



## **The Cooperating Technical Partners Program (CTP)**

### **CTP Participation Request Aid**

The purpose of FEMA's CTP Participation Request Aid (PRA) is to provide assistance to potential CTP partners when requesting approval to participate in the CTP Program. The CTP PRA also provides FEMA with considerations for an initial assessment of the potential CTP partner's ability to successfully complete program activities. This aid contains information about general program requirements, possible staffing and skill needs, and FEMA's expectations of CTP partners. It is recommended that this document be used as a tool to assist in creating mutually beneficial partnerships between CTPs and FEMA.

Interested potential partners are requested to notify their FEMA CTP Regional Coordinator by letter or email of their interest in the CTP Program. The FEMA CTP Regional Coordinator will provide information on a FEMA-sanctioned or sponsored CTP training. Once the potential partner has completed the training, they may request approval to participate in the CTP Program from the FEMA Region. FEMA CTP Regional Coordinator contact information can be found at [http://www.fema.gov/plan/prevent/fhm/ctp\\_key.shtm](http://www.fema.gov/plan/prevent/fhm/ctp_key.shtm).

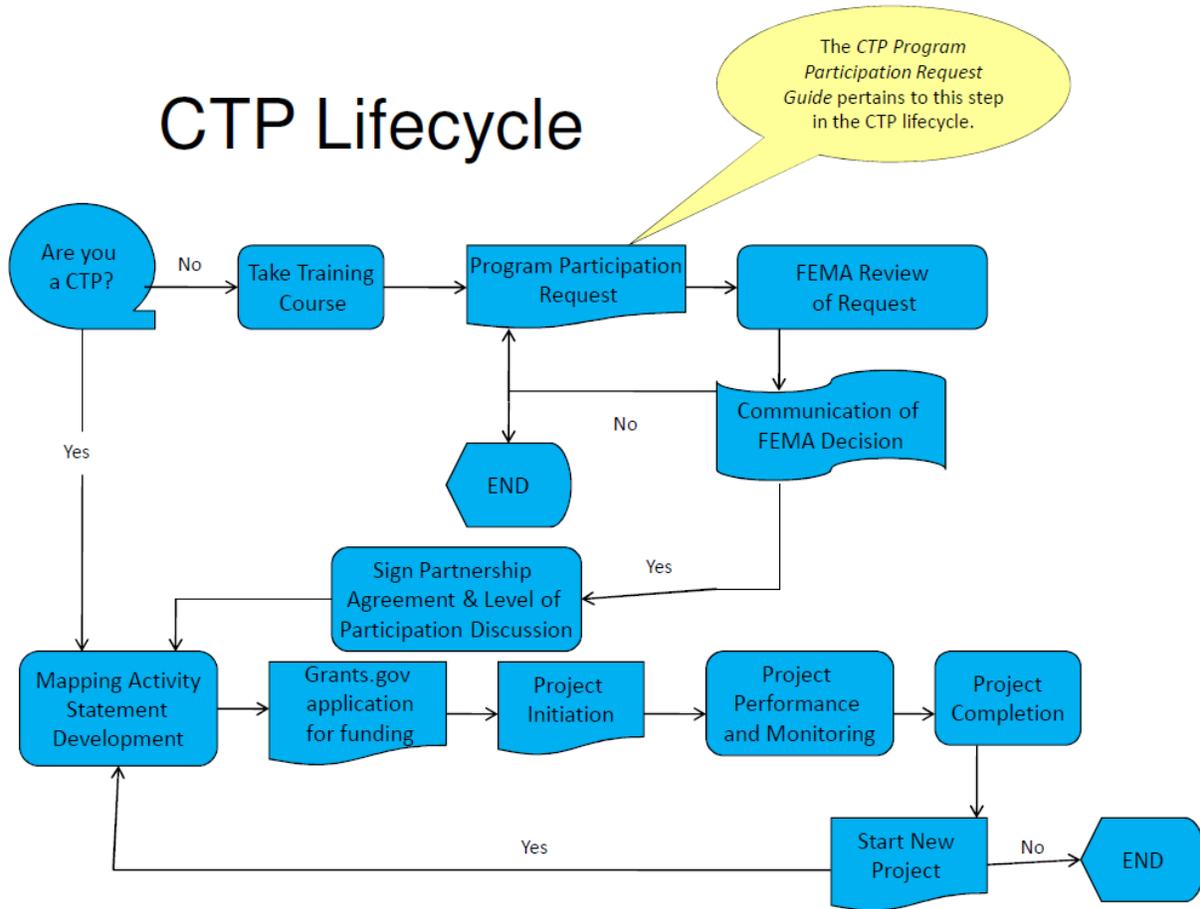
This letter of written intent to become a CTP does not have a specified format. A report or letter for example would be acceptable. The request should be a resume of sorts that outlines:

- 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 staff and/or systems that will support the successful completion of these activities; and
- the available cost share, if any.

While a cost share is not required, prioritization may possibly be given to those partners who can demonstrate future cost share.

Figure 1. The CTP Program Lifecycle demonstrates where the PRA fits into the lifecycle of a CTP Partner.

Figure 1. The CTP Program Lifecycle



Please visit the CTP website for additional information about the CTP program and related documentation and FEMA contacts: [http://www.fema.gov/plan/prevent/fhm/ctp\\_main.shtm](http://www.fema.gov/plan/prevent/fhm/ctp_main.shtm).

Once a participation request has been approved and agreements have been formalized, the FY2011 CTP Program Guidance and Grant Application information can be found on Grants.gov. This information can be used to obtain CTP Program specific guidance and instructions to apply for funding by searching on the Grants website, [www.grants.gov](http://www.grants.gov) using the Code of Federal Domestic Aid (CFDA) number “97.045”.

### **General CTP Requirements**

When requesting approval to participate in the CTP Program, potential partners should consider their ability to perform general requirements that are a part of all FEMA funded CTP activities. Additional specifics on CTP eligibility requirements can be found in the FY2011 CTP Program Guidance and Grant Application Information as referenced on page 2 in this document. General requirements may include but are not limited to:

1. Ability to support mapping and data collection activities, as communicated in any/all Mapping Activity Statements (MASs);
2. Demonstrated capability to perform, implement, or contract activities for which the partner is seeking funding;
3. Ability to achieve performance metrics and other required reporting to FEMA;
4. Be a community in good standing within the National Flood Insurance Program (NFIP) or representing a community in good standing within the NFIP;
5. Ability to leverage funding;
6. Ability to submit the required grant applications through grants.gov;
7. Ensure regular coordination with the FEMA Regional Office;
8. Provide effective Program Management, develop and deliver several program management products to FEMA as outlined in the Program Management MAS;
9. Track the Period of Performance;
10. Obtain and provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number;
11. Upon approval of a participation request, enter into a Partnership Agreement and possibly Mapping Activity Statement(s) with FEMA; and
12. Update the Mapping Information Platform (MIP) at least once every 30 days for appropriate tasks.

### **Mapping Activity Statement (MAS) Summary of Potential Staffing and Skills**

As CTP Partners and FEMA identify specific mapping activities to perform under the Partnership Agreement, they will develop Mapping Activity Statements (MASs) to define the roles and responsibilities. FEMA has developed several [MAS Templates](#) to help Project Teams document the planned activities, roles, and responsibilities for each project. As potential partners are considering participation in the CTP Program they are encouraged to review these templates to see what type of activities are typically funded and completed through the CTP Program.

Many of these documented activities in the MAS require specific skill sets and experience. As the potential partner is preparing their participation request and outlining the activities they wish to perform, they are encouraged to review the information below. This information identifies the type of staff that may perform the common CTP activities and skill sets that staff are recommended to possess. Potential partners are asked to consider the staffing needs suggested below when creating their participation approval request and identifying which tasks within the MAS they would like to manage or perform.

These are suggested roles and technical skills that a typical CTP applicant should possess to be a successful program participant.

#### *Program Management Team*

1. Ability to archive all Flood Risk Study data and submit to FEMA at the appropriate time
2. Select Contractors and designate Risk MAP activities, while ensuring a contracting processes is in place so that work can be evaluated, selected, and award contracts
3. If contractors are used, identify contractors and ensure Risk MAP activities are performed with scope, schedule, and budget
4. Meet with any contractors on a frequent and established basis
5. Have knowledge of FEMA's Risk MAP program
6. Implement independent QA/QC plan, including a Summary Report to capture results of all QA/QC review steps
7. Facilitate any FEMA QA/QC audits
8. Ensure metadata for study tasks are developed accurately
9. Ensure all applicable data entered, maintained, and uploaded via the MIP, including:
  - i. Manage Earned Value (EV) data and leverage,
  - ii. Initiate MIP activities,
  - iii. Update the MIP Manager tasks every 30 days
  - iv. Track SPI and CPI monthly
10. Perform overall tracking of scope and quality of work
11. Identify any risks for MAS activities and track closely through the MAS activity schedule
12. Implement solution strategies if necessary
13. Ensure digital data is requested from communities
14. Ensure Community Communication Assessment and Community Communications Planning Tool are developed
15. Ensure discovery and/or discovery meetings are scheduled and held

16. Coordinate with FEMA to finalize scope within the Risk MAP program
17. Develop a QA/QC plan
18. Ensure that the Community Case File and Flood Elevation Determination Docket (FEDD) are setup
19. Report any issues with activity scope, schedule, and/or budget to FEMA via a Special Problem Report (SPR)
20. Ensure all staff produce and review all products in accordance to the contractual requirements of the MAS and comply with FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and available FEMA Procedure Memoranda
21. Maintain a schedule for all activities as outlined in the MAS and provide this schedule to all staff
22. Ensure all Data Capture Standard requirements are upheld
23. Ensure all CTP staff maintain professional licenses and certifications necessary to perform reviews and create products
24. Obtain LOMCs, historical data, and any other supporting data, such as Coordinated Needs Management Strategy (CNMS) data from FEMA
25. Provide financial reports to FEMA
26. Provide status reports quarterly to FEMA
27. Meet periodically with FEMA and maintain regular coordination with FEMA
28. Ability to implement and deliver CTP program management products, such as a business plan, program management training, map printing, etc as outlined in the Program Management MAS

#### *GIS Staff*

1. Develop all MIP metadata to FEMA specifications and standards
2. Assist or lead the submission of all data for Quality Reviews #1, #2 & #5 within the MIP
3. Coordinate with communities to request digital data
4. Attend discovery and/or discovery meetings
5. Determine the appropriate digital data for use in the Flood Risk Study
6. Update the CNMS during and after discovery meetings
7. Report orthoimagery and digital elevation sources from other non-federal sources to NDEP & NDOP
8. Obtain topographic information/data, including:
  - i. Mass Points & Breakline data
  - ii. Digital Elevation Model
  - iii. TIN Data
  - iv. Checkpoint analysis
  - v. Data voids
9. Ensure all topographic data meets current FEMA requirements as documented within FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and available FEMA Procedure Memoranda
10. When base data is acquired, responsibilities include:
  - i. Obtaining written certification from communities that FEMA specs are maintained
  - ii. CTP to provide documentation that base data can be used by FEMA
  - iii. Provide certifications at the date of submission
11. Develop a Summary Report of methodology and results

12. Develop data sheets for National Geodetic Survey (NGS) control points
13. Develop Summary Report of QA/QC results
14. Create a narrative of scope, direction from FEMA, and summary of issues
15. Perform impartial review of mapping generated from the topographic data
16. Create recommendations to resolve issues found during QA/QC reviews
17. Submit documentation and Certification of Work in a TSDN format when QA/QC review is started
18. Develop digital work maps for coastal delineations
19. Create a draft FIRM database
20. Generate a Summary Report of QA/QC review
21. Record any backup information used in the development or review of data
22. Create a description of the topographic data
23. Provide a written summary of analysis methodology
24. Draft the FIS Report with tables and profiles
25. Develop any GIS layers
26. Submit State Law for Professional certifications, if needed
27. Develop the Preliminary SOMA and submit via the MIP
28. Finalize the Preliminary FIRM database and upload to the MIP
29. Provide assessment products
30. Finalize the Preliminary FIS Report and upload to the MIP
31. Print color copies of the FIRM panels
32. Produce a Summary Report of QA/QC results
33. Submit the Quality Review (QR) Report
34. Perform and refine HAZUS analysis
35. Develop Flood Risk & Analysis Grids
36. Prepare Changes Since Last FIRM results
37. Create enhanced Flood Risk Datasets as necessary (e.g. Areas of Mitigation Interest)
38. Develop and deliver Flood Risk Products including the Flood Risk Database, Flood Risk Report and Flood Risk Map
39. If a DFIRM technical review is needed, review that:
  - i. FIRM features are labeled properly
  - ii. FIRM features are symbolized properly
  - iii. Map collar information is accurate
  - iv. FIRM Database meets FEMA G&S
  - v. Risk Assessment products meet FEMA G&S
40. Develop the FIRM database (Enhanced database is preferred)
41. Generate the FIRM database within FEMA specs
42. Develop News Release publication and submit to FEMA for review
43. Revise FIRM and FIS Report for appeal and protest resolution, if needed
44. Finalize DFIRM database
45. Prepare Final SOMA
46. Print Final DFIRMs and FIS Report
47. Create and submit the Revalidation Letter for review and issuance
48. Delivery final database, DFIRMs, and & FIS Report to the MSC
49. Archive Data (TSDN, FEDD, & ESDP)

50. Professional Land Surveyor (PLS) to provide accuracy statements for field surveys and topographic data

*Outreach Staff*

1. Develop Community Communication Assessment and Community Communications Planning Tool
2. Schedule discovery meetings and perform research beforehand
3. Invite all necessary stakeholders to the discovery meetings
4. Lead discovery meeting discussions
5. Document all needs and requests communicated at the meeting
6. Supply the Discovery Report to the communities
7. Deliver final discovery report
8. Updated list of CEO & FPA contacts
9. Develop report of outreach & coordination activities and related data
10. Perform initial steps to plan for the four (4) outreach meetings to occur during the Flood Insurance Study process
11. Develop and submit a summary of outreach activities for implementation
12. Schedule and attend the Community Coordination Meeting
13. Resolve Appeal and Protests by drafting all required letters

*Engineering Staff*

1. Ensure proficient knowledge of FEMA-approved numerical models
2. Identify any levees and coordinate with FEMA
3. Develop follow-up levee report and deliver to FEMA
4. Ensure all modeling work and data meets current FEMA requirements
5. Serve as the Point of Contact for any QA/QC questions
6. Calculate peak discharges for 10, 25, 50, 100, & 500 year events
7. Generate Summary of Discharges tables for all flooding sources
8. Create information for the FIS Report
9. Develop digital versions of all backup data
10. Produce a Summary Report of QA/QC results
11. Create GIS-based modeling output data and layers, if needed
12. Submit State Law for Professional certifications, if needed
13. Create recommendations to resolve issues found during QA/QC reviews
14. If a hydrology technical review is needed, then the following responsibilities apply:
  - i. Review use of acceptable modeling practices
  - ii. Review use of appropriate methodologies
  - iii. Verify that methodologies are used correctly
  - iv. Compare gage data & regressions
  - v. Compare discharges
14. Reference current coastal modeling FEMA requirements and implement best practices
15. Be the Point of Contact for any QA/QC questions
16. Identify any levees and revise the hydraulic analysis
17. Develop digital profiles for 10, 25, 50, 100, & 500 year events in RASPLOT

18. Generate Floodway Data Tables for all flooding sources
19. Provide tables of Manning's "n" values
20. Develop depth Grids for all studied stream in all frequencies
21. Develop digital versions of all backup data
22. Create GIS-based modeling output data and layers, if needed
23. Review CHECK-2 or CHECK-RAS program outputs
24. Maintain records of contacts, reviews, recommendations and actions
25. Archive all data and modeling for at least three (3) years
26. Submit State Law for Professional certifications, if needed
27. Upload files/data to the MIP for review
28. If a hydraulic technical review is needed, review:
  - i. Use of acceptable modeling practices
  - ii. Information on the water-surface elevations
  - iii. Final cross section geometry
  - iv. Manning's "n" values
  - v. Bridge and culvert modeling
  - vi. Regulatory floodway computations
  - vii. Tie-ins for upstream and downstream locations

#### *Surveying Staff*

1. Conduct field surveys
2. Identify benchmarks
3. Obtain dimensions of structures
4. Develop summary report of field reconnaissance
5. Archive:
  - i. Maps and drawings
  - ii. Survey Notebook
  - iii. Datum
  - iv. Digital survey data
  - v. QA/QC reviews of data

#### *Management Staff*

1. Create and submit Preliminary Transmittals Letters
2. Mail all preliminary materials and letter to the affected communities CEO and FPA
3. Produce a Summary Report of steps taken during the final preparation of the preliminary FIRMs
4. Initiate Statutory 90-Day Appeal Period
5. Provide evidence of published news releases
6. Prepare Special Correspondence, if needed
7. Process and finalize the Letter of Final Determination (LFD)

#### **Additional Considerations**

As the potential partner develops its participation request they may consider the following questions. These questions are also useful to the FEMA Regions when evaluating a request.

- Why does the organization want to become a CTP?

- How long has the organization been established?
- What previously completed work performed or managed by the organization shows experience related to the CTP Program activities that the organization would like to undertake?
- What was the outcome of that work? Was it successful?
- What staff members are present now and what are their capabilities?
- What certifications or licenses do staff members hold?
- What is the work experience of the staff members?
- Are new hires required to complete potential CTP work? If so, what is the timeframe for that?
- What CTP activities does the organization want to perform?
- Would the organization use contractors? If so, does the organization have the ability to hold and disseminate contracts?
- Does the organization have any current grants through grants.gov?
- Does the organization have any additional funding available or leveraged data?

*Resources:*

1. FEMA Guidelines and Specifications: [http://www.fema.gov/plan/prevent/fhm/gs\\_main.shtm](http://www.fema.gov/plan/prevent/fhm/gs_main.shtm)
2. FEMA Procedure Memoranda: [http://www.fema.gov/plan/prevent/fhm/gs\\_memos.shtm](http://www.fema.gov/plan/prevent/fhm/gs_memos.shtm)
3. FEMA CTP Program Information: [http://www.fema.gov/plan/prevent/fhm/ctp\\_main.shtm](http://www.fema.gov/plan/prevent/fhm/ctp_main.shtm)
4. FEMA's Mapping Information Platform (MIP): <https://hazards.fema.gov/femaportal/wps/portal>