

Fiscal Year 2009 Cooperating Technical Partners (CTP) Program Guidance

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FEMA

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1. Cooperating Technical Partners Program Overview

Title of Opportunity: Cooperating Technical Partners Program

Federal Agency Name: Federal Emergency Management Agency (FEMA)

Announcement Type: Initial – there are no significant changes from previous version

Dates: FEMA Regional Offices will set submittal dates

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

- Build and maintain partner capabilities
- Continue to increase local ownership of data and processes
- Establish sound performance criteria for current CTPs
- Define a career path for potential CTPs to join the program

This year, the *Fiscal Year 2009 Cooperating Technical Partners (CTP) Guidance* document is organized to address key components, requirements, and new aspects of the CTP Program. This guidance document is updated each year for the following fiscal year. (In the remainder of this document, States and multi-jurisdictional entities participating in CTP are referred to as *CTP partners*). The purpose of the guidance in this document is to assist FEMA and CTP partners in preparing, developing, and managing CTP activities. This document addresses administration, funded activities, eligibility and evaluation criteria, reporting requirements, technical capabilities, contracting requirements, standards, certification, funding, and cooperative agreement management for the CTP Program.

2. Requirements for Cooperating Technical Partners Program

2.1. Funding Opportunity Description

The purpose of the CTP Program is to provide, through a cooperative agreement, funds to ensure that CTP partners can perform program management and technical mapping-related activities. The activities identified in tables 2-2 and 2-3 are those that are eligible for funding from FEMA under the CTP Program. The activities identified in table 2-4 are those that a CTP can perform but are not eligible for funding under the CTP Program.

There are several beneficial reasons for partnering with State, 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 <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, 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.

2.2. Award Information

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

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 partner 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 partner as funding availability will be based on the above requirements each fiscal year.

2.3. Eligibility Information

2.3.1. Eligible Applicants

CTP partnerships are established based on the following criteria:

- The potential partner must have existing processes and/or systems in place to support mapping or data collection activities that contribute to flood hazard identification. Non-Federal funding must support these processes and/or systems.
- The potential partner must have the 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 section 2.6.2.
- 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 or regional agency that serves communities that participate in the NFIP and are considered to be in good standing.

2.3.2. Matching Funds

Though there is not a financial matching requirement under the CTP Program except as defined by appropriations language, the potential partner should demonstrate its ability to leverage funding received from FEMA. CTP partners that offer significant funding matches will be given priority in allocating funding.

2.3.3. Technical Capabilities

The recipient of a cooperative agreement must have in-house staff capabilities in the appropriate technical area for the activity approved in the award. If the work for any portion of a mapping activity is contracted, the recipient of the award must have in-house staff with the technical capability to monitor the contractor(s) and approve the 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.

2.4. Application and Submission Information

2.4.1. Address to request application package

All applicants must submit applications under this grants guidance through Grants.gov unless the applicant is granted an exemption from this requirement in advance by the FEMA Headquarters CTP Program program office representative. Grantees must request an exemption, in writing, and provide details as to why they are not able to submit electronically through the Grants.gov portal. Paper applications will not be accepted without prior written approval.

The Grants.gov registration process is separate from the process of submitting an application. Therefore, you are encouraged to immediately register your organization in Grants.gov and become familiar with the Grants.gov site application process rather than waiting until you are ready to submit your application. If you do not successfully complete the registration process, you will be unable to submit an application. The registration process can take from 2 weeks to one month.

To be able to successfully register in Grants.gov, you must complete all of the following required actions:

- Obtain an organizational Data Universal Number System (DUNS) number.
- Register the organization with Central Contractor Registry (CCR)
- Identify the organization’s E-Business POC (Point of Contact)
- Confirm the organization’s CCR “Marketing Partner ID Number (M-PIN)” password
- Register an Authorized Organization Representative (AOR)
- Obtain a username and password from the Grants.gov Credential Provider

Instructions on obtaining a DUNS number, how to register, tutorials and FAQs are available at www.grants.gov

2.4.2. Content and form of application submission

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

- Partnership Agreement
- Mapping Activity Statement (MAS)
- Letter of Map Revision (LOMR) MAS
- Cooperative agreement
- Required standard forms (see Grants.gov application package)

Each CTP partner will enter into a Partnership Agreement with the appropriate FEMA Regional office. The Partnership Agreement is a broad statement of principle, emphasizing the value of the NFIP's three components of insurance, floodplain management, and mapping. The Partnership Agreement need only be signed once, but an updated agreement can be signed between the CTP partner 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 partner's commitment to the effort. The Partnership Agreement is a prerequisite to any further activities under the CTP Program. The Partnership Agreement template may be viewed or downloaded from the FEMA web site at http://www.fema.gov/plan/prevent/fhm/ctp_info.shtm.

The MAS is 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 partners. An example of the national MAS template may be viewed or downloaded from the FEMA web site at http://www.fema.gov/plan/prevent/fhm/ctp_info.shtm. CTP partners 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.

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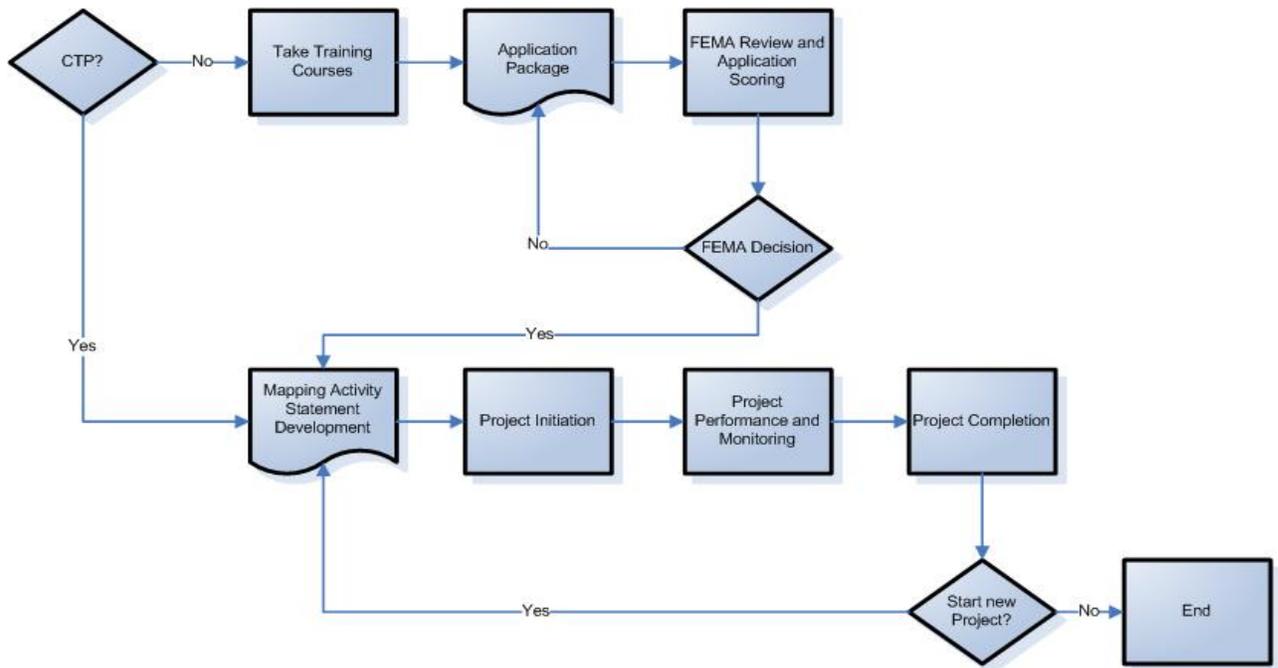


Figure 2-1. Potential CTP Partner Application Process.

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 partner. Interested parties should contact their FEMA Regional office for training dates. 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, prioritization will be given to those partners who can demonstrate future cost share. 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.

If the application is denied, the potential partner may resubmit the application once improvements are made. If the application is approved, the CTP partner 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 CTP partners may see a gradual increase in work over time depending on the application that was submitted and capabilities.

For fiscal year (FY) 2009, FEMA requires that all existing CTPs wishing to perform activities under the CTP Program that are eligible for funding, including the LOMR Delegation activity, submit an application to document the CTP partner's capabilities and past accomplishments. This should not be a burdensome process and can be incorporated into the State and Local Business plans and/or updates as defined in section 2.8.1 of this guidance document. In future fiscal years, existing CTPs will only be required to submit applications if the entity did not receive FY 2009 funding.

The LOMR MAS (previously known as the LOMC MAS) agreement is a version of the MAS that allows a CTP partner 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 section 2.8.2.1 for further information.

2.4.3. Submission dates

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

2.4.4. Intergovernmental review

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

2.4.5. Funding Restrictions

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

2.4.6. Other Submission Requirements - Use of Contractors

CTP recipients of awards may use contractors for FEMA-funded activities, but must comply with the requirements listed under 44 CFR Part 13 *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*. 44 CFR Part 13, section 13.36 provides the procurement standards that must be followed to obtain and manage contractors for mapping-

related activities. Guidance provided in this part includes, but is not limited to, contract administration and record keeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis. 44 CFR Part 13 may be downloaded in PDF or text format from the U.S. Government Printing Office web site at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html.

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

2.5. Application Review Information

2.5.1. Criteria

Throughout the project and at the end of the period of performance for each MAS, FEMA will evaluate the effectiveness of the partnership to determine eligibility for future activities. If FEMA determines that the partnership has proven insufficient to complete the established project or achieve the goals of the partnership, FEMA's funding of the activities may be terminated and/or future funding denied.

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

- Continued maintenance of the processes or systems in place to support mapping or data collection activities that contribute to flood hazard identification (e.g., continued data collection for changing flood hazards and related development, continued upgrades to data collection or mapping capabilities to incorporate new technologies, preparation of multiple-year mapping or data collection plans)
- Management and commitment to existing, and continued support of, flood hazard identification and mapping activities conducted with and by FEMA
- Adherence to standards for timeliness and completeness of reports and map products submitted to the FEMA Regional office
- Adherence to performance metrics
- Maintenance of the 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 partner. **Therefore, funding is not guaranteed to new or existing applicants.**

2.5.2. Review and selection process

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

2.5.3. Anticipated announcement and award dates

Please consult the appropriate FEMA Regional office for specific dates.

2.6. Award Administration Information

2.6.1. Notice of Award

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

2.6.2. Administrative and National Policy Requirements

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.

2.6.3. Reporting Requirements

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

CTP partners must report the progress of activities identified in the approved MAS(s). If the MAS is for a multiple year funded cooperative agreement, progress must be reported for the activities approved and funded for each fiscal year (FY) the award was funded through FY 2009.

CTP partners must also meet certain performance standards based on the anticipated and actual cost and schedule of a particular project, as documented in the MAS. 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 at the completion of the scoping process.

The MIP study workflow allows a mapping partner to report on the status of these projects at a task level. The cost and schedule information, updated monthly by the CTP partner for each task, is compared to the baseline established for those tasks. This information is rolled up on 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 CPI and SPI requirements by being no more than 10% under or over the baselined values. The CTP partner 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 10% tolerance defined above. FEMA Regional offices must implement a Corrective Action Plan (CAP) when a CTP

partner is outside of the 10% 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 are not conducted in the MIP, cost and schedule performance measures must be defined and documented in the MAS. These measures must be used to monitor partner performance and to determine future funding eligibility. This exception only applies to Program Management tasks.

Additionally, cost information is not available within the MIP for activities within the Revisions workflow. Though, schedule information in the form of reports showing status 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.

2.7. FEMA Contacts

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

Table 2-1. CTP Regional Coordinators

CTP Regional Coordinators	CTP Regional Coordinators
<p>Region I Dean Savramis 99 High Street, 6th Floor Boston, MA 02110 Telephone: (978) 461-5323 E-mail: dean.savramis@dhs.gov</p>	<p>Region II Jason Fenn 26 Federal Plaza, Room 1337 New York, NY 10278-0002 Telephone: (212) 680-3624 E-mail: jason.fenn@dhs.gov</p>
<p>Region III Nikki Roberts One Independence Mall 615 Chestnut Street, 6th Floor Philadelphia, PA 19106-4404 Telephone: (215) 931-5575 E-mail: nikki.roberts@dhs.gov</p>	<p>Region IV Laura Algeo 3003 Chamblee Tucker Road Atlanta, GA 30341 Telephone: (770) 220-5515 E-mail: laura.algeo@dhs.gov</p>
<p>Region V Ken Hinterlong 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>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>

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CTP Regional Coordinators	CTP Regional Coordinators
	<p>Region VI (cont.)</p> <p>Jack Quarles (Texas) Telephone: (940) 898-5156 E-mail: jack.quarles@dhs.gov</p>
<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 Ray Lenaburg (Southern California, Arizona, Hawaii, American Samoa, Guam, Marshall Islands, and Northern Mariana Islands) 1111 Broadway, Suite 1200 Oakland, CA 94607 Telephone: (510) 627-7181 E-mail: raymond.lenaburg@dhs.gov</p> <p>Eric Simmons (Northern California and Nevada) Telephone: (510) 627-7029 E-mail: eric.simmons@dhs.gov</p>	<p>Region X Nick Delmedico Federal Regional Center, 130 228th Street SW Bothell, WA 98021-9796 Telephone: (425) 487-4626 E-mail: nicholas.delmedico@dhs.gov</p>

2.8. Activities

FEMA may provide technical assistance, training, and/or data to a CTP partner to support flood hazard data development activities. As funding levels permit, the activities for which CTP partners may receive FY 2009 funding through a cooperative agreement with FEMA are summarized in tables 2-2 and 2-3. FEMA's funds would be in addition to the resources provided by the CTP partner for the activities.

2.8.1. 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 will serve as a transition year. FEMA sees 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 will expand the CTP Program. Table 2-2 lists the activity and description associated with Program Management under the CTP Program that a recipient can perform.

Table 2-2. Fundable Program Management Activity

Activity	Description
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) • Outreach • Providing training to State and Local Officials • Staffing • Pilot Projects (as defined by the FEMA Regional office) • Mentoring <p>Eligibility: All CTP partners and former MMMS partners 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 are not required to sign Partnership Agreements, where they do not already exist, for participation in the Program Management activity until FY 2010. Former MMMS partners that intend to participate in this activity beyond FY 2009 are encouraged to sign Partnership Agreements with their respective FEMA Regional office. As this is the only exception to the requirement to sign a Partnership Agreement and will only be for FY 2009, Partnership Agreements are required for current and future CTP partners who intend to perform the Program Management activity. 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. 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 2009. 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.

Where CTP partners 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 partner 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 is only available for FY 2009 at this time and will come from the FEMA Regional office annual mapping budget.

2.8.2. 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 2-3 lists the tasks and task descriptions within the Technical Mapping Activities under the CTP Program that a recipient can receive funding to perform.

Table 2-3. Fundable Technical Mapping Activities

Activity	Description
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.
Refinement or Creation of Approximate Zone A Boundaries	The CTP partner works with FEMA to perform analyses to refine zone A boundaries shown on the FIRM or create new zone A areas to be included on the FIRM. Emphasis is placed on automated analysis and production techniques.
Hydrologic and Hydraulic Analyses and Floodplain Mapping (Riverine)	The CTP partner develops digital engineering data and floodplain mapping using GIS-based or traditional hydrologic and hydraulic modeling.
Coastal Flood Hazard Analyses and Floodplain Mapping	The CTP partner develops digital engineering data and floodplain mapping using GIS-based or traditional coastal flood hazard analysis methods.
Redelineation of Detailed Floodplain Boundaries Using Updated Topographic Data	The CTP partner redelineates the effective floodplain boundaries shown on the FIRM using more up-to-date topographic data. GIS technology is used, where available.
DFIRM Preparation	The CTP partner prepares a DFIRM that meets FEMA specifications.
Digital Topographic Data Development	The CTP partner develops digital topographic data for flood hazard identification purposes.
Independent QA/QC Review	The CTP partner performs the independent QA/QC review of specific products and activities.
Post-preliminary Processing	The CTP partner performs post-preliminary processing of flood map studies.
LOMR Delegation	The CTP partner assumes the responsibility of the evaluation of conditional and final map revision requests for the partner's jurisdiction.

2.8.2.1 LOMR Delegation

As stated in section 2.4.2, 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. In order to do this, an application process has been defined and minimum criteria have been identified.

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 process 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 partner 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 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.

For those interested in the LOMR Delegation activity, FEMA requires an application submitted to FEMA Headquarters and the appropriate FEMA Regional office by May 1, 2009. Additionally, as noted above, a prerequisite will also be training provided by FEMA on the revision process and the applicable workflow tools. FEMA will choose partners based on available funding and the capabilities demonstrated by CTP partners through the application process. The number of CTP partners 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 partners in jurisdictions (if applicable)
- Benefits to FEMA, the CTP partner, and external stakeholders
- Demonstrated cost-effectiveness
- Immediate start-up ability
- Evidence of no conflict of interest issues and how potential conflicts will be addressed

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Priority will be given to partners who can demonstrate:

- Benefits to FEMA, the CTP partner, and external stakeholders
- Significant past or potential future cost sharing
- Participation in the other Fundable Technical Mapping Activities as listed in table 2-3 of this document

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

2.8.3. Non-funded Activities

While no funding under the CTP Program will be provided to CTP partners for the mapping activities listed in table 2-4, FEMA may provide technical assistance, support, and/or data for an activity.

Table 2-4. Non-fundable Activities

Activity	Description
Digital Base Map Inventory	The CTP partner performs an investigation and provides an inventory of base maps meeting FEMA specifications for NFIP communities in a particular Region or State.
Digital Base Map Data Sharing	The CTP partner supplies base map data for use in producing a DFIRM. The base map must comply with FEMA minimum accuracy requirements and be distributable by FEMA to the public in hard copy and electronic formats.
DFIRM Maintenance	The CTP partner assumes responsibility for long-term, periodic maintenance of the DFIRM. This can include base map and/or flood hazard information.
Hydrologic and Hydraulic Review	The CTP partner reviews hydrologic and hydraulic studies prepared for FEMA-funded flood data updates and/or map revisions processed under part 65 of the NFIP regulations. The review focuses on compliance with the technical and regulatory requirements contained in <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> , the pertinent NFIP regulations, as well as standard accepted engineering practices.

2.9. State Role

The role filled by a State will be a function of its authority and capabilities. As with the options available to communities and regional agencies, interested State agencies will be expected to have in-house staff capabilities to fulfill the CTP Program-related mapping activity it would like to perform. State agencies that do not participate in the CTP Program will continue the traditional functions of the State Coordinating Office as they relate to any activities performed by participating CTP partners in that State. In general, the activities that a State agency might perform are the same as those identified for communities.

In order to effectively manage the CTP Program and to continue to encourage and support State partnerships, FEMA Regional offices may give priority to State-led initiatives that have expressed an interest and a willingness to take on this coordination role as well as the demonstrated capability

to perform these activities and demonstrated cost share. Local, county, and regional entities will be referred to the State agency to coordinate their interest through the State CTP, where a partnership exists between the State and FEMA. Tribal Nations will not be referred to the State agency and will be coordinated with through the FEMA Regional office. Tribal Nations must meet eligibility and capability requirements in order to participate in the CTP Program. This should enable the FEMA Regional offices to further leverage the capabilities and resources available at the State level.

2.10. Geospatial Requirements

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

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

2.11. Additional FEMA Assistance

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

- Archived support data will be available from FEMA's NSP. Available information includes:
 - Copies of FEMA-issued Letters of Map Change
 - Engineering and mapping Flood Insurance Study backup data
 - Data collected as part of the FEMA mapping needs assessment process
 - FEMA's rule-based engineering software packages
- 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>.

