OVERVIEW INFORMATION

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

Catalogue of Federal Domestic Assistance (CFDA) Number:

97.045

CFDA Title:

Cooperating Technical Partners (CTP)

Funding Opportunity Announcement Title:

Fiscal Year (FY) 2012 Cooperating Technical Partner (CTP) Program

Authorizing Authority for Program:

Section 1361 of 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.* ("National Flood Insurance Act of 1968, as amended" or "NFIA").

Section 1361 of the National Flood Insurance Act of 1968, as amended, 42 U.S.C. § 4102, authorizes the FEMA Administrator "to carry out studies and investigations, utilizing to the maximum extent practicable the existing facilities and services of other Federal departments or agencies, and State and local governmental 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 may enter into any contracts, agreements, or other appropriate arrangements to carry out such authority."

Appropriation Authority for Program:

The Consolidated Appropriations Act, 2012 (Public Law 112-74), Division D, Title III

FOA Number:

DHS-12-MT-045-000-99 *HQ*
DHS-12-MT-045-001-99 *Region 1*

DHS-12-MT-045-002-99 *Region 2*
DHS-12-MT-045-003-99 *Region 3*
DHS-12-MT-045-004-99 *Region 4*
DHS-12-MT-045-005-99 *Region 5*
DHS-12-MT-045-006-99 *Region 6*
DHS-12-MT-045-007-99 *Region 7*
DHS-12-MT-045-008-99 *Region 8*
DHS-12-MT-045-009-99 *Region 9*
DHS-12-MT-045-010-99 *Region 10*

Key Dates and Time:

Application Start Date:	*06/29/2012*
Application Submission Date:	*8/1/2012 at* 11:59:59 PM EDT
Award Date:	9/30/2012

Other Key Dates: N/A

Applicants are encouraged to begin their Non-Disaster (ND) Grants registration at the time of solicitation to ensure they have adequate time to start and complete their application submission.

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

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

Applicants must contact their State's 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* to ensure currency.

FOA EXECUTIVE SUMMARY

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

Date of origin for Program: 09/1999

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."

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

City or township governments
County governments
Native American tribal governments (federally recognized)
Nonprofits with 501(c)(3) IRS status, other than institutions of higher education
Others (see text field entitled "additional information on eligibility" for clarification)
Public & State controlled institutions of higher education
Special district governments
State governments

Type of Funding Instrument: Select the applicable funding instrument

☐ Grant ☒ Cooperative Agreement ☐ Loan

FEMA may provide technical assistance, training, and/or data to a CTP to support flood hazard data development or program related activities. As funding levels permit, the activities for which CTP may receive FY 2012 funding through a cooperative agreement with FEMA are summarized in tables 1 and 2 of this document. FEMA's funds would be in addition to the resources provided by the CTP for the activities.

FEMA's substantial involvement in these partnerships is demonstrated by the following.: 1) In the Program Management partnership activities, FEMA will coordinate Mitigation Planning Technical Assistance Tasks to be performed, ensure training activities undertaken are mutually beneficial and performed appropriately with qualified personnel, review partners' business plans, and coordinate efforts to identify due dates, 2) As part of the Technical Mapping Activities, FEMA involvement will include l determination of whether the Agency or a partner will be responsible for the evaluation of conditional and final map revision requests for the partner's jurisdiction. FEMA will also review and assess its partner's annualized loss determinations and Hazus model run results. , 3) For the activities associated with Letters of Map Revision (LOMR) requests, FEMA will perform those activities associated with the post-processing of a LOMR, which includes distribution of final determination documents, publication of Federal Register and newspaper notices, and appeal period processing. FEMA will process fees that partners must forward to the Agency that are associated with Conditional Letters of Map Revision (CLOMR) and LOMRs that partners receive for review. When awards are made, FEMA will work with the partner to further define those specific tasks with CLOMR and LOMR processing that the partner will or will not perform. 4) For activities to be performed by non-profit association CTPs, FEMA will evaluate the benefit to the agency of the activityand will work with the CTP to identify the training, outreach and development needs.

Additionally, FEMA will work with the CTPs to develop the scope agreements as a collaborative effort that defines where both the CTP and FEMA will contribute data and units of work to maximize the extent, accuracy, and usability of flood hazard studies and/or activities to best meet Federal, State, Tribal and local needs, while minimizing costs for all parties and the FEMA Regional office will also provide technical support and deliverable approval as well as closely monitoring performance.

1. Program Management Activity

The Map Modernization Management Support (MMMS) Program was intended to be a five-year grant program closely aligned with Map Modernization (Map Mod). MMMS has not been funded since FY 2008. The final year of funding for Map Mod was FY 2008 and FY 2009 served as a transition year for Risk MAP (Mapping, Assessment, and Planning). The vision for Risk MAP is to deliver quality data that increases public awareness and leads to action that reduces risk to life and property. Risk MAP builds on flood hazard data and maps produced during the Flood Map Modernization (Map Mod) program.

FEMA will collaborate with Federal, State and local stakeholders to achieve goals under

Risk MAP:

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

Table 1 lists the tasks and description associated with the Program Management Activity under the CTP Program that recipients (excluding non-profits under this grant program) can perform. Program Management activities cannot result in the production of a floodplain map. Funding for the Program Management activity will come from the FEMA Regional Office annual mapping budget.

Table 1. Fundable Program Management Activity

Activity	Task Descriptions

Program Management	Program management is the active process of managing multiple projects which need to meet or exceed pre-defined performance metrics. Integration and communication are key aspects of program management. The following are tasks that are associated with this activity: • State and Local Business Plans and/or updates (required) • Managing Technical Mapping Activities (required where technical activities are funded) • Outreach • Providing training to State and Local Officials • Staffing • Pilot Projects (as defined by the FEMA Regional Office) • Mentoring • Minimal Map Panel Printing (up to $5,000 – must not be covered under another FEMA grant program already) • Coordinated Needs Management Strategy (CNMS) data collection/population • Mitigation Planning Technical Assistance • Programmatic QA/QC Plans Eligibility: All CTPs that can meet performance metrics in addition to eligibility and reporting requirements as described in this guidance document are eligible to participate in the above tasks.

In the past, Business Plans have been limited to States and certain multi-jurisdictional entities. With the initiation of the Program Management activity, this will no longer be the case. All CTPs will be eligible for Program Management Activities, at the FEMA Regional Office's discretion, and will be required to complete a Business Plan each year. Business Plans and/or updates must be submitted in order for a partner performing the Program Management activity to receive funding for Program Management in FY 2012. Plans should not only include updates but give recommendations to FEMA regarding future mapping within the State or local jurisdiction and document the capabilities and accomplishments of the partner.

Business plans should demonstrate the mapping needs for the jurisdiction based on physical, climatological, or engineering methodology changes. The CNMS GIS data model is the required method to document mapping needs. Additionally, business plans must include the CTP's vision to implement or participate in Risk MAP. CTPs must work with the respective FEMA Regional office for due dates for the State and/or Local Business Plans.

Mitigation Planning Technical Assistance tasks must be coordinated with the appropriate FEMA Regional or HQ office. Funding in this grant shall not be used to update a portion or all of a Mitigation Plan. Training activities must be mutually beneficial to FEMA and the CTP. Where these activities are funded, the FEMA Regional offices must ensure that the appropriate entities are performing the work. For example, it may be most appropriate in some to States to have a different office performing the technical mapping activities than the Mitigation Planning Technical Assistance training.

Where CTPs do not have the capabilities to perform the above Program Management activity in its entirety, FEMA may provide a minimal amount of funding for Program Management and Earned Value training to address specific CTP training needs. Funding for training must be coordinated by the FEMA Regional Office with FEMA Headquarters and the CTP must submit progress reports on a quarterly basis regarding the training completed and how it will benefit FEMA and the partner in the future. Funding for training under the Program Management task has been extended to FY 2012 and will come from the FEMA Regional Office annual mapping budget.

2. Technical Mapping Activities

With the addition of the Program Management Activity, the traditional mapping activities associated with the CTP Program have been grouped together and classified as Technical Mapping Activities. Table 2 lists the tasks and task descriptions within the Technical Mapping Activities under the CTP Program that a recipient (excluding non-profits under this grant program) can receive funding to perform.

Table 2. Fundable Technical Mapping Activities

Tasks	Descriptions
Base Map Acquisition	This is a limited funding task where funding can only be provided for base map preparation tasks at the discretion of the Regional Project Officer.
Discovery	The objective of Discovery is to engage communities, understand the communities' watershed needs, inform the purpose of FEMA's engagement, balance FEMA resources and plan project execution. Up to 10 percent of the total estimated funding may be provided to do discovery.
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.
Riverine Floodplain Analyses and Floodplain Mapping (Riverine)	The CTP develops digital engineering data and floodplain mapping using GIS-based or traditional hydrologic and hydraulic modeling. This task involves many different levels of floodplain analysis.
Coastal Flood Hazard Analyses and Floodplain Mapping	The CTP develops digital engineering data and floodplain mapping using GIS-based or traditional coastal flood hazard analysis methods.
Digital Flood Insurance Rate Map (DFIRM) Preparation	The CTP prepares a DFIRM that meets FEMA specifications.
Digital Topographic Data Development	The CTP develops digital topographic data for flood hazard identification purposes.
Independent QA/QC Review	The CTP performs the independent QA/QC review of specific products and activities.
Post-preliminary Processing	The CTP performs post-preliminary processing of flood map studies.
Letter of Map Revision (LOMR) Delegation	The CTP assumes the responsibility of the evaluation of conditional and final map revision requests for the partner's jurisdiction. This task can only be entered into through FEMA HQ discretion.

Risk Assessments	Where adequate elevation data is available, the CTP performs a flood risk assessment for the area where DFIRM updates are being performed. The CTP must use FEMA's HAZUS-MH program to determine annualized loss. A HAZUS Level 1 project may be completed where the national Level 1 product is insufficient. A HAZUS Level 2 project can also be completed though FEMA will not fund the collection of building stock data. The results must be reviewed with FEMA and an analysis must be performed on the results. Additionally, the results must be tied to the Mitigation Planning efforts within the jurisdiction. Funding can also be used to attend or deploy training provided by FEMA associated with HAZUS.
Risk MAP Non-regulatory Products	Risk MAP non-regulatory products must be included with Risk MAP projects. See appropriate guidance documents for specific activities and requirements.

3. LOMR Delegation

At this time, LOMR Delegation is still under development for national use and is still being referred to as a pilot project, but FEMA may consider expanding the project further. LOMR Delegation is not an eligible project for non-profit grantees under this cooperative agreement.

For future expansions, the potential partner must:

- Be able to demonstrate the cost effectiveness of delegating this authority to the partner
- Have demonstrated the ability to perform technical aspects of the process
- Have demonstrated the ability to manage contractors and oversee the products produced by contractors (if applicable)
- Use FEMA workflow/tools and deliver products that meet FEMA specifications
- Receive training in the FEMA tools prior to application

At this time, FEMA is responsible for the actions defined in 44 CFR Part 65, with respect to processing map revisions. Delegation of the authority to review Conditional Letters of Map Revision (CLOMR) and LOMRs to capable partners does not relieve FEMA of the responsibility defined in Part 65. Therefore, certain processes will remain the responsibility of FEMA.

As part of its partnership responsibilities, the CTP will receive and initiate revision cases, perform the review of submitted data for completeness, make requests for additional data as needed, process the submittal through the designated workflow tool, prepare draft determination documents and notices, populate the "Base Flood Elevation (BFE) on the Web" tool, provide various levels of communication, and perform external quality reviews. FEMA will perform those activities associated with the post-processing of a LOMR, which includes distribution of final determination documents, publication of Federal Register and newspaper notices, and appeal period processing. Additionally, partners must forward any fees included with CLOMRs and LOMRs submittal to FEMA for processing. When awards are made, FEMA will work with the partner to further define those specific tasks with CLOMR and LOMR processing that the partner will or will not perform.

Training provided by FEMA on the revision process and the applicable workflow tools is

also a prerequisite. FEMA will choose partners based on available funding and the capabilities demonstrated by CTP through a subsequent application process. The number of CTPs chosen to perform the LOMR Delegation activity will not be pre-determined. The application should be treated as a proposal or business case and must include, at minimum, the following topics:

- Staff capabilities and knowledge of the applicable Federal regulations
- Description of proposed project including process, quality assurance, performance tracking, communication, violation handling, training strategy and other general process management topics
- Coordination with other CTPs in jurisdictions (if applicable)
- Benefits to FEMA, the CTP and external stakeholders
- Demonstrated cost-effectiveness
- Immediate start-up ability
- Evidence of no conflict of interest issues and how potential conflicts will be addressed

Priority will be given to partners who can demonstrate:

- Benefits to FEMA, the CTP, and external stakeholders
- Significant past or potential future cost sharing
- Participation in the other Fundable Technical Mapping Activities as listed in table 2 of this document

CTPs should include other topics within the application that they determine to be necessary.

4. Cooperating Technical Partner – Non-Profit Associations

Starting in FY2010 and continuing in FY 2011, FEMA began to use the CTP Program to provide funding to non-profit associations, through a HQ cooperative agreement. These activities will continue to be eligible for funding in FY 2012 should budgets allow. Non-profit associations must:

- Request FEMA HQ's approval prior to application. Acceptable request packets may include:
    - capabilities of potential partner;
    - benefit to FEMA, the potential partner and various stakeholders; and
    - activities the potential partners wishes to perform.
- If the request is approved then the non-profit must submit to FEMA a proposed scope of work with deliverables that demonstrate a benefit to FEMA and the programs that the agency supports within the Federal Insurance and Mitigation Administration (FIMA), the NFIP, and Risk MAP
- Develop a cost and schedule baseline for performance monitoring
- Follow all applicable requirements within this grant guidance document

Non-profit associations that participate in the CTP Program will be expected to perform work that has national programmatic benefits. These tasks cannot result in the

production of a floodplain map. This section of tasks was created to document the potential activities that non-profits might participate in. Generally speaking, the prior sections referencing Program Management, Technical Mapping and LOMR Delegation Activities are not eligible tasks for non-profits. Eligible tasks may include the following:

- Assisting FEMA with the development of national outreach documents
- Participation in National Conferences Addressing Risk Map and CTP issues
- Assisting FEMA with the development of new technical guidelines and issue studies and reports
- Developing and conducting CTP mentoring sessions with participation of existing CTPs
- Supporting FEMA with CTP training
- Assisting FEMA with flood risk communication including State, regional, and local stakeholders
- Creation and dissemination of audio-web conferences, national and state conference sessions professional floodplain, planning and other related conferences;
- Training workshop curriculum, complete with designated trainers, on planning for post-disaster recovery and reconstruction, targeted at practicing planners;
- Specialized workshops targeted to FEMA and state emergency management and planning staff, as well as closely related professionals such as floodplain and coastal resource managers;
- Development of a graduate planning school course curriculum made available for use by professors and planning schools.

Cost Share or Match:

☐ Cost Match ☐ Cost Share ☒ None Required

FEMA's Risk Mapping, Assessment, and Planning (Risk MAP) vision is to develop a more integrated process of identifying, assessing, communicating, and mitigating flood related risks. While there is a no financial matching requirement under the CTP Program, in order to support the Risk MAP vision and collaboration with stakeholders, FEMA will make available $19,542,400 under this grant program for development of flood hazard and risk related data and risk communication products by Cooperating Technical Partners that have a strong record of working effectively with FEMA on floodplain mapping activities and demonstrate their ability to leverage funding received from FEMA.

To determine the acceptable types and value of partner contributions for the available dollars as designated above, use FEMA's publication, Estimating the Value of Partner Contributions to Flood Mapping Projects "Blue Book," http://www.fema.gov/library/viewRecord.do?id=2473. For those efforts where there is no

Blue Book value or unit cost provided, actual costs may be used. 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:

"Management and Administration Costs" (M&A) are allowable for the grantee and sub-grantee but shall not exceed 4 per cent of the total grant award. Funding levels for these costs need to be negotiated on a per-project basis with the appropriate Regional office. Costs such as travel, meeting-related expenses, and salaries in direct support of the program are examples of allowable costs under this heading. Indirect costs are allowable only if the applicant has an approved indirect cost rate with the cognizant Federal agency. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application. Indirect costs will be evaluated as part of the application for Federal funds to determine if allowable and reasonable.

FULL ANNOUNCEMENT

I. Funding Opportunity Description

Program Overview and Priorities:

The purpose of the Cooperating Technical Partners (CTP) Program is to provide, through a Cooperative Agreement, funds to ensure that a CTP can perform program management and technical mapping-related activities. There are several beneficial reasons for partnering with grantees 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 used as the basis for the DFIRMs, 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.
- The partners' participation in the CTP Program may earn Community Rating System (CRS) credits, which may lead to discounted flood insurance premiums for property owners.

Funding priorities include:

- Program Management Activity
- Technical Mapping Activities
- Program Support Activities

Funds will be allocated based on FEMA's priority of mapping and program needs and associated policies, the availability of FEMA funds for mapping and other activities, the amount of leverage provided by the CTP, and the demonstrated ability by the CTP to perform the activities. If FEMA funds are provided, the CTP will receive funds through a cooperative agreement. Because FEMA's budget varies annually, the amount of funding for CTP Program-related activities will vary accordingly. Each FEMA Regional Office will determine how much of its annual mapping budget, which will usually consist of no year appropriated funding, will be allocated to management and mapping activities under the CTP Program. FEMA Headquarters (HQ) will determine the amount of funding available for HQ funded activities.

Typically, the funding for CTP Program-related flood map projects is allocated through one cooperative agreement once the Mapping Activity Statement (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. Once the MAS is signed and in place, the

remaining funding required for completing the project may be provided by the FEMA Regional Office. This phased approach does not in any way guarantee future funding to a CTP as funding availability will be based on the above requirements each fiscal year. The MAS will be developed by the FEMA Regional Office and the CTP in accordance with annual priorities.

Program Objectives:

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

- Recognize the contributions made by FEMA's State (including Universities), Tribal Nation, regional and local governmental organizations 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.
- Provide training and technical assistance to the partners when appropriate.
- Facilitate mentoring to increase capability for both existing and potential partners.

National Preparedness Goal (NPG):

The CTP Program supports the following NPG Mission, Capabilities, and Targets:

Mitigation Mission Area Capabilities and Preliminary Targets	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.
1. Develop approved hazard mitigation plans that address all relevant threats/hazards in accordance with the results of their risk assessment within all states and territories.	
Community Resilience	Lead the integrated effort to recognize, understand, communicate, plan, and address risks so that the community can develop a set of actions to accomplish Mitigation and improve resilience.
1. Maximize the coverage of the U.S. population that has a localized, risk-informed mitigation plan developed through partnerships across the entire community.	
Risk and Disaster Resilience Assessment	Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.
1. Ensure that states, territories, and the top 100 Metropolitan Statistical Areas (MSAs) complete a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human-caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests.	
Threats and Hazard Identification	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.

1. Identify the threats and hazards within and across the states, territories, and the top 100 MSAs, in collaboration with the whole community, against a national standard based on sound science.

For additional details on the NPG, please refer to http://www.fema.gov/pdf/prepared/npg.pdf.

II. Funding Information

Award Amounts, Important Dates, and Extensions:

Available Funding for the FOA:	At least $19,542,400
Projected Award Start Date(s):	Regionally defined
Projected Award End Date(s):	Regionally defined
Period of Performance:	The period of performance and the award dates will be set by the Regional office and will be listed in the award package.

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

☒ Yes ☐ No

Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications as to why an extension is required. All extension requests must address:

- Reason for delay;
- Current status of the activity/activities;
- Approved period of performance termination date and new project completion date;
- Remaining available funds, both Federal and non-Federal;
- Budget outlining how remaining Federal and non-Federal funds will be expended;
- Plan for completion including milestones and timeframe for achieving each milestone and the position/person responsible for implementing the plan for completion; and
- Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

III. Eligibility Information

States (including Universities), federally recognized Tribal Nations, regional, and local

government organizations are eligible to apply for FY 2012 funds. Additionally, FEMA HQ-approved non-profit associations are eligible to apply for FY 2012 funds.

CTP partnerships are established based on the following criteria:

- The grantee 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 grantee must have the demonstrated capability and capacity to perform, implement, or contract the activities for which it is applying. This demonstrated ability may be indicated through (but not limited to) a FEMA Regional Office review of both the map products previously prepared by the grantee and the existing processes or systems the grantee intends to use for program-related activities. If the work for any portion of an 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 product(s) 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.
- The grantee must have the ability to achieve the CTP Program performance metrics and must provide timely and accurate reports to FEMA documenting performance and achievements.
- The grantee must perform work in the Mapping Information Platform (MIP) and update the activities within the MIP every 30 days in the Studies workflow and more frequently within the Revisions Workflow. Where the activities are not within MIP workflow, the grantee is expected to set cost and performance schedules with the FEMA Regional Office.
- The grantee must be able to meet performance metrics as defined in Section VI of this document.
- The grantee must participate in the NFIP and be in good standing in the program as determined by the FEMA Regional Office, or be a State (including Universities) or regional agency that serves communities or Tribal Nations that participate in the NFIP and are considered to be in good standing. A potential partner may also be a FEMA Headquarters approved national non-profit association whose mission supports the NFIP nation-wide.

The CTP Program provides resources that enable States (including Universities), Tribal National, regional and local government organizations, and non-profit organizations to support and sustain themselves against future events (natural hazards).

IV. Funding Restrictions

Restrictions on Use of Award Funds:

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, any other government entity, or for any litigation purposes.
Pre-award costs are allowable only with the written consent of FEMA HQ and they must be expressly 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.

Allowable costs are determined by reference to the applicable Office of Management and Budget regulations: 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87); 2 CFR Part 230, Cost Principles for Nonprofit Organizations (OMB Circular A-122); or 2 CFR Part 220, Cost Principles for Education Institutions (OMB Circular A-21). Generally, allowable costs include salaries, equipment, supplies, travel, and training, as long as these are — necessary and reasonable.

V. Application Review and Selection Information

Application Review Information:

As the CTP and FEMA identify specific tasks to undertake, the Mapping Activity Statement (MAS) or scope of work will be developed to define the project scope, the roles and responsibilities of all CTP and, if applicable, FEMA contractors involved in a particular project. Developing the scope agreements will be a collaborative effort that defines where both the CTP and FEMA will contribute data and units of work to maximize the extent, accuracy, and usability of flood hazard studies and/or activities to best meet Federal, State, Tribal and local needs, while minimizing costs for all parties. The respective FEMA Regional or HQ office will be responsible for selecting projects for grant awards.

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.

Application Selection Process:

Throughout the project and at the end of the period of performance for each MAS or 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 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 and other programs conducted with and by FEMA;
- Adherence to standards for timeliness and completeness of reports and map products submitted to the FEMA Regional Office;
- Adherence to performance metrics;
- Demonstrated quality of product(s) submitted to the FEMA Regional Office; and
- Ability to cooperate and coordinate with the staff of the following organizations during all phases of the activities as needed: the FEMA Regional Office; Risk Analysis Division of FIMA in the FEMA Headquarters Office in Washington, DC; and designated FEMA contractors.

Upon an evaluation by FEMA, a partner can be classified as 'high risk' as defined in 44 CFR 13.12(a). Such a classification must include in future awards, special conditions or restrictions. As defined in 44 CFR 13.12(b), these special conditions or restrictions can include:

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

Notification of these special conditions or restrictions must be communicated to the grant recipient as outlined in 44 CFR 13.12(c).

Individual CTP activities will be funded based on FEMA's priority of mapping needs, the availability of FEMA funds, the capabilities and past work with CTPs, and the resources contributed by the CTP. FEMA will highly prioritize projects based on CTP contributions to the flood mapping process. **It must be noted that funding is not guaranteed to new or existing applicants.**

VI. Post-Selection and Pre-Award Guidelines

Notice of Award:

FEMA will provide an award package to the Applicant for successful applications. Sub-applicants will receive notice of award from the applicant. Award packages include an award letter, FEMA Form 76-10A, and Articles of Agreement, which must be signed by the Applicant and returned to FEMA for approval before funds can be obligated.

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 as described in the CFO Financial Management Policy Manual, Chapter 6, Part 6.1.1, Appendix A, located at http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf.

The grantee and any subgrantee(s) must, in addition to the assurances made as part of the application, comply and require each subgrantee, if any, through its sub-agreements, to comply with all applicable statutes, regulations, executive orders, OMB Circulars, terms and conditions of the award.

Federal Financial Report (FFR) – required quarterly. Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425), which replaced the SF-269 and SF-272, which is due within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, the FFR is due no later than April 30). 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. Please note that PARS contains edits that will prevent access to funds if reporting requirements are not met on a timely basis.

FFRs must be filed electronically through PARS. **FFRs must be filed according to the process and schedule below:**

Reporting periods and due dates:

- October 1 – December 31; *Due January 30*
- January 1 – March 31; *Due April 30*
- April 1 – June 30; *Due July 30*
- July 1 – September 30; *Due October 30*

Programmatic Reporting Requirements:

Reporting requirements must be met throughout the life of the grant (refer to the program

guidance and the special conditions found in the award package for a full explanation of these requirements). Any reports or documents prepared as a result of this grant shall be in compliance with Federal “plain English” policies, directives, etc. Please note that PARS contains edits that will prevent access to funds if reporting requirements are not met on a timely basis.

Annual Progress Reports. CTPs must report the progress of activities identified in the approved Mapping Activity Statement (MAS)(s) or scope of work statements. If the cooperative agreement is funded for multiple years, progress must be reported for the activities approved and funded for each fiscal year (FY) the award was funded through.

CTPs must also meet certain performance standards based on the anticipated and actual cost and schedule of a particular project, as documented in the MAS or scope of work statement. The MIP was developed in part to track the earned value of mapping projects which represents the performance standards a recipient must adhere to. 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 by the FEMA Regional Office and the CTP.

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 CTP for each task, is compared to the baseline established for those tasks. This information is rolled up on a project level basis and monitored by the FEMA Regional Office to assess progress and earned value.

The Cost Performance Index (CPI) and the Schedule Performance Index (SPI) in the MIP must be used to monitor partner performance and to determine future funding eligibility. Recipients must adhere to the performance requirements by maintaining a .92 score for both CPI and SPI. The CTP is required to report on the earned value of projects that are in the MIP on a quarterly basis and must give explanations for variances outside of the tolerance defined above. FEMA Regional Offices must implement a Corrective Action Plan (CAP) when a CTP partner is outside of the tolerance. A CAP must define the reason for the variance and the intended resolution. FEMA Regional Offices must coordinate with FEMA Headquarters when CAPs are developed.

As Program Management tasks and those conducted by non-profit associations are not conducted in the MIP, cost and schedule performance measures must be defined and documented in the MAS or scope of work statement. These measures must be used to monitor partner performance and to determine future funding eligibility. This exception only applies to tasks not in the MIP.

Additionally, cost information is not available within the MIP for activities within the

Revisions workflow. However, schedule information in the form of reports showing case status and other performance requirements is available. For partners participating in the LOMR Delegation activity, status reports must be submitted on a monthly basis, at a minimum. Standard financial reporting is still required.

Monitoring. Grant recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring will be accomplished through a combination of desk-based reviews and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, performance and administrative issues relative to each program and will identify areas where technical assistance and other support may be needed.

The recipient is responsible for monitoring award activities, to include sub-awards, to provide reasonable assurance that the Federal award is administered in compliance with requirements. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, and refunding expenditures disallowed by audits.

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.

Required submissions: (1) final SF-425, due 90 days from end of grant period; and (2) final progress report, due 90 days from the end of the grant period.

VII. DHS FEMA Contact Information

Contact and Resource Information:

CTP Regional Coordinators	CTP Regional Coordinators

Region I David Mendelsohn 99 High Street, 6th Floor Boston, MA 02110 Telephone: (617) 832-4713 E-mail: David.Mendelsohn@dhs.gov	**Region II** Adie Koby 26 Federal Plaza, Room 1337 New York, NY 10278 Telephone: (212) 680-3629 E-mail: Adie.Koby@dhs.gov
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	**Region IV** Laura Algeo 3003 Chamblee Tucker Road Atlanta, GA 30341 Telephone: (770) 220-5515 E-mail: Laura.Algeo@dhs.gov Kristen Martinenza Telephone: (770) 220-3174 E-mail: Kristen.Martinenza@dhs.gov
Region V Ken Hinterlong 536 South Clark Street, 6th Floor Chicago, IL 60605 Telephone: (312) 408-5529 E-mail: Ken.Hinterlong@dhs.gov Michael J. Hanke, Civil Engineer Telephone: (312) 408-5364 E-mail: Mike.Hanke@dhs.gov Suzanne Vermeer Telephone: (312) 408-5245 E-mail: Suzanne.Vermeer@dhs.gov	**Region VI** Tom Pickering Federal Regional Center, 800 North Loop 288, Room 206 Denton, TX 76210-3698 Telephone: (940) 383-7210 E-mail: Thomas.Pickering@dhs.gov
Region VII Bob Franke 9221 Ward Parkway, Suite 300 Kansas City, MO 64114 Telephone: (816) 283-7073 E-mail: Bob.Franke@dhs.gov	**Region VIII** Dawn Gladwell Denver Federal Center, Bldg. 710, Box 25267 Denver, CO 80225-0267 Telephone: (303) 235-4718 E-mail: Dawn.Gladwell@dhs.gov
Region IX Eric Simmons **(Portions of Northern California, Nevada, Hawaii, American Samoa, Guam and Northern Marianna Islands)** 1111 Broadway, Suite 1200 Oakland, CA 94607 Telephone: (510) 627-7029 E-mail: Eric.Simmons@dhs.gov Ed Curtis **(Arizona and Southern California)** Telephone: (510) 627-7207 E-mail: Edward.Curtis@dhs.gov Kathy Schaefer **(Portions of Northern and**	**Region X** Ryan Ike Federal Regional Center, 130 228th Street SW Bothell, WA 98021-9796 Telephone: (425) 487-4767 E-mail: Ryan.Ike@dhs.gov **HQ** Beth Norton 1800 South Bell Street Arlington, VA 20598-3030 Telephone: (202) 646-2716 E-mail: Beth.Norton@dhs.gov

Central California) Telephone: (510) 627-7129 E-mail: Kathleen.Schaefer@dhs.gov	Erin Cobb Telephone: (202) 646-3798 E-mail: Erin.Cobb@dhs.gov

VIII. Other Critical Information

Additional Information:

See Executive Summary

IX. How to Apply

Address to Request Application Package: FEMA makes all funding opportunities available 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."

Content and Form of Application:

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

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

   - 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 "Cooperating Technical Partners (CTP) Program." The CFDA number is **97.045.**

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 *http://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**.**

Valid CCR: The application process also involves an updated and current registration by the applicant, which must be confirmed at *http://www.ccr.gov*.

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

- Agreements
  - Partnership Agreement
  - Mapping Activity Statements (MAS)
    - Flood Study MAS
    - Program Management MAS
    - Letter of Map Revision (LOMR) MAS
    - Non-profit Association scope of work statements
  - Cooperative agreement

Each CTP will enter into a Partnership Agreement with the appropriate FEMA Regional Office. The Partnership Agreement need only be signed once, but an updated agreement can be signed between the CTP and the FEMA Regional Office should this be needed.

The Partnership Agreement recognizes the fundamental importance of flood hazard identification in the successful reduction of future flood losses and the CTP 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 used as a supplement to the Partnership Agreement and 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. An example of the national MAS templates may be viewed or downloaded from the FEMA web site at http://www.fema.gov/plan/prevent/fhm/ctp_info.shtm. The CTP must work directly with their FEMA Regional Office when developing an MAS and must ensure that any regional modifications to the national template are used.

For non-profit associations, a scope of work statement is required. There is not a specific format for this statement but it must include the proposed activities with scope and cost included; the cost and schedule performance baselines; and a statement of benefit to FEMA and its programs. The Executive Summary provides more information on non-profit associations.

FEMA periodically offers training courses for new and existing CTPs and participation in at least one of these training courses is the first step to becoming a CTP. Interested parties should contact their FEMA Regional Office for training dates and information. Once training has been received, the potential partner must request approval to participate from the FEMA Regional Office. This request should outline the capabilities of the potential partner; the benefit to FEMA, the potential partner, and various stakeholders; the activities the potential partner wishes to perform; and the available leverage or partner contributions. While financial matching is not required, prioritization will be given to those partners who can demonstrate leverage or contributions as described in the Executive Summary of this document. The FEMA Regional Office will review the submitted participation request and determine whether or not to go forward with the partnership. Requests will be reviewed based on potential partner capability, capacity, and experience with earned value management systems and well as experience with performing and/or managing the specific activities that are within the request.

If the request is denied, the potential partner may resubmit the request once improvements are made. If the request is approved, the CTP and the FEMA Regional Office will sign the Partnership Agreement and may ultimately sign an MAS. Each project documented in an MAS will be monitored and the FEMA Regional Office will determine whether or not future awards will be made. New CTPs may see a gradual increase in work over time depending on the application that was submitted, capabilities and past performance.

The LOMR MAS (previously known as the LOMC MAS) agreement is a version of the MAS that allows a CTP to be delegated the ownership of LOMR processing for the partner's jurisdiction. This only includes LOMRs and Conditional Letters of Map Revision (CLOMRs). While the project is still under development for national use and is

still being referred to as a pilot project, FEMA may consider expanding the project further. See the Executive Summary for further information.

X. Application and Submission Information

1. Applicants will obtain FOA Overviews and Full Announcement information from the Grants.gov website where the full FOA is posted.

2. For a hardcopy of the full announcement, please email or call a request to: FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

3. The following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: _____

4. Applications will be processed and accepted through the Grants.gov website.

CTPs wishing to enter into an MAS must always work with their respective FEMA Regional or HQ office to develop the MAS and to ensure that any regionally customized MAS templates are utilized. Applicants should refer to the appropriate CFDA notice and Grants.gov for submission dates and work with FEMA closely.

CTP recipients of awards may use contractors for FEMA-funded activities, but must comply with the requirements of 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. 44 CFR 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. Additionally, contractors must not pose a conflict of interest issue.

If requested by the CTP, 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 13.36. All work must meet the requirements as defined by FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners*. The Guidelines can be found at http://www.fema.gov/plan/prevent/fhm/gs_main.shtm.

Appendix A – Additional Information

A. 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 the FEMA Map Information Exchange (FMIX) at 1-877-FEMA MAP (1-877-336-2627). Available information includes:
  - Copies of FEMA-issued Letters of Map Change
  - Engineering and mapping Flood Insurance Study backup data
  - FEMA's rule-based engineering software packages
- 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.