



U.S. DEPARTMENT OF HOMELAND SECURITY

FISCAL YEAR 2010

COOPERATING TECHNICAL PARTNERS (CTP)
PROGRAM

GUIDANCE AND APPLICATION KIT

MARCH 2010



U.S. DEPARTMENT OF HOMELAND SECURITY

Title of Opportunity: Cooperating Technical Partners Program

Regional Funding Opportunity Number:

Grant Program Name	Opportunity Number
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Cooperating Technical Partners Program – Region II	DHS-10-MT-045-002-01
Cooperating Technical Partners Program – Region III	DHS-10-MT-045-003-01
Cooperating Technical Partners Program – Region IV	DHS-10-MT-045-004-01
Cooperating Technical Partners Program – Region V	DHS-10-MT-045-005-01
Cooperating Technical Partners Program – Region VI	DHS-10-MT-045-006-01
Cooperating Technical Partners Program – Region VII	DHS-10-MT-045-007-01
Cooperating Technical Partners Program – Region VIII	DHS-10-MT-045-008-01
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CONTENTS

Contents	1
Part I. FUNDING OPPORTUNITY DESCRIPTION	2
Part II. AWARD INFORMATION	3
Part III. ELIGIBILITY INFORMATION	4
A. Eligible Applicants	4
B. Cost Sharing	5
C. Other	5
Part IV. APPLICATION AND SUBMISSION INFORMATION	7
A. Address to Request Application Package	7
B. Content and Form of Application	7
C. Submission Dates and Times	10
D. Intergovernmental Review	10
E. Funding Restrictions	10
F. Other Submission Requirements	11
Part V. APPLICATION REVIEW INFORMATION	12
A. Review Criteria	12
B. Review and Selection Process	13
C. Anticipated Announcement and Award Dates	13
Part VI. AWARD ADMINISTRATION INFORMATION	14
A. Notice of Award	14
B. Administrative and National Policy Requirements	14
C. Reporting Requirements	22
Part VII. FEMA CONTACTS	26
Part VIII. OTHER INFORMATION	28
A. Activities	28
B. Additional FEMA Assistance	32

PART I.

FUNDING OPPORTUNITY DESCRIPTION

The purpose of the CTP Program is to provide, through a Cooperative Agreement, funds to ensure that CTP can perform program management and technical mapping-related activities. The activities identified in tables 2 and 3 are those that are eligible for funding from FEMA under the CTP Program.

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

- The data used for local permitting and planning will also be 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.
- For participating in the CTP Program, community partners will receive Community Rating System (CRS) credits, which may lead to discounted flood insurance premiums for property owners. (Additional information on the CRS, including the points needed for each CRS class and the associated premium discount, is available on the FEMA web site at [://www.fema.gov/business/nfip/crs.shtm](http://www.fema.gov/business/nfip/crs.shtm).)

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

- Recognize the contributions made by FEMA's State (including Universities), Tribal, regional, and local partners by providing timely and accurate flood hazard information.
- Maximize the use of partner contributions as a means of leveraging limited public funds to the fullest extent while maintaining essential NFIP standards.
- Provide training and technical assistance to the partners when appropriate.
- Facilitate mentoring to increase capability for both existing and potential partners.

Funding priorities include:

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

PART II.

AWARD INFORMATION

Authorizing Statutes

Housing and Urban Development Act of 1968, also known as National Flood Insurance Act of 1968, as amended, 42 U.S.C. 4101; the Housing and Urban Development Act of 1969; the Flood Disaster Protection Act of 1973, as amended; and National Flood Insurance Reform Act of 1994.

Period of Performance

The period of performance of this grant is set by the FEMA Regional offices. 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.

Available Funding

In FY 2010, the total amount of funds distributed under this grant will be \$44,000,000. FY 2010 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 cost share 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 also will vary. 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. Likewise, FEMA Headquarters (HQ) will determine the amount of money used 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. In such instances, the FEMA Regional Office may allocate up to 10 percent of the project's total estimated funding to the CTP to develop a project scope and MAS. 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.

PART III.

ELIGIBILITY INFORMATION

A. Eligible Applicants

All States, federally recognized Tribal Nations, communities, universities, regional governments and territories are eligible to apply for FY 2010 funds. Additionally, FEMA HQ approved non-profit associations are eligible to apply for FY 2010 funds.

Additional Information

CTP partnerships are established based on the following criteria:

- The potential partner must have existing processes and/or systems in place to support mapping or data collection activities that contribute to flood hazard identification. Non-Federal funding must support these processes and/or systems.
- The potential partner must have the 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 partner and the existing processes or systems the partner intends to use for program-related activities.
- The potential partner 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 potential partner 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, partners are expected to set cost and performance schedules with the FEMA Regional Office.
- The potential partner must be able to meet performance metrics as defined in Part VI, B.
- The potential partner must be a community or Tribal Nation that participates in the NFIP and is 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 that participate in the NFIP and are considered to be in good standing. In lieu of being a Tribal Nation, State or regional agency, or community the potential partner may be a FEMA Headquarters approved national non-profit association whose mission supports the NFIP.
- For eligibility criteria for non-profit associations, see Part VIII, A, 4 of this document.

B. Cost Sharing

Though there is not a financial matching requirement under the CTP Program except as potentially defined by appropriations language, the potential partner should demonstrate its ability to leverage funding received from FEMA. CTP that offer significant funding matches will be given priority in allocating funding. Unless defined in appropriations language, any matching funds, required or not, can be in the form of in-kind contributions and/or contributions of specified technical mapping activities or data. Specifically, in-kind contributions should be in the form of direct partner effort associated with completing the scope of the MAS and not program management activities as these are usually funded under the CTP Program Management activity already. Equipment is not an eligible form of matching funds.

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.

C. Other

The recipient of a cooperative agreement must have in-house staff capabilities in the appropriate area for the activity approved in the award. 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.

Recipients are required to comply with certain performance requirements as stated in Part VI, C, 2 of this document. Should a recipient have a history of poor performance, FEMA HQ or the Regional Office responsible for the award has the discretion to not provide future funding to the recipient until resolution of the performance issues. The responsible FEMA office must document poor performance and resolutions through Corrective Action Plans.

National Incident Management System Implementation Compliance

In accordance with Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the adoption of the National Incident Management System (NIMS) is a requirement to receive Federal assistance, through grants, contracts, and other activities. The NIMS provides a consistent nationwide template to enable all levels of government, tribal nations, nongovernmental organizations, and private sector partners to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.

Federal FY 2009 NIMS implementation must be considered prior to allocation of any Federal awards in FY 2010. The primary grantee/administrator of FY 2010 Cooperating

Technical Partners award funds is responsible for determining if sub-awardees have demonstrated sufficient progress in NIMS implementation to disburse awards.

PART IV.
APPLICATION AND SUBMISSION
INFORMATION

A. Address to Request Application Package

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

Application forms and instructions are available at Grants.gov. To access these materials, go to [://www.grants.gov](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.”

B. Content and Form of Application

- 1. Application via [.grants.gov](http://www.grants.gov).** All applicants must file their applications using the Administration’s common electronic “storefront” - [.grants.gov](http://www.grants.gov). Eligible grantees must apply for funding through this portal, accessible on the Internet at [.grants.gov](http://www.grants.gov).

The application must be completed and submitted using [.grants.gov](http://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 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 Catalog of Federal Domestic Assistance (CFDA) is “*Cooperating Technical Partners Grant 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 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 [://www.ccr.gov](http://www.ccr.gov).

4. Program Specific Narrative or Workplan

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

- Agreements
 - Partnership Agreement
 - Mapping Activity Statement (MAS)/Non-profit Association scope of work statements
 - Letter of Map Revision (LOMR) MAS
 - Cooperative agreement
- Required standard forms
 - Federal Financial Report (FFR) - SF-425

Each CTP will enter into a Partnership Agreement with the appropriate FEMA Regional Office. The Partnership Agreement is a broad statement of principle, emphasizing the value of the NFIP's three components of insurance, floodplain management, and mapping. The Partnership Agreement 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 [://www.fema.gov/plan/prevent/fhm/ctp_info.shtm](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 template may be viewed or downloaded from the FEMA web site at [://www.fema.gov/plan/prevent/fhm/ctp_info.shtm](http://www.fema.gov/plan/prevent/fhm/ctp_info.shtm). CTP must work directly with their FEMA Regional Office when developing a 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. Refer to Part VIII, A, 4 of this document for more information on non-profit associations.

Required standard forms should be completely filled out and submitted through Grants.gov with the appropriate document(s) and cooperative agreement.

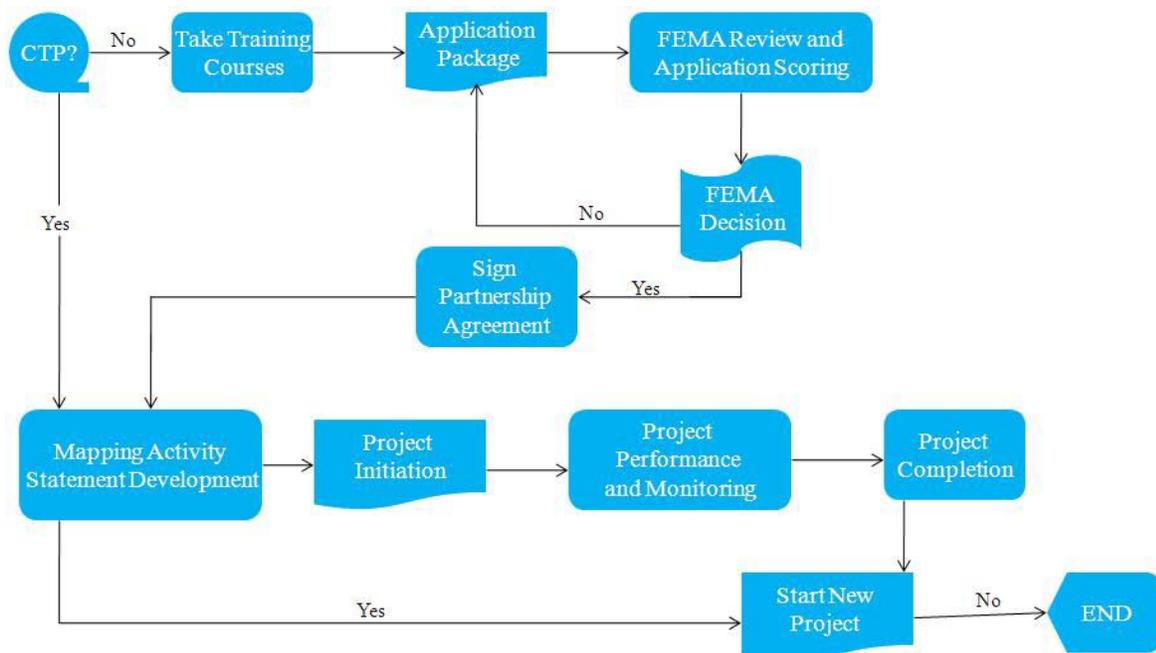


Figure 2-1. Potential CTP Partner Application Process.

Figure 2-1 defines the application process that new potential partners must go through in order to be considered for eligibility within the CTP Program for all activities within the program. 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.

Additionally, FEMA Regional Offices can provide new training to potential partners in order to inform them about the CTP Program and any regional specific issues. Once training has been received, the potential partner must create an application package for submittal to the appropriate FEMA Regional Office. This application 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 cost share. While a cost share is not required (except as potentially defined by appropriations language), prioritization will be given to those partners who can demonstrate future cost share as defined in Part III, B of this document. The FEMA Regional Office will review the submitted application and determine whether or not to go forward with the partnership. Applications 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 application.

If the application is denied, the potential partner may resubmit the application once improvements are made. If the application is approved, the CTP and the FEMA Regional Office will sign the Partnership Agreement and may ultimately sign a MAS. Each project documented in a MAS will be monitored and the FEMA Regional Office will determine whether or not future awards will be made. New CTP 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 Part VIII, A, 3 of this document for further information.

C. Submission Dates and Times

CTP wishing to enter into a 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.

D. Intergovernmental Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact their State SPOC to determine if the program has been selected for State review. Executive Order 12372 can be referenced at [://www.archives.gov/federal-register/codification/executive-order/12372.html](http://www.archives.gov/federal-register/codification/executive-order/12372.html). The names and addresses of the SPOCs are listed on OMB's home page available at: [://www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html).

E. Funding 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 FEMA HQ 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.

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.”

F. Other Submission Requirements

CTP recipients of awards may use contractors for FEMA-funded activities, but must comply with the requirements listed under 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. 44 CFR 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 [://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html](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 [://www.fema.gov/plan/prevent/fhm/guidelines_main.shtm](http://www.fema.gov/plan/prevent/fhm/guidelines_main.shtm).

PART V.

APPLICATION REVIEW INFORMATION

A. Review Criteria

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
- 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 the Mitigation Directorate 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 as described Part III, B of this document. While multiple kinds of contributions are acceptable, those in the form of data or monetary resources will be more highly valued than in-kind contributions such as staff time and management. Specifically, in-kind contributions should be in the form of direct partner effort associated with completing the scope of the MAS and not program management activities as these are usually funded under the CTP Program Management activity already. **It must be noted that funding is not guaranteed to new or existing applicants.**

B. Review and Selection Process

As the CTP and FEMA identify specific tasks to undertake, the MAS (including the LOMR 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 M&A costs.

C. Anticipated Announcement and Award Dates

Please consult the appropriate FEMA Regional or HQ office for specific dates.

PART VI.

AWARD ADMINISTRATION INFORMATION

A. Notice of Award

1. FEMA will provide an award package to the Applicant for successful subapplications. Subapplicants 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.

The period of performance will be set by the FEMA Regional Office 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. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications why an extension is required. All extension requests must be submitted to FEMA at least 60 days prior to the end of the period of performance and 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.

B. Administrative and National Policy Requirements

The recipient and any sub-recipient(s) must, in addition to the assurances made as part of the application, comply and require each of its subcontractors employed in the completion of the project to comply with all applicable statutes, regulations, executive orders, OMB circulars, terms and conditions of the award, and the approved application.

Specifically, technical mapping work funded under CTP awards must comply with all applicable standards and guidelines in addition to the requirements stated in this guidance document. FEMA's Guidelines and Specifications for Flood Hazard Mapping

Partners and the Procedure Memorandums issued to supplement them are specifically required for Technical Mapping Activities.

1. Standard Financial Requirements. The grantee and any subgrantee(s) shall comply with all applicable laws and regulations. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:

1.1 – Administrative Requirements.

- 44 CFR Part 13, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*
- 2 CFR Part 215, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations* (formerly OMB Circular A-110)

1.2 – Cost Principles.

- 2 CFR Part 225, *Cost Principles for State, Local, and Indian tribal Governments* (OMB Circular A-87)
- 2 CFR Part 220, *Cost Principles for Educational Institutions* (OMB Circular A-21)
- 2 CFR Part 230, *Cost Principles for Non-Profit Organizations* (OMB Circular A-122)
- 48 CFR 31.2 Federal Acquisitions Regulations (FAR), *Contracts with Commercial Organizations*

1.3 – Audit Requirements.

- OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*

1.4 – Duplication of Benefits. There may not be a duplication of any Federal assistance by governmental entities, per 2 CFR Part 225, Basic Guidelines Section C.3 (c), which states: Any cost allocable to a particular Federal award or cost objective under the principles provided for in this Authority may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by law or terms of the Federal awards, or for other reasons. However, this prohibition would not preclude governmental units from shifting costs that are allowable under two or more awards in accordance with existing program agreements. Non-governmental entities are also subject to this prohibition per 2 CFR Parts 220 and 230 and 48 CFR 31.2.

2. Payment. DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form, found at [://www.fms.treas.gov/eft/1199a.pdf](http://www.fms.treas.gov/eft/1199a.pdf).

- FEMA utilizes The Department of Health and Human Services, Division of Payment Management, Payment Management System, SmartLink to transfer funds between FEMA and Grantees.

2.1 – Advance Payment. In accordance with Treasury regulations at 31 CFR Part 205, the Recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds (See 44 CFR Part 13.21(i)) regarding payment of interest earned on advances. In order to request an advance, the Recipient must maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds from DHS and expenditure and disbursement by the Recipient. When these requirements are not met, the Recipient will be required to be on a reimbursement for costs incurred method.

NOTE: FUNDS WILL NOT BE AUTOMATICALLY TRANSFERRED UPON ISSUANCE OF THE GRANT. GRANTEEES MUST SUBMIT A REQUEST FOR ADVANCE/REIMBURSEMENT IN ORDER FOR THE FUNDS TO BE TRANSFERRED TO THE GRANTEE’S ACCOUNT.

- 3. Non-supplanting Requirement.** Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or grantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

4. Technology Requirements.

4.1 – Geospatial Guidance. Geospatial technologies capture, store, analyze, transmit, and/or display location-based information (i.e., information that can be linked to a latitude and longitude). FEMA encourages grantees to align any geospatial activities with the guidance available on the FEMA website at [://www.fema.gov/grants](http://www.fema.gov/grants). At this time, FEMA ensures that these requirements are fulfilled through implementation procedures associated with the Technical Mapping Activities.

5. Administrative Requirements.

5.1 – Freedom of Information Act (FOIA). FEMA recognizes that much of the information submitted in the course of applying for funding under this program or provided in the course of its grant management activities may be considered law enforcement sensitive or otherwise important to national security interests. While this information under Federal control is subject to requests made pursuant to the *Freedom of Information Act* (FOIA), 5 U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the FEMA FOIA Office, and may likely fall within one or more of the available exemptions under the Act. The applicant is encouraged to consult its own State

and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. The grantee should be familiar with the regulations governing Sensitive Security Information (49 CFR Part 1520), as it may provide additional protection to certain classes of homeland security information.

5.2 – Protected Critical Infrastructure Information (PCII). The PCII Program, established pursuant to the *Critical Infrastructure Act of 2002* (Public Law 107-296) (CII Act), created a framework which enables members of the private sector, States, local jurisdictions, and tribal nations to voluntarily submit sensitive information regarding critical infrastructure to DHS. The Act provides statutory protection from public disclosure and civil litigation for CII that is validated as PCII. When validated as PCII, the information can only be shared with Government employees who complete the training requirement, who have homeland security duties, and a need to know.

PCII accreditation is a formal recognition that the covered government entity has the capacity and capability to receive and store PCII appropriately. DHS encourages all States, local jurisdictions, and tribal nations to pursue PCII accreditation to cover their government agencies. Accreditation activities include signing a memorandum of agreement (MOA) with DHS, appointing a PCII Officer and developing a standard operating procedure for handling PCII. For additional information about PCII or the accreditation process, please contact the DHS PCII Program Office at [-info@dhs.gov](mailto:info@dhs.gov).

5.3 – Compliance with Federal civil rights laws and regulations. The grantee is required to comply with Federal civil rights laws and regulations. Specifically, the grantee is required to provide assurances as a condition for receipt of Federal funds that its programs and activities comply with the following:

- *Title VI of the Civil Rights Act of 1964*, as amended, 42 U.S.C. §2000 et seq. – Provides that no person on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with Limited English Proficiency (LEP). (42 U.S.C. §2000d et seq.)
- *Title IX of the Education Amendments of 1972*, as amended, 20 U.S.C. §1681 et seq. – Provides that no person, *on the basis of sex*, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.
- *Section 504 of the Rehabilitation Act of 1973*, as amended, 29 U.S.C. §794 – Provides that no otherwise qualified individual with a disability in

the United States, shall, *solely* by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or subject to discrimination in any program or activity receiving Federal financial assistance.

- *The Age Discrimination Act of 1975*, as amended, 20 U.S.C. §6101 et seq. – Provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

Grantees must comply with all regulations, guidelines, and standards adopted under the above statutes. The grantee is also required to submit information, as required, to the DHS Office for Civil Rights and Civil Liberties concerning its compliance with these laws and their implementing regulations.

5.4 – Services to Limited English Proficient (LEP) persons. Recipients of FEMA financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, natural origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The grantee is encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, see [://www.lep.gov](http://www.lep.gov).

5.5 – Certifications and Assurances. Certifications and assurances regarding the following apply:

- *Lobbying*. 31 U.S.C. §1352, *Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions*. – Prohibits the use of Federal funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. FEMA and DHS have codified restrictions upon lobbying at 44 CFR Part 18 and 6 CFR Part 9. (Refer to form included in application package.)
- *Drug-free Workplace Act*, as amended, 41 U.S.C. §701 et seq. – Requires the recipient to publish a statement about its drug-free workplace program

and give a copy of the statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out. Also, place(s) where work is being performed under the award (i.e., street address, city, state and zip code) must be maintained on file. The recipient must notify the Grants Officer of any employee convicted of a violation of a criminal drug statute that occurs in the workplace. For additional information, see 44 CFR Part 17.

- *Debarment and Suspension.* – Executive Orders 12549 and 12689 provide protection from fraud, waste, and abuse by debarment or suspending those persons that deal in an irresponsible manner with the Federal government. The recipient must certify that they are not debarred or suspended from receiving Federal assistance. For additional information, see 2 CFR Part 3000.
- *Federal Debt Status.* – The recipient may not be delinquent in the repayment of any Federal debt. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129) (Refer to SF-424, item number 17.)
- *Hotel and Motel Fire Safety Act of 1990.* – In accordance with section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. §2225a, the recipient agrees to ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds, complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, 15 U.S.C. §2225.

Grantees must comply with all regulations, guidelines, and standards adopted under the above statutes.

5.6 – FEMA Publications Statement. Applicants are advised that all publications created with funding under any grant award shall prominently contain the following statement: "This document was prepared under a grant from the Federal Emergency Management Agency (FEMA) within the U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA or the U.S. Department of Homeland Security."

5.7 – National Preparedness Reporting Compliance. *The Government Performance and Results Act of 1993* (Public Law 103-62) (GPRA) requires that the Department collect and report performance information on all programs. For grant programs, the prioritized Investment Justifications and their associated milestones provide an important tool for assessing grant performance and complying with these national preparedness reporting requirements. FEMA will

work with grantees to develop tools and processes to support this requirement. FEMA anticipates using this information to inform future-year grant program funding decisions. Award recipients must agree to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within their grant agreement. This includes any assessments, audits, or investigations conducted by the Department of Homeland Security, Office of the Inspector General, or the Government Accountability Office.

5.8 – Integrating individuals with disabilities into emergency planning.

Section 504 of the *Rehabilitation Act of 1973*, as amended, prohibits discrimination against people with disabilities in all aspects of emergency mitigation, planning, response, and recovery by entities receiving financial funding from FEMA. In addition, Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness* signed in July 2004, requires the Federal government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. Executive Order 13347 requires the Federal government to encourage consideration of the needs of individuals with disabilities served by State, local, and tribal governments in emergency preparedness planning.

5.9 – Environmental Planning and Historic Preservation Compliance. FEMA is required to consider the potential impacts to the human and natural environment of projects proposed for FEMA grant funding. FEMA, through its Environmental Planning and Historic Preservation (EHP) Program, engages in a review process to ensure that FEMA-funded activities comply with various Federal laws including: *National Environmental Policy Act*, *National Historic Preservation Act*, *Endangered Species Act*, the *Clean Water Act*, and Executive Orders on Floodplains (11988), Wetlands (11990), Environmental Justice (12898). The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to low-income and minority populations.

The grantee shall provide all relevant information to FEMA to ensure compliance with applicable Federal EHP requirements. Any project with the potential to impact natural or biological resources or historic properties cannot be initiated until FEMA has completed the required EHP review. In addition to a detailed project description that describes what is to be done with the grant funds, how it will be done, and where it will be done, grantees shall provide detailed information about the project (where applicable), including, but not limited to, the following:

- Project location (i.e., exact street address or map coordinates)
- Total extent of ground disturbance and vegetation clearing

- Extent of modification of existing structures
- Construction equipment to be used, staging areas, etc.
- Year that any affected buildings or structures were built
- Natural, biological, and/or cultural resources present within the project area and vicinity, including wetlands, floodplains, geologic resources, threatened or endangered species, or National Register of Historic Places listed or eligible properties, etc.
- Visual documentation such as good quality, color and labeled site and facility photographs, project plans, aerial photos, maps, etc.
- Alternative ways considered to implement the project (not applicable to procurement of mobile and portable equipment)

For projects that have the potential to impact sensitive resources, FEMA must consult with other Federal, State, and tribal agencies such as the U.S. Fish and Wildlife Service, State Historic Preservation Offices, and the U.S. Army Corps of Engineers, as well as other agencies and organizations responsible for the protection and/or management of natural and cultural resources, including Federally-recognized Indian tribes, Tribal Historic Preservation Offices, and the Department of the Interior, Bureau of Indian Affairs. For projects with the potential to have adverse effects on the environment and/or historic properties, FEMA's EHP review process and consultation may result in a substantive agreement between the involved parties outlining how the grantee will avoid the effects, minimize the effects, or, if necessary, compensate for the effects. Grantees who are proposing communication tower projects are encouraged to complete their Federal Communications Commission (FCC) EHP process prior to preparing their EHP review materials for FEMA, and to include their FCC EHP materials with their submission to FEMA. Completing the FCC process first and submitting all relevant EHP documentation to FEMA will help expedite FEMA's review.

Because of the potential for adverse effects to EHP resources or public controversy, some projects may require an additional assessment or report, such as an Environmental Assessment, Biological Assessment, archaeological survey, cultural resources report, wetlands delineation, or other document, as well as a public comment period. Grantees are responsible for the preparation of such documents, as well as for the implementation of any treatment or mitigation measures identified during the EHP review that are necessary to address potential adverse impacts. Grantees may use grant funds toward the costs of preparing such documents. The use of grant funds for mitigation or treatment measures that are not typically allowable expenses will be considered on a case-by-case basis. Failure of the grantee to meet Federal, State, local and territorial EHP requirements, obtain required permits, and comply with any conditions that may be placed on the project as the result of FEMA's EHP review may jeopardize Federal funding.

Recipients shall not undertake any project without the prior approval of FEMA, and must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project description will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify their FEMA Program Office, and the appropriate State Historic Preservation Office. Any projects that have been initiated prior to approval will result in a non-compliance finding and will not be eligible for funding.

For more information on FEMA's EHP requirements, Grantees should refer to FEMA's Information Bulletin #329, *Environmental Planning and Historic Preservation Requirements for Grants*, available at <://ojp.usdoj.gov/odp/docs/info329.pdf>. Additional information and resources can also be found at <://www.fema.gov/plan/ehp/ehp-applicant-help.shtml>.

C. 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.

1. 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.

- FFRs must be filed electronically through SmartLink

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*

2. Program Reporting. CTP must report the progress of activities identified in the approved 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 FY 2010.

CTP 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 Headquarters must be coordinated with 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. Though, 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.

3. **Financial and Compliance Audit Report.** Recipients that expend \$500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO’s *Government Auditing Standards*, located at

[://www.gao.gov/govaud/ybk01.htm](http://www.gao.gov/govaud/ybk01.htm), and *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, located at

[://www.whitehouse.gov/omb/circulars/a133/a133.html](http://www.whitehouse.gov/omb/circulars/a133/a133.html). Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2010 CTP Program assistance for audit and examination purposes, provided that, in the opinion of the Secretary or the Comptroller, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller, through any authorized representative, access to, and the right to examine all records, books, papers or documents related to the grant.

The State shall require that sub-grantees comply with the audit requirements set forth in *OMB Circular A-133*. Recipients are responsible for ensuring that sub-recipient audit reports are received and for resolving any audit findings.

4. **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.

5. **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 drawdown but remain as unliquidated on grantee financial records.

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.

The final report shall also be submitted in both print and web publishing formats as outlined below:

Required submissions:

- The grantee notifies FEMA that the grant is ready for final closeout;
- Statement that the statement of work has been completed as approved;
- SF-425, Federal Financial Report (FFR);
- Final payment request, if applicable, or request for de-obligation of unused funds, if applicable;
- FEMA Form 20-18, Report on Government Property, if applicable;
- The grantee maintains the complete grant closeout records file for at least 3 years from the submission date of its single or last expenditure report in accordance with 44 CFR 13.42

PART VII.

FEMA CONTACTS

This section describes several resources that may help applicants in completing a FEMA grant application.

1. FEMA Regional and HQ Program Contacts

Table 1. CTP Regional Coordinators

CTP Regional Coordinators	CTP Regional Coordinators
<p>Region I David Mendelsohn 99 High Street, 6th Floor Boston, MA 02110 Telephone: (617) 832-4713 E-mail: David.Mendelsohn@dhs.gov</p>	<p>Region II Adie Koby 26 Federal Plaza, Room 1337 New York, NY 10278 Telephone: (212) 680-3629 E-mail: Adie.Koby@dhs.gov</p>
<p>Region III Nikki Roberts One Independence Mall, 615 Chestnut Street, 6th Floor Philadelphia, PA 19106-4404 Telephone: (215) 931-5575 E-mail: Nikki.Roberts@dhs.gov</p>	<p>Region IV Laura Algeo 3003 Chamblee Tucker Road Atlanta, GA 30341 Telephone: (770) 220-5515 E-mail: Laura.Algeo@dhs.gov</p> <p>Kristen Martinenza Telephone: (770) 220-3174 Kristen.Martinenza@dhs.gov</p>
<p>Region V Ken Hinterlong 536 South Clark Street, 6th Floor Chicago, IL 60605 Telephone: (312) 408-5529 E-mail: Ken.Hinterlong@dhs.gov</p> <p>Michael J. Hanke, Civil Engineer Telephone: (312) 408-5364 E-mail: Mike.Hanke@dhs.gov</p> <p>Suzanne Vermeer Telephone: (312) 408-5245 E-mail: Suzanne.Vermeer@dhs.gov</p>	<p>Region VI Gary Zimmerer (Arkansas and Louisiana) Federal Regional Center, 800 North Loop 288, Room 206 Denton, TX 76210-3698 Telephone: (940) 898-5161 E-mail: Gary.Zimmerer@dhs.gov</p> <p>Jim Orwat (New Mexico and Oklahoma) Telephone: (940) 898-5302 E-mail: James.Orwat@dhs.gov</p> <p>Jack Quarles (Texas) Telephone: (940) 898-5156 E-mail: Jack.Quarles@dhs.gov</p>

CTP Regional Coordinators	CTP Regional Coordinators
<p>Region VII Bob Franke 9221 Ward Parkway, Suite 300 Kansas City, MO 64114 Telephone: (816) 283-7073 E-mail: Bob.Franke@dhs.gov</p>	<p>Region VIII Nancy Steinberger, P.E. Denver Federal Center, Bldg. 710, Box 25267 Denver, CO 80225-0267 Telephone: (303) 235-4906 E-mail: Nancy.Steinberger@dhs.gov</p>
<p>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</p> <p>Ed Curtis (Arizona and portions of Southern California) Telephone: (510) 627-7207 E-mail: Edward.Curtis@dhs.gov</p> <p>Kathy Schaefer (Portions of Southern California and portions of Northern California) Telephone: (510) 627-7129 E-mail: Kathleen.Schaefer@dhs.gov</p>	<p>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</p> <p>HQ Beth Norton 1800 South Bell Street Arlington, VA 20598-3030 Telephone: (202) 646-2716 Email: Beth.Norton@dhs.gov</p>

2. **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 [://www.fema.gov/about/contact/regions.shtm](http://www.fema.gov/about/contact/regions.shtm).
3. **Information Bulletins.** Information Bulletins (IBs) provide important updates, clarifications and policy statements related to FEMA preparedness grant programs. Grantees should familiarize themselves with the relevant publications. Information Bulletins can be found at: [://www.fema.gov/government/grant/bulletins/index.shtm](http://www.fema.gov/government/grant/bulletins/index.shtm).

PART VIII. OTHER INFORMATION

A. Activities

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 2010 funding through a cooperative agreement with FEMA are summarized in tables 2, 3, and Part VIII, A, 4 of this document. FEMA's funds would be in addition to the resources provided by the CTP for the activities.

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). The final year of funding for Map Mod was FY 2008 and FY 2009 served as a transition year. FEMA used FY 2009 as an opportunity to evolve the MMMS Program by a continuance of the successes seen through the program. As a result, newly added Program Management activities were created and were used to expand the CTP Program. Table 2 lists the tasks and description associated with the Program Management Activity under the CTP Program that recipients can perform. Program Management activities cannot result in the production of a floodplain map.

Table 2. Fundable Program Management Activity

Activity	Task Descriptions
Program Management	<p>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:</p> <ul style="list-style-type: none"> • 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 <p>Eligibility: All CTP that can meet performance metrics in addition to eligibility and reporting requirements as described in this guidance document.</p>

To facilitate the award process, former MMMS partners were not required to sign Partnership Agreements in FY 2009. For FY 2010 awards, this exception has been removed and all CTP grant recipients will be required to sign the Partnership Agreement prior to award for all activities if they haven't done so already. Funding for the Program Management activity will come from the FEMA Regional Office annual mapping budget.

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 State or Local Business Plan each year. State and Local 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 2010. 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 preferred method to document mapping needs. While not required yet in FY 2010, the CNMS data model will be required in future years to document mapping needs. Additionally, business plans must include the CTP's vision to implement or participate in Risk MAP. Please work with your Regional office for due dates for the State and/or Local Business Plans.

Where CTP 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. 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 2010 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 3 lists the tasks and task descriptions within the Technical Mapping Activities under the CTP Program that a recipient can receive funding to perform.

Table 3. 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.
Scoping (up to 10%)	Up to 10 percent of the total estimated funding may be provided to do an extensive project scope that leads to the development of the MAS.
Outreach (up to 10%)	Up to 10 percent of the total estimated funding may be provided to perform outreach activities that directly support the mapping project.
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.
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.
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.

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.

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 CLOMRs 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.

In general, 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 “BFEs 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 will not process fees associated with CLOMRs and LOMRs but may receive them for review and submittal to FEMA. 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 CTP 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 CTP 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 3 of this document

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

In FY 2009, FEMA held a training class on LOMR Delegation for 22 students, representing 15 different CTPs. Interested CTPs that attended the training class

submitted business cases by May 1, 2009. FEMA is currently in the process of finalizing this process and will set dates for any subsequent application processes in the future.

4. Cooperating Technical Partner – Non-Profit Associations

Starting in FY2010, FEMA will begin to use the CTP Program to provide funding to non-profit associations, through a HQ cooperative agreement. Non-profit associations must:

- Apply to FEMA HQ for approval. Acceptable application 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 application is approved then the non-profit must submit to FEMA a proposed scope of work with deliverables that demonstrates a benefit to FEMA and the programs that the agency supports within Mitigation and the NFIP
- 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. Such tasks may include the following:

- Assisting FEMA with the development of national outreach documents
- Assisting FEMA with the development of new technical guidelines
- 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

B. 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 Service Center at [.fema.gov](http://www.fema.gov) or (800) 358-9616. 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 [://www.fema.gov/plan/prevent/fhm/index.shtm](http://www.fema.gov/plan/prevent/fhm/index.shtm).