OVERVIEW INFORMATION

Issued By: U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency

Catalogue of Federal Domestic Assistance (CFDA) Number: **97.023**

CFDA Title: Community Assistance Program - State Support Services Element (CAP-SSSE)

Funding Opportunity Announcement Title:

Community Assistance Program - State Support Services Element (CAP-SSSE)

Authorizing Authority for Program:

The CAP-SSSE is authorized under the National Flood Insurance Act of 1968, as amended and the Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 et seq.

Section 1361 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4102 authorizes the FEMA Administrator "to carry out studies and investigation, utilizing to the maximum extent practicable the existing facilities and services of the Federal departments or agencies and State and local government agencies, and any other organizations, with respect to the adequacy of State and local measures in flood-prone areas as to land management and use, flood control, flood zoning, and flood damage prevention, and [the Administrator] may enter into any contracts, agreements, or other appropriate arrangements to carry out such authority."

The Act further directs FEMA to work closely with and provide any necessary technical assistance to States and communities participating in the National Flood Insurance Program (NFIP). CAP-SSSE, through its State partnering agreement, is designed to make State personnel available to assist and supplement FEMA Regions in providing technical assistance to NFIP communities and in monitoring, evaluating, and pursuing corrective actions taken by communities in the performance of local floodplain management responsibilities. State officials can be particularly effective in delivering these services to communities because of their knowledge and familiarity with State governing authorities and how these interrelate with local floodplain management ordinance, as well as their knowledge of related State programs.

Appropriation Authority for Program:

CAP-SSSE is one of several activities implemented as Flood Hazard Reduction pursuant to Section 1361 of Section 42 U.S.C. 4102. The appropriation for the Flood Hazard Reduction line item is from NFIP fee income and appropriated under the National Flood Insurance Fund appropriation for floodplain management as cited below under Division D, Department of Homeland Security Appropriations Act, 2012.

FOA Number(s):

Region 1: DHS-12-MT-023-001-99
Region 2: DHS-12-MT-023-002-99
Region 3: DHS-12-MT-023-003-99
Region 4: DHS-12-MT-023-004-99
Region 5: DHS-12-MT-023-005-99
Region 6: DHS-12-MT-023-006-99
Region 7: DHS-12-MT-023-007-99
Region 8: DHS-12-MT-023-008-99
Region 9: DHS-12-MT-023-009-99
Region 10: DHS-12-MT-023-010-99

Key Dates and Time:

Application Start Date:	*04/01/2012*
Application Submission Date:	*06/1/2012 at* 11:59:59 PM EDT
Funding Selection Date:	*06/15/2012*
Award Date:	*06/30/2012*

Other Key Dates: N/A

Application Submission Extension: Is an extension to the application submission deadline permitted? ☒ Yes ☐ No

Intergovernmental Review: Is an intergovernmental review required? ☒ Yes ☐ No

If yes, applicants must contact their State Single Point of Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at: *http://www.whitehouse.gov/omb/grants_spoc*

FOA EXECUTIVE SUMMARY

Program Type: Select the applicable program type:
☐ New ☒ Continuing ☐ One-time

Date of origin for Program: 10/01/1985

Opportunity Category: Select the applicable opportunity category:
☒ Discretionary/Competitive ☐ Mandatory/Non-competitive ☐ Both

Application Process:

DHS makes all funding opportunities available through the common electronic "storefront" grants.gov, accessible on the Internet at http://www.grants.gov. If you experience difficulties accessing information or have any questions please call the grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, 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 located on the cover of this announcement. Select "Download Application Package," and then follow the prompts to download the application package. To download the instructions, go to "Download Application Package" and select "Instructions."

For additional details for how to apply, please refer to the full FOA, *Application Submission Information, Section X.*

Eligible Applicants: The following entities are eligible to apply directly to FEMA under this solicitation:

☒ State governments

For additional information, see the *Eligibility Criteria* section of this FOA.

Type of Funding Instrument: Select the applicable funding instrument

☐ Grant ☒ Cooperative Agreement ☐ Loan

The CAP-SSSE has been determined to follow the Cooperative Agreement (CA)

mechanism since 1980. It is the NFIP's key mechanism to meet the NFIP mandate to provide technical assistance to NFIP communities and to evaluate community performance in implementing minimum NFIP floodplain management activities for program participation; along with the additional goal of building/maintaining State and community floodplain management expertise and capability.

There is substantial FEMA regional office involvement at every stage in the CA process. State agencies are key partners with FEMA regional staff and States do the majority of FEMA's NFIP community floodplain monitoring and oversight through allowable tasks such as Community Assistance Visits and Community Assistance Contacts, Ordinance reviews, Training, and the provision of technical assistance. All documentation and products are reviewed by the FEMA regional staff throughout the lifespan of these allowable activities often involving significant give and take. For example, States review community submitted ordinances for communities to join the NFIP, the regional staff review and return comments back to the State for corrections to the community, before the community can adopt the ordinance for NFIP participation. Regional and State staff collaborate on providing training and technical assistance to communities, as well as, perform follow-up with communities in serious compliance cases.

Finally, annual CAP-SSSE guidance prescribes those eligible and ineligible tasks, as well priority tasks for funding. Regional staff negotiate all tasks and costs with States for adherence to the guidance before award. States must have a minimum skill capability to perform eligible tasks. Tasks outcomes are reviewed daily, as well as quarterly, by the region and State. The region and States also often conduct collaborative site visits, in communities and in State offices. Regions conduct at least one and often two annual meetings with all States on program activities. Final reviews and closeouts are closely managed, resulting in a handful of States returning unused funds due to changes in scopes of work or work not performed.

Cost Share or Match:

☒ Cost Match ☐ Cost Share ☐ None Required

There is a 25 percent non-federal match required for all States receiving CAP-SSSE funds. For a cost match the recipient contribution is <u>calculated based on the federal contribution</u> as:

Percent recipient contribution multiplied by the value of the federal contribution in US dollars. For example, the CAP-SSSE program requires a 25% cost match and if the federal contribution is $100,000 the recipient contribution is calculated as (0.25) X the total project costs.

FEMA administers cost sharing requirements in accordance with 44 CFR 13.24 or 2 CFR 215.23. To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable and necessary under the grant program and must comply with all Federal requirements and regulations.

Maintenance of Effort:

Is there a Maintenance of Effort (MOE) requirement? ☐ Yes ☒ No

Management and Administration: M&A costs are those defined as directly relating to the management and administration of the CAP-SSSE program funds, such as financial management and monitoring. It should be noted that salaries of State Coordinators and related staff are not typically categorized as M&A. If States apply for these costs, a detailed justification of M&A must be provided with the budget.

FULL ANNOUNCEMENT

I. Funding Opportunity Description

Purpose of the Community Assistance Program – State Support Services Element (CAP-SSSE): The purpose of this program is to provide, through a cooperative agreement mechanism, a means to ensure that communities participating in the National Flood Insurance Program (NFIP) are achieving the flood loss reduction goals of the NFIP. CAP-SSSE is intended to accomplish this by providing funding to States to provide technical assistance to NFIP communities and to evaluate community performance in implementing NFIP floodplain management activities with the additional goal of building State and community floodplain management expertise and capability.

Program Priorities: Emphasis on Compliance and Enforcement

In Fiscal Year 2012, the CAP-SSSE program will continue to focus on compliance and enforcement. While map adoption, disaster activities, training and other assistance activities remain important components of the Program's overall community assistance strategy, a credible compliance and enforcement program is essential to meet the program's goals of flood loss reduction.

The "*Evaluation of the National Flood Insurance Program*" supports this priority stating that, "the success of the NFIP depends on communities' ensuring that buildings and other development within their jurisdiction are constructed and maintained according to these standards so that flood losses will be minimized. If communities…fail to adequately enforce the standards, then lives and property are placed in harm's way; buildings will suffer unnecessary flood damage; sound land use planning in floodplains will be discouraged; the NFIP's actuarial soundness will be jeopardized; changes in public policies and regulations may be based on unreliable data; and the costs to society from future floods will increase unnecessarily."

The *NFIP Evaluation's* primary recommendation with respect to community compliance was to increase the number of Community Assistance Visits (CAVs) conducted annually. To gain maximum benefit from available resources and to ensure the NFIP remains responsive to the needs of all participating communities, FEMA has established a "risk based" priority approach for selecting communities for CAVs to ensure limited resources are applied in the communities most in need of this level of attention.

All States participating in CAP-SSSE are required to conduct CAVs and Community Assistance Contacts (CACs). The Regions will work with each State to determine the number and location of the CAVs and CACs to be performed each year.

<u>Selection of CACs and CAVs</u>
A risk based approach is intended to help ensure that limited staff resources are applied to

the communities most in need of a CAV or CAC in each fiscal year in a cost-effective manner. The selection of CACs and CAVs to be conducted in FY 2012 shall continue to use the CAV Tier 1 Prioritization Tool as guidance for determining which communities should receive a CAV. While Selection of CAVs using the Tier 1 tool is required, States and regions may, by exception, select Tier 2 communities for CAVs, with justification added to the CAV Comment Field in the Community Information System (CIS).

Special Attention to Mechanical, Electrical, and Utility Equipment and Flood Openings
The NFIP Evaluation also concluded that the most common type of violation found in the *Study's* quantitative assessment of building compliance were mechanical and utility equipment located below the Base Flood Elevation (BFE) and openings that do not meet requirements at 44 CFR 60.3(c)(5). Between them, these two types of violations accounted for 50 percent of the violations found within the sample. To improve enforcement of these requirements, special consideration and attention should be paid to mechanical, utility and openings requirements during CAVs.

State CAVs
In coordination with the State NFIP Coordinator, Regional Offices may determine that a CAV of the State floodplain management program is appropriate. Regional staff may request assistance with coordination with State agencies or officials, the collection of data and other assistance in preparation of conducting the CAV.

National Preparedness Goal: The CAP-SSSE program supports the Mitigation Mission Area Capabilities and Targets described in the National Preparedness Goal (NPG) under "Planning" and "Risk and Disaster Resilience Assessment". For more on the NPG, please visit http://www.fema.gov/pdf/prepared/npg.pdf.

II. Funding Information

Award Amounts and Important Dates and Extensions

Available Funding for the FOA:	$ 10,000,000
Projected Award Start Date(s):	10/01/2011
Projected Award End Date(s):	09/30/2012
Period of Performance:	12 months

Period of Performance: Is an extension to the period of performance permitted?

☒ Yes ☐ No

III. Eligibility Information

The National Flood Insurance Act of 1968, 42 U.S.C. 4022 as amended, prohibits the Administrator from providing flood insurance in a community unless that community adopts and enforces floodplain management measures that meet or exceed minimum criteria established under 42 U.S.C. 4102, see also 44 CFR Part 60.3. These floodplain management measures can take the form of floodplain management ordinances, building codes, or zoning provisions. The Act also directs FEMA to work closely with and provide any necessary technical assistance to States and communities participating in the NFIP. CAP-SSSE, through its State partnering agreement, is designed to make State personnel available to assist and supplement FEMA Regions in providing technical assistance to NFIP communities and in monitoring, evaluating, and pursuing corrective actions taken by communities in the performance of local floodplain management responsibilities.

Eligible Applicants: Only those State agencies per 44 CFR 60.25, where Governors have exercised their prerogative of designating a "State Coordinating Agency" that is best able to carry out the flood loss reduction activities of the NFIP are eligible to apply. State officials can be particularly effective in delivering these services to communities because of their knowledge, skills and familiarity of floodplain management with State governing authorities and how these interrelate with local floodplain management ordinances, as well as their knowledge of related State programs.

Eligibility Criteria:

A. Eligible Activities and Requirements

FEMA Regional Offices are to determine the appropriate levels of effort in each activity to ensure that performance metrics are being met. FEMA is requiring certain measures, and encouraging others, for some of the CAP-SSSE activities as described below.

1. Community Assistance Visits (CAV) and Community Assistance Contacts (CAC): **States participating in CAP-SSSE are required to conduct CAVs and CACs.** States will be required to incorporate the risk-based prioritization as described in the *National Flood Insurance Program Guidance for Conducting Community Assistance Contacts and Community Assistance Visits.* The Regions will work with each State to determine the number of CAVs and CACs to be conducted and to ensure that selection is based on the risk-based approach described above. Regions and States are encouraged to make maximum use of the CAC process and other contacts with communities to identify potential compliance problems and

needs for technical assistance. The guidance provides guidance in planning for, conducting and providing follow-up for these activities. States must provide appropriate follow-up to CAVs and CACs by providing technical assistance to correct program deficiencies and remedy violations to the maximum extent possible. States must coordinate with Regions, as necessary, to clarify what follow-up is to be provided. States are expected to refer community compliance problems that they are unable to resolve to the Regional Office. Headquarters staff will also be available for training at Regional CAP Conferences. All CAVs and CACs must be entered into CIS so that FEMA can monitor this important floodplain management activity.

2. Ordinance Assistance: Assisting communities in reviewing local ordinances to ensure compliance with NFIP requirements and adoption before Flood Insurance Rate Maps (FIRMs) become effective is of paramount importance. This includes necessary ordinance revisions based upon new hazard data provided by FEMA, as well as incorporating any regulatory changes to meet minimum floodplain management criteria. State Cooperative Agreements shall include a performance measure relating to map adoption. The metric will measure the percentage of participating communities in FY 2012 that have an adopted ordinance referencing the updated map by the FIRM effective date. States must include a mandatory map adoption rate of 93% or higher into their cooperative agreement.

3. Strategic Planning: Strategic Planning is an optional task and provides an opportunity to assess the current status of a State program and plan for future year demands, find efficiencies, and explore opportunities for expanded services. In cooperation with FEMA, the Association of State Floodplain Managers (ASFPM) has developed a guidance document for strategic planning within State floodplain management programs. The guidance document can be found at http://www.fema.gov/plan/prevent/floodplain/fema_cap-ssse.shtm and www.floods.org.

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4. CAP Gap Analysis: States may optionally choose to conduct an annual gap analysis by using the CAP GAP tool provided at http://www.fema.gov/plan/prevent/floodplain/fema_cap-ssse.shtm. The data collected in the annual analyses has been used to create budget justifications for the current funding. States who believe they may benefit from providing a more refined or revised Gap analysis may optionally submit this to the Region for future year consideration. The Gap analysis is also an important part of the strategic planning process and can be utilized by states in their planning efforts.

5. State Model Ordinance Updates and Monitoring of State Regulatory Environment: Most States have developed a State model floodplain management ordinance containing the minimum requirements outlined in 44 CFR Section 60.3, as well as any State required floodplain management provisions. In addition, States are encouraged to offer their communities model ordinances that include higher regulatory standards and assist communities to update their model ordinances to include higher standards. States are also encouraged to monitor legal issues affecting floodplain management regulations and activities related to State building code adoption and modifications.

    a. Model Building Codes –Many States adopt a building code that is based on one or more of the model codes developed by the International Code Council (the I-Codes) or the National Fire Protection Association. Most States require all or some communities to enforce the code. Unless modified by a State, the model codes contain NFIP-consistent provisions for buildings and structures. FEMA and States must ensure an understanding of the implications that the enforcement of these codes have on the local regulatory environment in order to provide accurate technical assistance. States should review their model ordinances and work with communities to ensure that they understand the implications of these codes and how they are enforced with respect to NFIP requirements. A model companion ordinance designed specifically to coordinate with building codes based on the I-Codes will be provided to the Regional Offices. State NFIP coordinators should coordinate with their counterparts in the State code commission or State agency that is responsible for the building code, especially with respect to interpretations that the code commission or State agency may be asked to issue. The Building Science Branch at FEMA Headquarters is available upon request to provide training on the flood provisions of the International Codes at Regional CAP Conferences.

6. Outreach, Workshops, and Other Training: States are encouraged to conduct outreach, workshops, and other training for local officials and other stakeholders, including insurance agents, lenders, adjustors, realtors, land surveyors, and design professionals to support implementation and enforcement of community floodplain management regulations, promotion of hazard identification, providing NFIP insurance training, and support of local and State planning initiatives. States should conduct workshops and other training and outreach opportunities on a schedule and at locations that are coordinated with the FEMA Region. The following three Advanced Floodplain Management Concept courses are currently developed, they are E/L/G194, Advanced Floodplain Management Concepts I

(which includes Local Floodplain Manager Roles and Responsibilities, National Flood Insurance Program Floodplain Rules and Regulations In-Depth, Letter of Map Change (LOMCs) and Local Floodplain Management, and Planning for Post-Disaster Integrated Management); and E/L/G282, Advanced Floodplain Management Concepts II (which includes Flood Insurance Principles for the Local Floodplain Manager, Higher Standards and No Adverse Impacts (NAI) Concepts, Hydrology and Watershed Processes for the Non-Engineer, and Considerations for Placement of Manufactured Homes & Recreational Vehicles in the Floodplain); and E/L/G284, Advanced Floodplain Management Concepts III (which includes Comparing Regulations and Insurance, Digital Flood Insurance Rate Maps (DFIRMs), Floodway Standards, Common Noncompliance Issues, Substantial Improvement & Substantial Damage). While these courses are offered as a resident course at Emergency Management Institute (EMI) once a year, it is also intended for field delivery by Regions, State NFIP Coordinators and State Floodplain Management Chapters and Associations. A field delivered course can be offered as an "L" course in coordination with FEMA Regional Staff or as a "G" course without FEMA Regional Staff and can be found in the EMI catalog as "G194", G282 and "G284".
See http://www.fema.gov/plan/prevent/floodplain/fema_cap-ssse.shtm for more information on these Advanced Topic Modules.

Other Training

a. ASFPM Activities: Individual ASFPM membership fees are not covered by CAP- SSSE funding. However, FEMA highly encourages State floodplain management personnel to attain Certified Floodplain Manager (CFM) credentials. States may use CAP-SSSE funds to allow State employees that are involved in floodplain management activities to take the CFM exam. CAP-SSSE funds can be used to cover initial exam and biennial CFM renewal fees. States are encouraged to sponsor and proctor CFM exams in coordination with ASFPM.

    i. At the discretion of the Region, States may use limited CAP-SSSE funding to allow local officials to attend and/or assist with the annual ASFPM conference held within their State. These costs must be negotiated with the Region as part of the annual agreement.

b. Costs associated with attendance of State floodplain management personnel at the ASFPM National Conference, FEMA Regional Office CAP-SSSE Coordination Meetings, in-State Silver Jackets coordination meetings, as well as, other national meetings related to water resources are eligible.

7. General Technical Assistance: States should provide general technical assistance to communities and individuals to resolve floodplain management issues related to the NFIP.

8. Enrollment of Communities: States should assist communities in joining the NFIP by providing technical assistance to ensure the community meets the minimum eligibility requirements for participation.

9. Community Rating System (CRS) Support: States should assist communities in joining the NFIP Community Rating System (CRS) through providing general technical assistance, conducting entry CAVs and providing support for activities credited by CRS.

10. Mapping Coordination Assistance: As part of the Flood Map Modernization process, and the FEMA Risk Map Initiative, States must work with the Regions to develop flood mapping priorities, and participate in community meetings held as part of the mapping process. In addition to CAP-SSSE grants, States are eligible for Cooperating Technical Partner (CTP) Program Management funding to meet these responsibilities. The CAP- SSSE plans must be developed separately from, but in coordination with, the CTP Program Management plans to ensure that CTP is used to complement CAP-SSSE activities and that States will meet all of their responsibilities under Flood Map Modernization and Risk Map. Neither CTP Program Management nor CAP-SSSE funds can be used for conducting floodplain studies or developing floodplain maps. However, several activities are allowable under both grant programs, including map adoption, training, outreach and others. Use of these resources should be closely coordinated to prevent duplication of effort.

11. Coordination with Other State Programs and Agencies: States are encouraged to coordinate with other State administered programs that impact floodplain management such as the Hazard Mitigation Assistance (HMA) Program that includes: the Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program, Flood Mitigation Assistance, Severe Repetitive Loss Program, and Repetitive Flood Claims Program. Additional coordination may include the State Dam Safety Program, and other State land-use, building code and water resources programs, as well as State agencies that routinely conduct activities within floodplains, such as State Departments of Transportation or port authorities. Coordination with other State agencies on adoption and implementation of State Executive Orders and regulations that meet State NFIP requirements is also encouraged.

12. Assistance to Communities in Responding to Disasters: States are encouraged to

provide post-disaster assistance and support to NFIP communities. Examples of these activities include: technical assistance implementing substantial damage requirements, including use of the Substantial Damage Estimating Software; assistance to communities enrolling into the NFIP; general floodplain management technical assistance; assistance with the promotion and use of the NFIP Increased Cost of Compliance coverage; and assistance with HMA programs. Generally, these activities are not included in the annual CAP-SSSE Agreement, but can be negotiated when a disaster occurs. The CAP-SSSE Agreement must be modified to reflect these changes when they occur.

Entering Floodplain Management Data in the Community Information System (CIS): For map adoption purposes, CIS will continue to be the authoritative information source for floodplain management staff in Headquarters as to whether a community has adopted an ordinance or will be suspended when the FIRM becomes effective. Regional Offices must ensure that this information is entered into CIS. Regions shall require States to update and enter information into the CIS as part of their annual CAP-SSSE agreement. This includes information on ordinance adoption, Community Assistance Visits (CAVs) and Community Assistance Contacts (CACs), training, general technical assistance, and updating all other fields they are authorized to update. This will be budgeted under each task activity and not as a separate task. States will also find a reporting benefit since CIS entry also fills in the CAP-SSSE CIS Report for many tasks.

Support for Enhanced IT equipment: CAP-SSSE encourages the purchase and use of IT tools including computers (Desktops and Laptops), cameras, and printer/scanners for performing all aspects of State Coordinator duties related to the CAP. The goal is to move away from printing paper products (including printed maps), to using and transferring products digitally. For example, FEMA encourages a State to use a Laptop with NFHL mapping overlay onto Google Earth (or other platform) when doing a CAV, rather than using printed paper maps. A Desktop and Laptop hardware and software configuration to seamlessly manage these and other activities is an approved expense subject to justification of reasonableness.

IV. Funding Restrictions

Program Restrictions*:* CAP-SSSE funds are restricted in their use. They can only be used for activities that support the NFIP by fostering effective floodplain management programs in participating communities and providing assistance to non-participating communities in enrolling in the NFIP.

States are encouraged to have at least one full-time person dedicated to CAP-SSSE and other floodplain management activities to help maintain this expertise and capability. If a State does not have the necessary expertise and capability to conduct CAP-SSSE activities, the Region and State are required to develop a remedial plan. If the necessary expertise and capability has not been developed by the State, the following year's CAP-SSSE funding may be reduced or withheld.

CAP-SSSE funds cannot be used for conducting floodplain studies, developing floodplain maps, or supporting/maintaining web-based digital mapping platforms.

Grant Restrictions: DHS grant funds may only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for 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.

Pre-award costs are allowable only with the written consent of DHS and if they are included in the award agreement.

Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award.

V. Application Review and Selection Information

Application Review Information:

FEMA Regional Offices and the designated State agency negotiate a CAP-SSSE Cooperative Agreement (Agreement) that specifies activities and products to be completed by a State in return for CAP-SSSE funds. Where possible, community assistance should integrate the expertise of the State on how best to build and maintain community floodplain management capability. The Agreement is subject to amendments and modifications when approved by both parties. In instances where the State is unable to complete the work agreed to, a renegotiation must occur. When events such as disasters, loss of State staff, or other unforeseen event occurs, the State and Region should reassess the priorities and amend the Agreement to reflect actual work performed. Performance measures that address quality of service are to be developed and measured. The CAP-SSSE Agreement is not intended to fund all floodplain management activities undertaken by the State NFIP Coordinating Agency, only those activities that the Region and State agree to. States are expected to continue to perform other duties and responsibilities of the State NFIP Coordinating Agency and support State floodplain management programs and initiatives using their own resources and funding.

Application Selection Process:

FEMA's Regional Offices will contact eligible States to negotiate a mutually acceptable cooperative agreement. Funding is made available when the grant agreement is negotiated and agreed upon. Continued participation in the CAP-SSSE is dependent upon completing activities described in the agreement. The CAP-SSSE is designed to utilize the floodplain management capabilities of individual States in a cost effective cooperative agreement with FEMA. A State's participation in the CAP-SSSE is voluntary and is contingent upon need and skill level capability.

Funds will not be made available for obligation, expenditure, or drawdown until the applicant's budget and budget narrative have been approved by FEMA.

The applicant must provide a detailed budget for the funds requested. The detailed budget must be submitted with the grant application as a file attachment within *www.grants.gov*. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of management and administrative (M&A) costs.

VI. Post-Selection and Pre-Award Guidelines

Notice of Award:

Upon approval of the application, the grant will be awarded to the grantee. The date that this is done is the "award date." Once an award has been approved by FEMA, a notice will be sent by the awarding official to the authorized grant official. Applicants must follow the directions in the notification to accept the award.

The period of performance is 12 months and begins on the Project Period/Budget Period start date listed in the award package. Any unobligated funds will be de-obligated at the end of the close-out period.

Administrative and Federal Financial Requirements:

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available at following link: http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf.

Additionally, individualized actions may be categorically excluded from NEPA review pursuant to 44 CFR 10.8 (d) (2), and are exempt from compliance with Executive Orders 11988 and 11990 pursuant to 44 CFR 9.5 (f) (2).

A complete list of Federal Financial Requirements is available at:
http://www.whitehouse.gov/omb/grants_forms

In addition to the DHS Standard Administrative Terms and Conditions administrative, financial, and reporting requirements, the following program-specific administrative and financial reporting requirements will be needed for successful applicants to comply with once they have received funds.

Please see below for two key examples:

1. **Federal Financial Report (FFR) – required quarterly:** Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425), no later than 30 days after the end of each quarter. A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where

no grant activity occurs. Future awards and fund draw downs may be withheld if these reports are delinquent. The final FFR is due 90 days after the end date of the performance period.

2. **Grant Close-Out Process:** Within 90 days after the end of the period of performance, grantees must submit a final FFR and final progress report detailing all accomplishments throughout the period of performance. After these reports have been reviewed and approved by FEMA, 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 deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR. The grantee is responsible for returning any funds that have been drawn down but remain as unliquidated on grantee financial records. Closeout must be in accordance with 44 CFR 13.50.

Programmatic Reporting Requirements:

Grantees must provide programmatic reports at least semi-annually to demonstrate progress in meeting agreed upon performance measures. Quarterly reporting may be required at the discretion of the Regional CAP-SSSE Program Coordinator. Reports may be generated from the CIS or other sources and should be submitted electronically or in paper format, at the discretion of the Regional CAP-SSSE Program Coordinator. Regions are held accountable for funds expended through CAP-SSSE and must require that their States document work so that progress can be tracked. States are expected to cooperate with Regions by submitting documentation or other evidence that demonstrates completion of approved activities. Future awards and fund drawdowns may be withheld if these reports are delinquent.

The end of year programmatic report will address State progress in meeting established performance measures. The Regional Office and the States will work closely together to generate the yearly report. States must provide a final progress report on meeting their performance measures to the Region by December 31, 2012. Regions will provide the Floodplain Management Branch at FEMA Headquarters with an end of fiscal year progress report that will be due no later than January 31, 2013.

Entering documentation of tasks into the Community Information System (CIS) is a mandatory element for those tasks that match the CIS such as CAC, CAVs, and Ordinance reviews. This will be budgeted under each task activity and not as a separate task. States will also find a reporting benefit since CIS entry also fills in the CAP-SSSE CIS Report for many tasks. Please refer to Section III. A. for more information.

VII. DHS FEMA Contact Information

Contact and Resource Information: This section describes several resources that may help applicants in completing a FEMA grant application.

1. **Centralized Scheduling and Information Desk (CSID):** CSID is a non-emergency comprehensive management and information resource developed by DHS for grants

stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State, and local levels. CSID can be reached by phone at (800) 368-6498 or by e-mail at ASKCSID@dhs.gov, Monday through Friday, 8:00 AM – 6:00 p.m. (EST).

2. **Grant Programs Directorate (GPD):** Since this is a regional award, I'm not sure if GPD should be listed under contact information. GPD was not listed in last year's guidance.

3. **FEMA Regions:** FEMA Regions will provide fiscal support, including pre- and post-award administration and technical assistance, to the grant programs included in this solicitation. For a list of contacts, please go to *http://www.fema.gov/about/contact/regions.shtm*.

VIII. Other Critical Information

For more information including Appendices, Attachments and any future changes to the CAP-SSSE Guidance, please refer to FEMA's website at: http://www.fema.gov/plan/prevent/floodplain/fema_cap-ssse.shtm

IX. How to Apply

1. **Application via *www.grants.gov*.** All applicants must file their applications using the Administration's common electronic "storefront" - *www.grants.gov*. Eligible grantees must apply for funding through this portal, accessible on the Internet at *www.grants.gov*.

   The application must be completed and submitted using *www.grants.gov* after Central Contractor Registration (CCR) is confirmed. The on-line application includes the following required forms and submissions:

   - Standard Form 424, Application for Federal Assistance
   - Standard Form 424A, Budget Information (Non-construction)
   - Standard Form 424B, Standard Assurances (Non-construction)
   - Standard Form 424C, Budget Information (Construction)
   - Standard Form 424D, Standard Assurances (Construction)
   - Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
   - Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying

- FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

The program title listed in the CFDA is "*Community Assistance Program State Support Services Element (CAP-SSSE)."* The CFDA number is 97.023.

2. **Dun and Bradstreet Data Universal Numbering System (DUNS) number.** The applicant must provide a DUNS number with their application. This number is a required field within *www.grants.gov* and for CCR. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (866) 705-5711**.**

3. **Central Contractor Registration (CCR).** The application process also involves an updated and current CCR by the applicant, which must be confirmed at *http://www.ccr.gov.*

4. **Submission Dates and Times:** Completed applications must be submitted electronically through *www.grants.gov* **no later than 11:59 PM EST, June 1st, 2012**. Upon successful submission, a confirmation e-mail message will be sent with a *grants.gov* tracking number, which is needed to track the status of the application.

5. **Intergovernmental Review:** Applicants must contact their State Single Point of Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at: *http://www.whitehouse.gov/omb/grants_spoc*

X. Application and Submission Information

FEMA makes all funding opportunities available through the common electronic "storefront" *grants.gov,* accessible on the Internet at *http://www.grants.gov.* If you experience difficulties accessing information or have any questions, please call the *grants.gov* customer support hotline at (800) 518-4726.

Applicants will obtain FOA Overviews, Full Announcement information, Application forms and instructions from the Grants.gov website where the full FOA is posted. To access these materials, 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 located on the cover of this announcement. Select "Download Application Package," and then follow the prompts to download the application package. To

download the instructions, go to “Download Application Package” and select “Instructions.”

Paper copies of materials may also be requested from FEMA Regional CAP-SSSE Program Coordinators. Contact information for each Region can be found at http://www.fema.gov/about/regions/index.shtm

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: 1-800-462-7585.