contractor(s). For the purpose of these awards: “Capability” means demonstrated experience in the performance of, or management through contracting of similar activities.

2.4. Application and Submission Information

2.4.1. Address to request application package

In 2002, the Office of Management and Budget (OMB) set forth the President’s Management Agenda (PMA). The PMA included a goal of expanded electronic government and states that agencies will allow Federal grant applicants to apply for and ultimately manage grant funds online through a common web site, simplifying grant management and eliminating redundancies. This marked the beginning of Grants.gov, <http://www.grants.gov>. Grants.gov is an OMB initiative, and the Department of Health and Human Service is the managing partner.

DHS/FEMA participates in the Grants.gov web site for the posting, submittal and receipt of applications. In order to submit an application, a D&B DUNS Number and registration in the Central Contractor Registry (CCR) as well as with Grants.gov is required. **It is recommended that applicants visit Grants.gov at least 30 days prior to filing an application to fully understand the process and requirements.** Applicants should contact the Grants.gov Help Desk at 1-800-518-

4276 to report a problem and obtain assistance with the system. Please allow a minimum of 5 days to complete the CCR registration.

2.4.2. Content and form of application submission

Application forms and instructions are available at Grants.gov. To access the application, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number for the specific program. (The CFDA number for the MMMS Program is 97.070.) Follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.” The application package will be available on Grants.gov and can be submitted through that web site.

2.4.3. Submission dates

MMMS partners wishing to enter into a cooperative agreement should always work with their FEMA regional office to develop the agreement and the associated tasks and performance measures. Applicants should refer to the appropriate CFDA notice for submission dates.

2.4.4. Intergovernmental Review

All applicants should consult the FEMA Regional Office for application information and technical assistance. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

2.4.5. Funding Restrictions

Allowable costs are determined by reference to the Office of Management and Budget (OMB) circulars A-122, “Cost Principles for Nonprofit Organizations;” A-21, “Cost Principles for Education Institutions;” and A-87, “Cost Principles for State, Local and Indian Tribal Governments.” Generally, allowable costs include salaries, equipment, supplies, travel, and training, as long as these are “necessary and reasonable.”

2.4.6. Use of Contractors

MMMS recipients of awards may use contractors for FEMA-funded activities, but must comply with the requirements listed under 44 CFR Part 13 *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*. 44 CFR Part 13, section 13.36 provides the procurement standards that must be followed to obtain and manage contractors for mapping-related activities. Guidance provided in this part includes, but is not limited to, contract administration and record keeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis. 44 CFR Part 13 may be

downloaded in PDF or text format from the U.S. Government Printing Office web site at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html.

If requested by the partner, FEMA will provide technical assistance to a partner on developing selection criteria for contracted tasks, but the recipient of the awards must follow their contracting policies and procedures as long as they meet the minimum requirement listed under 44 CFR Part 13.36. All work must meet the certification requirements described above in section 2.10 of this document.

2.5. Application Review Information

2.5.1. Criteria

Throughout the project and at the end of the period of performance for each cooperative agreement, FEMA will evaluate the effectiveness of the partnership to determine eligibility for future activities. If FEMA determines 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.

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

- Continued maintenance of the processes or systems in place to support activities that contribute to flood hazard identification
- Management and commitment to existing, and continued support of, flood hazard identification and mapping activities conducted with and by FEMA
- Adherence to standards for timeliness and completeness of reports submitted to the FEMA regional office
- Adherence to standards for timeliness and completeness of products submitted to the FEMA regional office
- Quality of product(s) submitted to the FEMA regional office
- Ability to cooperate and coordinate with the staff of the following organizations during all phases of the activities as needed: FEMA regional office, Risk Analysis Branch of the Mitigation Division in the FEMA Headquarters Office in Washington, DC, and, designated FEMA contractors

Individual MMMS activities will be funded based on FEMA's priority of mapping needs, the availability of FEMA funds, and the resources contributed by the MMMS partner. **Therefore, funding is competitive and discretionary but not guaranteed to new or existing applicants.** All funds will be provided through a cooperative agreement. Because FEMA's budget varies annually, the amount of funding for MMMS-related activities also may vary.

2.5.2. Review and selection process

FEMA regional staff will review active MMMS cooperative agreements prior to issuing additional funds to ensure that financial and progress reports are current, and that progress has been made on any previous agreements. FEMA is under no obligation to continue awarding funds if the recipient has not administered their funds or completed the approved projects as approved in previous awards.

MMMS business plan summaries have been published by FEMA that provide a snapshot of a MMMS partner's FY 2005–2009 business plans and FY 2007 updates. The summary reflects the MMMS partner's approach to and the effects of FEMA's mid-course adjustment, in addition to outlining their accomplished and planned MMMS activities, highlighting their approach to meeting the goals of and program vision for Map Mod. Business plan summaries are available for viewing on FEMA's web site: <http://www.fema.gov/library/viewRecord.do?id=2705>.

2.5.3. Anticipated Announcement and award dates

FEMA Regional Directors make final decisions to approve Cooperative Agreements with the State agencies, regional agencies, or communities, and notify the applicants of their awards. Please consult the appropriate FEMA Regional office for specific dates associated with the MMMS Program.

2.6. Award Administration Information

2.6.1. Award notices

The MMMS Program will be advertised in the CFDA under CFDA number 97.070.

2.6.2. Administrative and National Policy Requirement

One of Map Mod's key performance parameters (KPPs) measures the percentage of the Nation's population whose safety has been improved through the availability of accurate flood risk data in a Geographic Information System (GIS) format. Four key performance indicators (KPIs) contribute to this KPP. FEMA's Multi-Year Flood Hazard Identification Plan reports on the targets and progress for these KPIs and can be found on FEMA's web site at http://www.fema.gov/plan/prevent/fhm/dl_mhip.shtm.

2.6.3. Reporting

Recipients that receive funding from FEMA through a cooperative agreement must be able to perform the financial management activities required in the cooperative agreement (i.e., account for Federal funds, prepare financial reports). FEMA requires financial status report on FEMA form 20-10 (Financial Status Report) or SF 269 Financial Status Report, be submitted 30 days after the end of each calendar quarter. Due dates are April 30, July 30, October 30, and January 30. Submit the

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reports to the FEMA Regional MMMS Grant Officers. FEMA Regional offices will provide technical assistance to recipients as necessary.

MMMS recipients must report the progress of activities identified in the approved MMMS Plans. If the report is for a multiple year funded cooperative agreement, progress must be reported for the activities approved and funded for each fiscal year the award was funded through FY 2007.

MMMS partners must report on progress already made in FY04 through FY07 activities.

2.7. Agency Contacts

FEMA Regional offices will manage all activities under the MMMS Program. The FEMA Regional MMMS coordinators are listed below.

Table 2-1. MMMS Regional Coordinators

MMMS Regional Coordinators	MMMS Regional Coordinators
<p>Region I Dean Savramis 99 High Street, 6th Floor Boston, MA 02110 Telephone: (978) 461-5323 E-mail: dean.savramis@dhs.gov</p>	<p>Region II Mary A. Colvin 26 Federal Plaza, Room 1337 New York, NY 10278-0002 Telephone: (212) 680-3622 E-mail: mary.colvin@dhs.gov</p>
<p>Region III Jon Janowicz One Independence Mall 615 Chestnut Street, 6th Floor Philadelphia, PA 19106-4404 Telephone: (215) 931-5524 E-mail: jon.janowicz@dhs.gov</p>	<p>Region IV Bruce Buckerfield 3003 Chamblee Tucker Road Atlanta, GA 30341 Telephone: (770) 220-5397 E-mail: bruce.buckerfield@dhs.gov</p>
<p>Region V Greg Tatar 536 South Clark Street, 6th Floor Chicago, IL 60605 Telephone: (312) 408-5236 E-mail: greg.tatar@dhs.gov</p>	<p>Region VI Gary Zimmerer (Arkansas and Louisiana) Federal Regional Center, 800 North Loop 288, Room 206 Denton, TX 76210-3698 Telephone: (940) 898-5161 E-mail: gary.zimmerer@dhs.gov</p> <p>Jim Orwat (New Mexico and Oklahoma) Telephone: (940) 898-5302 E-mail: james.orwat@dhs.gov</p> <p>Jack Quarles (Texas) Telephone: (940) 898-5156 E-mail: jack.quarles@dhs.gov</p>

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MMMS Regional Coordinators	MMMS Regional Coordinators
<p>Region VII Rich Leonard 9221 Ward Parkway, Suite 300 Kansas City, MO 64114 Telephone: (816) 283-7009 E-mail: Richard.leonard@dhs.gov</p>	<p>Region VIII Nancy Steinberger, P.E. Denver Federal Center, Bldg. 710, Box 25267 Denver, CO 80225-0267 Telephone: (303) 235-4992 E-mail: nancy.steinberger@dhs.gov</p> <p>Louise Hughes Telephone: (303) 235-4754 E-mail : louise.hughes@dhs.gov</p> <p>Shandi Teltschik Telephone: (303) 235-4906 E-mail : shandi.teltschik@dhs.gov</p>
<p>Region IX Eric Simmons (Northern California and Nevada) 1111 Broadway, Suite 1200 Oakland, CA 94607 Telephone: (510) 627-7029 E-mail: eric.simmons@dhs.gov</p> <p>Ray Lenaburg (Southern California, Arizona, Hawaii, American Samoa, Guam, Marshall Islands, and Northern Mariana Islands) Telephone: (510) 627-7181 E-mail: Raymond.lenaburg@dhs.gov</p>	<p>Region X Joseph Weber Federal Regional Center, 130 228th Street SW Bothell, WA 98021-9796 Telephone: (425) 487-4657 E-mail: joseph.weber@dhs.gov</p>

2.8. Activities

The FEMA Regional offices have evolved into strategic business units that determine the success of the mapping efforts. Accordingly, the information and metrics required are more extensive and detailed than requested previously. To more closely align the MMMS business plans with the FEMA regional business plans, MMMS partners are asked to measure their activities under the broader measurement areas listed in column 1 of table 2-2 and provide a strategy for the implementation of each activity.

As funding levels permit, the management activities and recommended performance measures, for which MMMS partners may receive FY08 funding through a cooperative agreement with FEMA, are summarized in table 2-2.

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Table 2-2. Description of MMMS Activities

Measurement Area	Activity	Minimum Performance Measures	Description
Operations	DFIRM Maintenance Management	The process for Digital Flood Insurance Rate Map (DFIRM) maintenance management activities must be well documented and must address how the information will be uploaded to the Mapping Information Platform (MIP).	The MMMS partner assumes responsibility for long-term, periodic maintenance of the DFIRM. This can include base map and/or flood hazard information.
Operations	Maintenance of Digital Base Map Inventory	The number of communities contacted for base map information versus the total communities within study area should be at least 60%. The MMMS partner must demonstrate how they coordinate with studies in neighboring jurisdiction(s), describe the existing inventory, and how the inventory will be maintained.	The MMMS partner investigates and provides an inventory of base maps meeting FEMA specifications for NFIP communities in a particular Region or State.
Operations	Assessment of Community Mapping Needs (to support FEMA's Mapping Needs Update Support System – MNUSS)	Identify if the information was entered into MNUSS prior to scoping and updated following the scoping meeting. Identify unmet needs documented in the scoping report and uploaded to MNUSS.	The MMMS partner performs a detailed community-by-community assessment of mapping needs for every mapped (including flood data updates and map maintenance) and unmapped NFIP community within its jurisdiction. The MMMS partner then submits the results of the assessment to FEMA for inclusion in the CNMS or MNUSS.
Operations	Maintenance of and Managing Updates to the FEMA Levee Inventory System (FLIS)	The MMMS Partner will manage updates to the FLIS according to current procedure memorandums, any future procedure memorandums on this topic, and instructions available on the FLIS web site.	The MMMS partner assumes responsibility for ensuring that required updates to the FLIS are made in an accurate and timely manner. The FLIS can be found at http://flis.pbsjdfirm.com/ .
Operations	Information Technology Systems	The systems must be effective at archiving, organizing, distributing, or otherwise managing the DFIRM and/or underlying map data. The systems must be developed according to schedule and budget. The information must be updated into the MIP in a timely manner.	The MMMS partner develops and maintains an information technology system to archive, organize, distribute, and otherwise manage effective DFIRMs, preliminary DFIRMs, and/or underlying backup data (such as DFIRM database, engineering models, etc). The system should distribute this data in an electronic format (i.e., web-based, CD-ROM, etc) to the public.

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Measurement Area	Activity	Minimum Performance Measures	Description
Operations	Quality Standards	The MMMS partner must implement the Floodplain Boundary Standards, based on appropriate guidance, and implement these standards into contracts.	The MMMS partner participates in activities that support the implementation of the Floodplain Boundary Standards.
Operations	Management Efforts	The MMMS partner will assist the CTP to maintained or improve the project cost and schedule. The cost and schedule must be tracked with an accepted method (i.e. project management tools, the MIP, etc).	The MMMS partner participates in activities to assist CTP partnerships in the management of cost and schedule.
Customers and Stakeholders	Outreach	Outreach activities must be described in detail in the next business plan update. The activities must satisfy the applicable standards from FEMA's <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> and appropriate procedural memorandums. Activities must be completed according to schedule and budget.	Informational Mailings, Community Meetings/Open Houses, web site Postings, and Multi-media Promotional Activities.
Customers and Stakeholders	Outreach for Levee Procedures	The MMMS partner will provide outreach to communities on the requirements outlined in current procedure memorandums and 44 CFR 65.10, including the implications if those requirements are not satisfied.	The MMMS partner will work with local communities to provide outreach on FEMA's levee policies and procedures.
Customers and Stakeholders	Compliance / Map Adoption	The MMMS partner will identify State and local officials associated with map adoption prior to the scoping meeting and keep them informed throughout the study. These officials will be given sufficient notice regarding document reviews and/or meetings. The MMMS partner will coordinate with FEMA compliance staff. Under this task, the MMMS partner can provide assistance and/or participate in the development of ordinances for map adoption.	The MMMS partner coordinates the activities that will ensure new flood maps are adopted by NFIP communities.
Learning and Growth	Training Efforts to State and Local Officials	A training program will be developed with topics, schedule, and targeted audiences. A copy of the training program should be provided to FEMA.	The MMMS partner participates in the development and deployment of training in subjects that will encourage the use of digital flood mapping products.
Learning and Growth	Staffing	The MMMS partner can provide staffing support with MMMS funds. The staffing support will conduct a variety of the activities above and these activities will be detailed in the next business plan update.	Provision of staff dedicated to activities that promote the flood mapping process and the adoption of effective maps by NFIP communities.

The cooperative agreements awarded for management activities under the MMMS Program are intended to supplement, not supplant, ongoing mapping efforts by an MMMS partner, whether it be a State or regional agency. The FEMA funds would be in addition to the resources provided by the MMMS partner for mapping management activities.

FEMA will evaluate these activities each fiscal year, and the listing of fundable activities may be enhanced or modified for future awards.

2.9. Standards

Unless otherwise indicated in an approved cooperative agreement, all flood hazard identification activities will be accomplished in accordance with the relevant portions of the NFIP regulations (44 Code of Federal Regulations (CFR) Parts 59-77) as well as the standards contained in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners*, the Floodplain Boundary Standard, and all applicable procedure memorandums. The *Guidelines and Specifications* can be downloaded from the FEMA web site at http://www.fema.gov/plan/prevent/fhm/gs_main.shtm. Procedure memorandums can be downloaded from the FEMA web site at http://www.fema.gov/plan/prevent/fhm/gs_memos.shtm.

With the development of new and improved technology, FEMA has established new standard tools to assist mapping partners in their efforts. MMMS partners should refer to the *Guidelines and Specifications for Flood Hazard Mapping Partners* for acceptable standards.

2.10. Certification

Data generated under the cooperative agreements must meet the applicable certification requirements for the identification and publication of flood hazard information in compliance with 44 CFR Part 65, the Floodplain Boundary Standard, and all applicable FEMA procedure memorandums. Recipients of the award must coordinate all activities with the State to ensure the all MMMS products are reviewed and concurred upon, and that all products resulting from a MMMS Program-related mapping or management activity have met State certification requirements for those States that have adopted more stringent mapping standards than the minimum NFIP regulatory requirements.

3. Cooperating Technical Partners Program Overview

A key objective of the Federal Emergency Management Agency's (FEMA's) Flood Map Modernization (Map Mod) effort is to increase local involvement in, and ownership of, the flood mapping process. This objective is met through FEMA's Cooperating Technical Partners (CTP) programs.

The CTP Program is administered through the Department of Homeland Security's (DHS's) FEMA. The Catalog of Federal Domestic Assistance number for CTP is 97.045 which can be located on the web at www.cfda.gov.

This year, the *Risk Analysis Branch Fiscal Year 2008 Guidance for MMMS and CTP* document is organized to address key components and requirements for both programs. This guidance document is updated each year for the following fiscal year. (In the remainder of this document, States and multi-jurisdictional entities participating in CTP are referred to as *CTP partners*). The purpose of the guidance in this document is to assist FEMA and CTP partners in preparing, developing, and managing CTP activities. This document addresses administration, funded activities, eligibility and evaluation criteria, reporting requirements, technical capabilities, contracting requirements, standards, certification, funding, and cooperative agreement management.

4. Requirements for Cooperating Technical Partners Program

4.1. Funding Opportunity Description

The purpose of the CTP Program is to provide, through a cooperative agreement, funds to ensure that CTP partners can perform mapping-related activities to support Map Mod.

The activities identified in table 4-2 are those that are eligible for funding from FEMA under the CTP Program. The activities identified in table 4-3 are those that a CTP can perform but are not eligible for funding under the CTP Program.

There are several beneficial reasons for partnering with State, local, and regional organizations to produce Flood Insurance Rate Maps (FIRMs) under the National Flood Insurance Program (NFIP):

- The data used for local permitting and planning will also be the basis for the FIRMs, facilitating more efficient floodplain management.
- The CTP Program provides the opportunity to interject a tailored, local focus into a national program; thus, where unique conditions may exist, the special approaches to flood hazard identification that may be necessary can be taken.
- The partnership mechanism provides the opportunity to pool resources and extend the productivity of limited public funds.
- For participating in the CTP Program, community partners will receive Community Rating System (CRS) credits, which may lead to discounted flood insurance premiums for property owners. Many communities can qualify for "uniform minimum credit" whereby a State or regional agency can apply for a CRS activity that it is implementing on behalf of its communities. A community that applies to the CRS will experience this trickle-down effect and will qualify for the State or regional agency's credit. (Additional information on the

CRS, including the points needed for each CRS class and the associated premium discount, is available on the FEMA web site at <http://www.fema.gov/business/nfip/crs.shtm>.)

In support of the CTP Program, FEMA has committed to do the following:

- Recognize the contributions made by FEMA's State, regional, and local partners by providing timely and accurate flood hazard information
- Maximize the use of partner contributions as a means of leveraging limited public funds to the fullest extent while maintaining essential NFIP standards
- Fully integrate partners into the flood hazard data development process with the corresponding authorities and responsibilities
- Provide training and technical assistance to the partners when appropriate
- Facilitate mentoring to increase capability for both existing and potential partners

4.2. Award Information

CTP Program-related activities will be funded based on FEMA's priority of mapping needs, the availability of FEMA funds for mapping, and the amount of leverage provided by the CTP partner. If FEMA funds are provided, the CTP partner will receive funds through a cooperative agreement. Because FEMA's mapping budget varies annually, the amount of funding for CTP Program-related activities also will vary. Each FEMA Regional office will determine how much of its annual mapping budget will be allocated to mapping activities under the CTP Program.

Typically, the funding for CTP Program-related flood map projects is allocated through one cooperative agreement once the MAS is signed. However, for large or complex projects, extensive planning may be necessary before the MAS is developed. For such projects, the cooperative agreement may be processed in a phased approach. Use of the phased approach will alleviate the need for extensions of performance periods and project revisions and improve overall efficiency through the development of a thorough project scope. In such instances, the FEMA Regional office may allocate up to 10 percent of the project's total estimated funding to the CTP partner to develop a project scope and MAS. Once the MAS is signed and in place, the CTP partner may then request the remaining funding required for completing the project.

4.3. Eligibility Information

4.3.1. Eligible Applicants

CTP partnerships are established based on the following criteria:

- The potential partner must have existing processes and/or systems in place to support mapping or data collection activities that contribute to flood hazard identification. Non-Federal funding must support these processes and/or systems.

- The potential partner must have the capability to perform, implement, or contract the activities for which it is applying. This capability may be indicated through (but not limited to) a FEMA regional office review of both the map products previously prepared by the partner and the existing processes or systems the partner intends to use for program-related activities.
- The potential partner must be a community that participates in the NFIP and is in good standing in the program as determined by the FEMA regional office, or be a State or regional agency that serves communities that participate in the NFIP.

4.3.2. Cost Sharing or Matching

Though there is not a cost-share requirement under the CTP Program, the potential partner should demonstrate its ability to leverage funding received from FEMA.

4.3.3. Technical Capabilities

The recipient of a cooperative agreement must have in-house staff capabilities in the appropriate technical area for the activity approved in the award. If the work for any portion of a mapping activity is contracted, the recipient of the award must have in-house staff with the technical capability to monitor the contractor(s) and approve the products developed by the contractor(s). For the purpose of these awards: “Capability” means demonstrated experience in the performance of, or management through contracting of similar activities.

4.4. Application and Submission Information

4.4.1. Address to request application package

In 2002, the Office of Management and Budget (OMB) set forth the President’s Management Agenda (PMA). The PMA included a goal of expanded electronic government and states that agencies will allow Federal grant applicants to apply for and ultimately manage grant funds online through a common web site, simplifying grant management and eliminating redundancies. This marked the beginning of Grants.gov, <http://www.grants.gov>. Grants.gov is an OMB initiative, and the Department of Health and Human Service is the managing partner.

DHS/FEMA participates in the Grants.gov web site for the posting, submittal and receipt of applications. In order to submit an application, a D&B DUNS Number and registration in the Central Contractor Registry (CCR) as well as with Grants.gov is required. **It is recommended that applicants visit Grants.gov at least 30 days prior to filing an application to fully understand the process and requirements.** Applicants should contact the Grants.gov Help Desk at 1-800-518-4276 to report a problem and obtain assistance with the system. Please allow a minimum of 5 days to complete the CCR registration.

Application forms and instructions are available at Grants.gov. To access the application, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application

Package.” Enter the CFDA and/or the funding opportunity number for the specific program. (The CFDA number for the CTP Program is 97.045.) Follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.” The application package will be available on Grants.gov and can be submitted through that web site.

4.4.2. Content and form of application submission

FEMA and its CTP partners will administer activities under the CTP Program through close and frequent coordination. There are four formal agreements involved:

- Partnership agreement
- Mapping Activity Statement (MAS)
- Letter of Map Change (LOMC) MAS
- Cooperative agreement

Each CTP partner will enter into a partnership agreement with the appropriate FEMA Regional office. The partnership agreement is a broad statement of principle; emphasizing the value of the NFIP’s three components of insurance, floodplain management, and mapping.

The partnership agreement recognizes the fundamental importance of flood hazard identification in the successful reduction of future flood losses and the CTP partner’s commitment to the effort. 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 http://www.fema.gov/plan/prevent/fhm/ctp_info.shtm.

The MAS is a key component of the cooperative agreement package because it defines the activities that will be accomplished, the entity responsible for them, how the activities will be funded, and the nature of the working relationship between FEMA and its CTP partners. An example of the MAS template may be viewed or downloaded from the FEMA web site at http://www.fema.gov/plan/prevent/fhm/ctp_info.shtm.

Under future plans, CTP partners that participate in the long-term map maintenance of Digital Flood Insurance Rate Maps (DFIRMs) will have the ability to sign the LOMC MAS agreement. This agreement allows a CTP partner to take ownership of the LOMC process. Currently, the pilot project has been expanded to include two other entities that will be processing LOMCs. The project is still under development for national use.

4.4.3. Submission dates

CTP partners wishing to enter into an MAS should always work with their FEMA regional office to develop the MAS and to ensure that any regionally customized MAS templates are utilized. Applicants should refer to the appropriate CFDA notice for submission dates.

4.4.4. Intergovernmental review

All applicants should consult the FEMA Regional Office for application information and technical assistance. This program is eligible for coverage under E.O. 12372, “Intergovernmental Review of Federal Programs.” An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

4.4.5. Funding Restrictions

Allowable costs are determined by reference to the Office of Management and Budget (OMB) circulars A-122, “Cost Principles for Nonprofit Organizations;” A-21, “Cost Principles for Education Institutions;” and A-87, “Cost Principles for State, Local and Indian Tribal Governments.” Generally, allowable costs include salaries, equipment, supplies, travel, and training, as long as these are “necessary and reasonable.”

4.4.6. Use of Contractors

CTP recipients of awards may use contractors for FEMA-funded activities, but must comply with the requirements listed under 44 CFR Part 13 *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*. 44 CFR Part 13, section 13.36 provides the procurement standards that must be followed to obtain and manage contractors for mapping-related activities. Guidance provided in this part includes, but is not limited to, contract administration and record keeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis. 44 CFR Part 13 may be downloaded in PDF or text format from the U.S. Government Printing Office web site at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html.

If requested by the partner, FEMA will provide technical assistance to a partner on developing selection criteria for contracted tasks, but the recipient of the awards must follow their contracting policies and procedures as long as they meet the minimum requirement listed under 44 CFR Part 13.36. All work must meet the certification requirements described above in section 2.6 of this document.

4.5. Application Review Information

4.5.1. Criteria

Throughout the project and at the end of the period of performance for each MAS, FEMA will evaluate the effectiveness of the partnership to determine eligibility for future activities. If FEMA determines 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.

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

- Continued maintenance of the processes or systems in place to support mapping or data collection activities that contribute to flood hazard identification (e.g., continued data collection for changing flood hazards and related development, continued upgrades to data collection or mapping capabilities to incorporate new technologies, preparation of multiple-year mapping or data collection plans)
- Management and commitment to existing, and continued support of, flood hazard identification and mapping activities conducted with and by FEMA
- Adherence to standards for timeliness and completeness of reports submitted to the FEMA regional office
- Adherence to standards for timeliness and completeness of map products submitted to the FEMA regional office
- Quality of product(s) submitted to the FEMA regional office
- Ability to cooperate and coordinate with the staff of the following organizations during all phases of the activities as needed: FEMA regional office, Risk Analysis Branch of the Mitigation Division in the FEMA Headquarters Office in Washington, DC, and, designated FEMA contractors

Individual CTP activities will be funded based on FEMA's priority of mapping needs, the availability of FEMA funds, and the resources contributed by the CTP partner. **Therefore, funding is not guaranteed to new or existing applicants.**

4.5.2. Review and selection process

As the CTP partner and FEMA identify specific tasks to undertake, the MAS and/or the LOMC MAS will be developed to define the project scope and the roles and responsibilities of all CTP partners involved in a particular flood map project. Developing the MAS and/or LOMS MAS will be a collaborative effort where both the CTP partner(s) and FEMA contribute data and units of work to maximize the extent, accuracy, and usability of flood hazard studies to best meet Federal, State, and local needs, while minimizing costs for all parties.

4.5.3. Anticipated Announcement and award dates

FEMA Regional Directors make final decisions to approve Cooperative Agreements with the State agencies, regional agencies, or communities, and notify the applicants of their awards. Please consult the appropriate FEMA Regional office for specific dates associated with the MMMS Program.

4.6. Award Administration Information

4.6.1. Award notices

The MMMS Program will be advertised in the CFDA under CFDA number 97.045.

4.6.2. Administrative and National Policy Requirement

One of Map Mod's key performance parameters (KPPs) measures the percentage of the Nation's population whose safety has been improved through the availability of accurate flood risk data in a Geographic Information System (GIS) format. Four key performance indicators (KPIs) contribute to this KPP. FEMA's Multi-Year Flood Hazard Identification Plan reports on the targets and progress for these KPIs and can be found on FEMA's web site at http://www.fema.gov/plan/prevent/fhm/dl_mhip.shtm.

4.6.3. Reporting

Recipients that receive funding from FEMA through a cooperative agreement must be able to perform the financial management activities required in the cooperative agreement (i.e., account for Federal funds, prepare financial reports). FEMA requires financial status report on FEMA form 20-10 (Financial Status Report) or SF 269 Financial Status Report, be submitted 30 days after the end of each calendar quarter. Due dates are April 30, July 30, October 30, and January 30. Submit the reports to the FEMA Regional CTP Grant Officers. FEMA Regional offices can provide technical assistance to recipients as necessary.

CTP partners must report the progress of activities identified in the approved MAS(s). If the MAS is for a multiple year funded cooperative agreement, progress must be reported for the activities approved and funded for each fiscal year the award was funded through FY 2007.

The Mapping Information Platform (MIP) was developed in part to track the Earned Value of mapping projects. 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 the FEMA Regional office has issued a task order the baseline for the project will be established in the MIP, using the cost and schedule information for each task as agreed upon at the completion of the scoping process.

The MIP study workflow allows a mapping partner to report on the status of these projects at a task level. The cost and schedule information, updated monthly by the mapping partner for each contracted task, is compared to the baseline established for those tasks. This information is rolled up to a project level and monitored by the FEMA Region to assess progress and Earned Value. The CTP partner is required to report on the earned value of projects that are in the MIP according to the frequency defined in the MAS.

4.7. Agency Contacts

FEMA Regional offices will manage all activities under the CTP Program. The FEMA Regional CTP coordinators are listed below.

Table 4-1. CTP Regional Coordinators

CTP Regional Coordinators	CTP Regional Coordinators
<p>Region I Dean Savramis 99 High Street, 6th Floor Boston, MA 02110 Telephone: (978) 461-5323 E-mail: dean.savramis@dhs.gov</p>	<p>Region II Paul Weberg 26 Federal Plaza, Room 1337 New York, NY 10278-0002 Telephone: (212) 680-3638 E-mail: paul.weberg@dhs.gov</p>
<p>Region III Nikki Roberts One Independence Mall 615 Chestnut Street, 6th Floor Philadelphia, PA 19106-4404 Telephone: (215) 931-5575 E-mail: nikki.roberts@dhs.gov</p>	<p>Region IV Laura Algeo 3003 Chamblee Tucker Road Atlanta, GA 30341 Telephone: (770) 220-5515 E-mail: laura.algeo@dhs.gov</p>
<p>Region V Ken Hinterlong, Team Leader 536 South Clark Street, 6th Floor Chicago, IL 60605 Telephone: (312) 408-5529 E-mail: ken.hinterlong@dhs.gov</p> <p>Michael J. Hanke, Civil Engineer (Indiana, Michigan, and Ohio) Telephone: (312) 408-5364 E-mail: mike.hanke@dhs.gov</p> <p>Lee Traeger (Illinois, Minnesota, and Wisconsin) Telephone: (312) 408-5538 E-mail: lee.traeger@dhs.gov</p>	<p>Region VI Gary Zimmerer (Arkansas and Louisiana) Federal Regional Center, 800 North Loop 288, Room 206 Denton, TX 76210-3698 Telephone: (940) 898-5161 E-mail: gary.zimmerer@dhs.gov</p> <p>Jim Orwat (New Mexico and Oklahoma) Telephone: (940) 898-5302 E-mail: james.orwat@dhs.gov</p> <p>Jack Quarles (Texas) Telephone: (940) 898-5156 E-mail: jack.quarles@dhs.gov</p>

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CTP Regional Coordinators	CTP Regional Coordinators
<p>Region VII Bob Franke 9221 Ward Parkway, Suite 300 Kansas City, MO 64114 Telephone: (816) 283-7073 E-mail: bob.franke@dhs.gov</p>	<p>Region VIII Nancy Steinberger, P.E. Denver Federal Center, Bldg. 710, Box 25267 Denver, CO 80225-0267 Telephone: (303) 235-4906 E-mail : nancy.steinberger@dhs.gov</p> <p>Shandi Teltschik Telephone: (303) 235-4992 E-mail: shandi.teltschik@dhs.gov</p>
<p>Region IX Eric Simmons (Northern California and Nevada) 1111 Broadway, Suite 1200 Oakland, CA 94607 Telephone: (510) 627-7029 E-mail: eric.simmons@dhs.gov</p> <p>Ray Lenaburg (Southern California, Arizona, Hawaii, American Samoa, Guam, Marshall Islands, and Northern Mariana Islands) Telephone: (510) 627-7181 E-mail: Raymond.lenaburg@dhs.gov</p>	<p>Region X John Graves Federal Regional Center, 130 228th Street SW Bothell, WA 98021-9796 Telephone: (425) 487-4737 E-mail: john.graves@dhs.gov</p>

4.8. Activities

FEMA may provide technical assistance, training, and/or data to a CTP partner to support flood hazard data development activities. As funding levels permit, the mapping activities for which CTP partners may receive FY08 funding through a cooperative agreement with FEMA are summarized in table 4-2.

FEMA's funds would be in addition to the resources provided by the CTP partner for the mapping activities.

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Table 4-2. Fundable Mapping Activities

Activity	Partners	Description
Base Map Acquisition	Community Regional Agency	This is a limited funding task where funding can only be provided for base map preparation tasks by discretion of the Regional Project Officer.
Scoping (up to 10%)	State Agency	Up to 10 percent of the total estimated funding may be provided to do an extensive project scope that leads to the development of the MAS.
Outreach (up to 10%)		Up to 10 percent of the total estimated funding may be provided to perform outreach activities that directly support the mapping project.
Refinement or Creation of Approximate zone A Boundaries		The CTP partner works with FEMA to perform analyses to refine zone A boundaries shown on the FIRM or create new zone A areas to be included on the FIRM. Emphasis is placed on automated analysis and production techniques.
Hydrologic and Hydraulic Analyses and Floodplain Mapping		The CTP partner develops digital engineering data and floodplain mapping using GIS-based or traditional hydrologic and hydraulic modeling.
Coastal Flood Hazard Analyses and Floodplain Mapping		The CTP partner develops digital engineering data and floodplain mapping using GIS-based or traditional coastal flood hazard analysis methods.
DFIRM Preparation		The CTP partner digitizes information from the effective hardcopy FIRM and prepares a DFIRM that meets FEMA specifications.
Redelineation of Detailed Floodplain Boundaries Using Updated Topographic Data		The CTP partner redelineates the effective floodplain boundaries shown on the FIRM using more up-to-date topographic data. GIS technology is used, where available.
Digital Topographic Data Development		The CTP partner develops digital topographic data for flood hazard identification purposes.
Independent QA/QC Review of Hydrologic and Hydraulic Analyses and Floodplain Mapping		The CTP partner performs the independent QA/QC review of hydrologic and hydraulic analyses and floodplain mapping.
Post-preliminary Processing		The CTP partner performs post-preliminary processing.

While no funding under the CTP Program will be provided to CTP partners for the mapping activities listed in table 4-3, FEMA may provide technical assistance, support, and/or data for an activity.

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Table 4-3. Nonfundable Activities

Activity	Partners	Description
Digital Base Map Inventory	Regional Agency State Agency	The CTP partner performs an investigation and provides an inventory of base maps meeting FEMA specifications for NFIP communities in a particular Region or State.
Digital Base Map Data Sharing	Community Regional Agency State Agency	The CTP partner supplies base map data for use in producing a DFIRM. The base map must comply with FEMA minimum accuracy requirements and be distributable by FEMA to the public in hard copy and electronic formats.
DFIRM Maintenance		The CTP partner assumes responsibility for long-term, periodic maintenance of the DFIRM. This can include base map and/or flood hazard information.
Hydrologic and Hydraulic Review		The CTP partner reviews hydrologic and hydraulic studies prepared for FEMA-funded flood data updates and/or map revisions processed under part 65 of the NFIP regulations. The review focuses on compliance with the technical and regulatory requirements contained in <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> , the pertinent NFIP regulations, as well as standard accepted engineering practices.
Assessment of Community Mapping Needs (to support FEMA's Mapping Needs Update Support System)		The CTP partner performs a detailed community-by-community assessment of mapping needs for every mapped (including flood data updates and map maintenance) and unmapped NFIP community within its jurisdiction. The partner then submits the results of the assessment to FEMA for inclusion in the Mapping Needs Update Support System database.
Technical Standards Agreement		The CTP partner works with FEMA to adopt specific technical standards or processes appropriate for local conditions for NFIP flood mapping purposes.

4.9. State Role

The role filled by a State will be a function of its authority and capabilities. Some States have developed MMMS business plans, which explain in detail their capability and capacity to manage Map Mod in their State. These plans also include an explanation of the State's role in the CTP Program. Some States also review map revisions as part of their regulatory responsibilities.

As with the options available to communities and regional agencies, interested State agencies will be expected to have in-house staff capabilities to fulfill the CTP Program-related mapping activity it would like to perform. State agencies that do not participate in the CTP Program will continue the

traditional functions of the State Coordinating Office as they relate to any activities performed by participating CTP partners in that State. In general, the activities that a State agency might perform are the same as those identified for communities, with the addition of collection and assessment of community mapping needs and a base map inventory.

In order to effectively manage the CTP Program and to continue to encourage and support State partnerships, FEMA Regional offices will give priority to State-led initiatives that have expressed an interest and a willingness to take on this coordination role as well as the demonstrated capability to perform these activities. Local, county, and regional entities will be referred to the State agency to coordinate their interest through the State CTP. This should enable the FEMA Regional offices to further leverage the capabilities and resources available at the State level.

4.10. Geospatial Requirements

Established by Executive Order 12906, the National Spatial Data Infrastructure (NSDI) promotes the sharing of geospatial data throughout all levels of government, the private and non-profit sectors, and the academic community by use of the Geospatial One-Stop (GOS) web site. Therefore, projects funded either completely or partially through the NSDI Cooperative Agreement Program (CAP) must be in compliance with applicable geographic information standards posted at www.fgdc.gov.

Contributing to GOS will enable the DHS to eliminate the costs of processing individual requests for data in an ad-hoc fashion. The GOS portal provides an integrated environment to coordinate public requests, making the agency's response more efficient. The Homeland Security Channel and its sub-channels on GeoData.gov provide one-stop access to geospatial data and resources relevant to agency homeland security mission and objectives.

4.11. Additional FEMA Assistance

FEMA offers an array of technical and programmatic assistance to partners participating in the CTP program including the resources listed below.

- Archived support data will be available from FEMA's NSP. Available information includes:
 - Copies of FEMA-issued Letters of Map Change, including Letters of Map Amendment and Letters of Map Revision
 - Engineering and mapping Flood Insurance Study backup data
 - Data collected as part of the FEMA mapping needs assessment process
 - FEMA's rule-based engineering software packages, including CHECK-2, CHECK-RAS, FISPLOT, and RASPLOT
- FEMA has introduced multiple training courses that have been developed specifically with the CTP program in mind. They include an introductory course titled *Cooperating Technical*

Partners Overview, an intermediate course titled *Cooperating Technical Partners Floodplain Mapping Overview*, and a special topics class titled *CTP Program: Special Topics (E241)*.

- Specific technical and programmatic support, such as peer review, modeling guidance, base map selection, and/or tailored training, also may be provided by FEMA through designated FEMA contractors.
- General technical and programmatic information regarding the NFIP and the FEMA Flood Hazard Mapping Program can be downloaded from FEMA's Flood Hazard Mapping web site at <http://www.fema.gov/plan/prevent/fhm/index.shtm>.