

**The Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)  
Fiscal Year 2021 Cooperating Technical Partners (CTP) Program**

**NOTE: If you are going to apply for this funding opportunity and have not obtained an Employer Identification Number (EIN), a Data Universal Numbering System (DUNS) number, are not currently registered in the System for Award Management (SAM), or your SAM registration is not active, please take immediate action to obtain an EIN and DUNS Number, if applicable, and then register immediately in SAM or, if applicable, renew your SAM registration. It may take four weeks or more after you submit your SAM registration before your registration is active in, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html>. Detailed information regarding DUNS, EIN, and SAM is also provided in Section D of this NOFO under the subsection titled “How to Register to Apply.” Detailed information regarding the time required for each registration is also provided in Section D of this NOFO under the subsection titled “Other Key Dates.”**

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## **A. Program Description**

### **1. Issued By**

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/ Federal Insurance and Mitigation Administration (FIMA)

### **2. Assistance Listings Number**

97.045

### **3. Assistance Listings Title**

Cooperating Technical Partners

### **4. Funding Opportunity Title**

Fiscal Year 2021 Cooperating Technical Partners

### **5. Funding Opportunity Number**

CTP – Headquarters	DHS-21-MT-045-00-01
CTP Region 2	DHS-21-MT-045-02-01
CTP Region 3	DHS-21-MT-045-03-01
CTP Region 4	DHS-21-MT-045-04-01
CTP Region 5	DHS-21-MT-045-05-01
CTP Region 6	DHS-21-MT-045-06-01
CTP Region 7	DHS-21-MT-045-07-01
CTP Region 8	DHS-21-MT-045-08-01
CTP Region 9	DHS-21-MT-045-09-01
CTP Region 10	DHS-21-MT-045-10-01

### **6. Authorizing Authority for Program**

Section 1360 of the National Flood Insurance Act of 1968 ([Pub. L. No. 90-448](#)), as amended ([42 U.S.C. § 4101](#)) and The Biggert-Waters Flood Insurance Reform Act of 2012 ([Pub. L. No. 112-141](#)), 126 Stat. 916 as amended ([42 U.S.C. 4101b](#))

### **7. Appropriation Authority for Program**

Department of Homeland Security Appropriations Act, 2021, Pub. L. No. 116-260, Title III, Protection, Preparedness, Response, and Recovery, Federal Emergency Management Agency

### **8. Announcement Type**

Initial

### **9. Program Category**

Mitigation

### **10. Program Overview, Objectives, and Priorities**

#### **a. Overview**

The Cooperating Technical Partners (CTP) Program exists to strengthen and enhance the effectiveness of the National Flood Insurance Program (NFIP). The CTP Program supports efforts to Strengthen National Preparedness and Resilience, one of six main goals of the DHS

[2020-2024 DHS Strategic Plan](#). Additionally, the program supports the National Mitigation Investment Strategy, a supporting document to Presidential Policy Directive (PPD-8) on National Preparedness and Strategic Goal One and Two of [FEMA's Strategic Plan](#), Building a Culture of Preparedness and Readyng the Nation for Catastrophic Disaster. It helps achieve these goals by fostering strong federal, state, tribal, regional and local partnerships to identify flood risks, reduce flood losses and promote community resiliency.

**b. Objectives**

The goals of the CTP Program are to primarily support the mission and objectives of the NFIP's Flood Hazard Mapping Program through FEMA's flood hazard identification and risk assessment programs, including the Risk Mapping, Assessment and Planning (Risk MAP) initiative. The vision for Risk MAP is to deliver quality data that increases public awareness of flood hazard risk and leads to action that reduces flood risk to life and property. The CTP supports Risk MAP to develop flood hazard data and maps for communities that have never had identified risks as well as building on effective flood hazard data and flood insurance rate maps (FIRMS); increase public awareness of risk and potential mitigation options to reduce risk and better inform mitigation planning.

Additional information about Risk MAP (including goals, strategies, progress and success stories), can be found on FEMA's website at [Risk Mapping, Assessment and Planning \(Risk MAP\) | FEMA.gov](#).

For additional information on the CTP Program, please visit the CTP Program website located at [Cooperating Technical Partners Program | FEMA.gov](#).

**c. Priorities**

The CTP program supports the FY 2021 Risk MAP Program Objectives as they continue to sharpen focus on advancing mitigation actions and prioritizing the technical credibility of its data and community engagement throughout the Risk MAP lifecycle. Furthermore, Risk MAP's FY 2021 approach will continue to focus on:

- Initiating new projects in watersheds with high risk; significant flood hazard data update needs;
- Integrating data developed by mapping partners and data provided by other stakeholders into mitigation planning, risk assessments as well as informing development of actionable mitigation strategies;
- Helping create the potential to generate community actions to reduce flood risk; and
- Partnering to maximize funds spent at local, state and federal level and ensure they are used in concert reducing duplication.

Focusing on these areas will allow Risk MAP to continue to pursue our key program measures and commitments that are reported externally and will provide the necessary management tools to assess performance and demonstrate Risk MAP's value and effectiveness to program sponsors and stakeholders.

The CTP program helps achieve the Risk MAP measures and targets for FY 2021 which are

provided in Table 1 below. The Regional Targets for the Risk MAP measures below were developed in partnership with the Regional Offices. Any changes to these established targets will be based on joint Headquarters – Regional discussions.

**Table 1: Fiscal Year 2021 Targets for Risk MAP Measures**

Region	New, Validated, and Updated Engineering (NVUE) Initiated (Riverine)		FY21 Project Progression		Levee Systems		
	Expected	New Stream Miles previously not Studied	Projects To Advance Through Preliminary Panel Issuance	Projects To Advance Through Letter of Final Determination Issuance	Initiated	Preliminary	Effective
1	380	500	2	1	0	1	0
2	2,609	1,176	4	4	2	0	0
3	1,500	886	9	12	0	3	2
4	13,500	3,342	14	21	0	0	13
5	300	-	22	16	0	2	4
6	17,370	30,684	15	2	0	7	6
7	3,000	-	14	20	1	8	9
8	7,200	6,800	8	6	5	3	4
9	1,600	-	2	6	0	0	3
10	1,402	748	5	2	0	0	1
<b>National Targets</b>	<b>48,861</b>	<b>44,136</b>	<b>95</b>	<b>90</b>	<b>8</b>	<b>24</b>	<b>42</b>

## 11. Performance Measures

The CTP program supports the establishment or update of flood-risk zone data in areas being updated via Risk MAP projects and makes estimates with respect to the rates of probable flood caused loss for the various flood risk zones for these projects. The program added the requirement for Performance Measures in 2015, which help track and quantify the effectiveness of the program. They ensure that FEMA has better visibility on the timeliness, adherence to standards, fiscal responsibility and quality issues associated with projects. Please refer to **Appendix D: Performance Measure References** for the suggested CTP performance metrics that are required to be integrated into each Scope of Work and Mapping Activity Statement.

### B. Federal Award Information

1. Available Funding for the NOFO: **\$100,000,000**

2. Projected Number of Awards: **110**
3. Period of Performance:  
26 Months for Program Management, Community Outreach and Mitigation Strategies, Letter of Map Revision (LOMR) Review Projects and Special Projects as defined in **Appendix C: CTP Project Categories and Requirements**

50 Months for Technical Hazard Identification, Risk Analysis and Mapping Projects as defined in **Appendix C: CTP Project Categories and Requirements**.

An extension to the period of performance is permitted. Please see Section H of this NOFO for details on the steps recipients must follow and what information must be included in the justification for an extension to be considered.

4. Projected Period of Performance Start Date(s): **08/01/2021**
5. Projected Period of Performance End Date(s): **09/30/2023 and 09/30/2025**
6. Funding Instrument Type: **Cooperative Agreement**

The CTP Program provides federal assistance through a cooperative agreement to eligible recipients to perform various projects and activities that stimulate and support the ability of NFIP state coordinating agencies and NFIP- participating communities (as defined in 44 C.F.R. § 59.1) to continue their ongoing regulatory NFIP responsibilities as well as support the ability of states, communities and the public and private sector to mitigate flood risk.

CTP awards are cooperative agreements due to the level of substantial involvement required by FEMA, which is detailed below. FEMA will be substantially involved in the activities of the recipient beyond the level involved with typical award administration activities.

CTP Program activities, especially mapping-related activities, have a direct and substantial impact on the success and sustainability of the NFIP, e.g., the development of map data which is used to determine insurance and floodplain management requirements. Additionally, these activities provide for a significant benefit to recipients and the communities they serve by having improved data and resources to implement the NFIP program.

FEMA must provide substantial oversight to maintain quality control of deliverables and to ensure accountability for appropriate use of CTP Program funds. Due to the project complexity and length, FEMA collaborates with the recipient on programmatic activities to minimize risk to the NFIP and local implementation of the Flood Hazard Mapping Program. Additionally, certain statutory programmatic activities require federal approval and involvement, such as coordination with the Office of the Federal Register to publicize notices of proposed and final flood hazard changes.

FEMA will provide technical assistance and support (as required or necessary) and approve deliverables while closely monitoring performance.

Program authority and responsibility under cooperative agreements reside with FEMA. FEMA will work with recipients to review and refine work plans to ensure program goals and objectives can be effectively accomplished. The following bullets provide examples of FEMA's substantial involvement in cooperative agreement partnership projects. FEMA will participate in cooperative agreements by:

- Identifying community training, outreach and development needs, and ensuring activities undertaken to address needs are mutually beneficial, comply with NFIP requirements and are performed appropriately with qualified personnel.
- Coordinating and approving technical assistance activities provided to communities to advance mitigation activities.
- Collaborating with the recipient to align and integrate state and local mapping needs with national mapping needs for prioritization (as defined in 44 C.F.R. Parts 59 and 60) as well as any Congressional priorities related to mapping.
- Confirming that communication with local governments is executed according to statutory and regulatory program requirements.
- Collaborating with the recipient to develop, and/or review and approve, project-related communications and messaging that is considered sensitive or high-profile (such as media inquiries or congressional inquiries).
- Coordinating efforts among project team members to identify due dates, maintain schedules and ensure communication and collaboration.
- Performing National Quality Review checks (QR1-QR8) per Standard 508 in FEMA's Flood Hazard Mapping Standards (<https://www.fema.gov/media-library/assets/documents/35313>) to ensure products and deliverables comply with programmatic policies and standards, including audits through FEMA's Independent Verification and Validation (IV&V) process for mapping products.
- Providing the base Hazards US (HAZUS) Level 1 National Average Annualized Loss (AAL) risk assessment for the project area and reviewing and assessing the recipient's enhanced annualized loss risk assessments and HAZUS model run results.
- Attending community meetings and performing certain statutory or regulatory processing requirements, such as publication of Federal Register notices, Scientific Review Panel activities (as necessary), and distribution of final determination documents.
- Performing activities associated with the post-processing of a Letter of Map Revision (LOMR), including processing activities as a result of FEMA's final determination on a LOMR request such as distribution of final determination documents, publication of Federal Register and newspaper notices, and regulatory appeal period processing.
- Processing regulatory fees associated with Conditional Letters of Map Revision (CLOMRs) and LOMRs that recipients receive for review (note: recipients must forward the fee to FEMA for processing).

The recipient shall not develop or engage in the development of tasks not approved in the MAS and/or SOW without post-award approval from the program office, and the issuance of a cooperative agreement amendment from FEMA. FEMA will monitor the project on a continual basis by maintaining ongoing contact with the recipient and will provide input to the program's direction, in consultation with the recipient, as needed.

## **C. Eligibility Information**

### **1. Eligible Applicants**

The following entities are eligible for funding under this the CTP Program:

- City or township governments
- County governments
- Federally recognized Native American tribal governments
- Nonprofits with 501(c)(3) IRS status, other than institutions of higher education
- Institutions of higher education as defined by section 101 of the Higher Education Act of 1965 (20 U.S.C. § 1001)
- Public Housing Authorities/Indian housing authorities
- Special district governments
- Territories
- State governments, including the District of Columbia

### **2. Applicant Eligibility Criteria**

The recipient and any subrecipients must comply with all applicable statutes and regulations regarding the National Flood Insurance Program, including specifically:

- The National Flood Insurance Act of 1968 ([42 U.S.C. 4001](#) et seq.), the Flood Disaster Protection Act of 1973 ([42 U.S.C. 4001](#) et seq.).
- The Biggert-Waters Flood Insurance Reform Act of 2012 ([Public Law 112-141](#), 126 Stat. 916).
- The Homeowner Flood Insurance Affordability Act of 2014 ([Public Law 113-89](#)).
- The Code of Federal Regulations, [Title 44](#), Parts 59 through 72.

Potential recipients must have also entered into a signed Partnership Agreement (Memorandum of Agreement) with FEMA confirming they are a partner in FEMA's Cooperating Technical Partners Program to receive funds under the CTP Program. The details for how to enter into a Partnership Agreement with FEMA are described under

### **Appendix B: Establishing a Partnership Agreement.**

In addition, an applicant must meet the following additional eligibility criteria to qualify for federal assistance through a cooperative agreement under the CTP Program. The recipient must have:

- The capability to comply with all applicable statutes, regulations and terms and conditions for accepting and managing grants or cooperative agreements, including the systems and processes necessary for appropriate management of federal funds;
- 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 review of the products or support previously prepared or provided by the recipient and the existing processes or systems the recipient intends to use for program-related activities. If the work for any portion of an activity is contracted, the



recipient of the award must have in-house staff with the technical capability to monitor the contractor(s) and approve the product(s) developed by the contractor(s). For the purpose of these awards: “capability” means demonstrated experience in the performance of, or management through contracting of, similar activities;

- Evidence of continued maintenance, through non-federal funds, of the processes or systems in place to support the collection, development, evaluation, dissemination and communication of flood hazard and risk assessment data and mapping (e.g., continued data collection related to changes in flood hazards and development in flood-prone areas; continued upgrades to data collection or mapping capabilities to incorporate new technologies; preparation of multiple-year mapping or data collection plans; maintenance of hardware, software, licenses and certifications, etc., necessary to complete, review, monitor and report on the work; etc.).
- The ability to achieve CTP Program performance metrics outlined in **Appendix D: Performance Reporting References**, Federal Award Administration Information of this NOFO and provide timely and accurate reports to FEMA documenting performance and achievements; and
- The recipient must perform and manage work, when applicable, in FEMA’s 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 award activities are not capable of being performed and managed within a MIP workflow, the recipient is expected to develop and report on cost and performance schedules. In order to obtain access to FEMA’s Risk Analysis Management systems including the MIP, the recipient must have a FEMA approved Information Sharing Access Agreement (ISAA).

### 3. Other Eligibility Criteria

None

### 4. Maintenance of Effort (MOE)

There is no Maintenance of Effort (MOE) requirement

### 5. Cost Share or Match

Cost Share or Match not required

## D. Application and Submission Information

### 1. Key Dates and Times

- a. *Application Start Date:* **03/31/2021**
- b. *Application Submission Deadline:* **05/31/2021 at 5:00:00 PM  
(Eastern Daylight Time)**

All applications **must** be received by the established deadline.

The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled “Timely Receipt Requirements and Proof of Timely Submission” in Section D of this NOFO. Applicants will receive an electronic message confirming receipt of the full application. Applicant must confirm receipt of this message. If it is not received, the applicant must reach out to FEMA staff immediately and prior to the close of the application submission period.

**FEMA will not review applications that are received after the deadline or consider these late applications for funding.** FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

**Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline.** Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. “Timely notification” of FEMA means: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section G of this NOFO, “DHS Awarding Agency Contact Information.” For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or [NDGrants@fema.dhs.gov](mailto:NDGrants@fema.dhs.gov). The ND Grants Service Desk is available Monday through Friday, 9:00 AM – 6:00 PM Eastern Time (ET). For programmatic or grants management questions, please contact your Program Analyst or Grants Specialist. If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov), Monday through Friday, 9:00 AM – 5:00 PM ET.

- c. *Anticipated Funding Selection Date:* No later than 08/30/2021
- d. *Anticipated Award Date:* No later than 09/03/2021
- e. *Other Key Dates*

<b>Event</b>	<b>Suggested Deadline for Completion</b>
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in SAM or Updating SAM registration	Four weeks before actual submission deadline
Registering in Grants.gov	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline
Submitting Final Application in ND Grants	Six weeks after actual submission deadline

## **2. Agreeing to Terms and Conditions of the Award**

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

## **3. Address to Request Application Package**

Initial applications are processed through the [Grants.gov](http://www.grants.gov) portal. Final applications are completed and submitted through FEMA’s Non-Disaster Grants (ND Grants) System. Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>.

Hard copies of the NOFO can be downloaded at [Grants.gov](http://www.grants.gov) or obtained via email from the Awarding Office points of contact listed in Section G of this NOFO, “DHS Awarding Agency Contact Information” or by TTY (800) 462-7585.

## **4. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application**

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Data Universal Numbering System (DUNS) number from Dun & Bradstreet and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide a valid DUNS number, which is currently the unique entity identifier;
- c. Have an account with [login.gov](http://www.login.gov);

- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Create a Grants.gov account;
- f. Add a profile to a Grants.gov account;
- g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
- h. Register in ND Grants
- i. Submit an initial application in Grants.gov;
- j. Submit the final application in ND Grants, including electronically signing applicable forms; and**
- k. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Specific instructions on how to apply for, update, or verify a DUNS number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Per 2 C.F.R. § 25.110(c)(2)(iii), if an applicant is experiencing exigent circumstances that prevents it from receiving a DUNS number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov) and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain a DUNS number and complete SAM registration within 30 days of the federal award date.

## 5. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity.

For this funding opportunity, FEMA requires applicants to submit initial applications through Grants.gov and a final application through ND Grants.

## 6. How to Register to Apply through Grants.gov

### a. *General Instructions:*

Registering and applying for an award under this program is a multi-step process and requires time to complete. Read the instructions below about registering to apply for FEMA funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

**The registration process can take up to four weeks to complete.** To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a Data Universal Numbering System (DUNS) Number, Employer Identification Number (EIN), and an active System for Award Management (SAM) registration.

Organizations must also have a Grants.gov account to apply for an award under this program. Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here: <https://www.grants.gov/web/grants/applicants/organization-registration.html>.

If individual applicants are eligible to apply for this grant funding opportunity, refer to: <https://www.grants.gov/web/grants/applicants/registration.html>.

### b. *Obtain a DUNS Number:*

All entities applying for funding, including renewal funding, must have a DUNS number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

Note: At some point, the DUNS Number will be replaced by a “new, non-proprietary identifier” requested in, and assigned by, SAM.gov. This new identifier is being called the Unique Entity Identifier (UEI), or the Entity ID. Grants.gov has begun preparing for this transition by educating users about the upcoming changes and updating field labels and references to the DUNS Number (the current identifier) within the Grants.gov system. Users should continue using the DUNS Number in UEI fields until further notice. To learn more about SAM’s rollout of the UEI, please visit <https://gsa.gov/entityid>.

### c. *Obtain Employer Identification Number*

In addition to having a DUNS number, all entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

**d. Create a login.gov account:**

Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account here:

[https://secure.login.gov/sign\\_up/enter\\_email?request\\_id=34f19fa8-14a2-438c-8323-a62b99571fd3](https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd3).

Applicants only have to create a login.gov account once. For applicants that are existing SAM users, use the same email address for the login.gov account as with SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to:

<https://www.sam.gov/SAM/pages/public/loginFAQ.jsf>.

**e. Register with SAM:**

In addition to having a DUNS number, all organizations applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.

Note: As a new requirement per 2 C.F.R. § 25.200, applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

**I. ADDITIONAL SAM REMINDERS**

Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the application period and should be renewed annually to avoid being "INACTIVE." **Please allow plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may be four weeks or more after an applicant submits the SAM registration before the registration is active in SAM, and then it may be an additional 24 hours before FEMA's system recognizes the information.**

It is imperative that the information applicants provide is correct and current. Please ensure that your organization's name, address, DUNS number, and Employer Identification Number, or EIN, are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards. Payment under any FEMA award is contingent on the recipient's having a current SAM registration.

**II. HELP WITH SAM**

The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov/fsd-gov/home.do> or call toll free (866) 606-8220.

**f. *Create a Grants.gov Account:***

The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process.

For more information, follow the on-screen instructions or refer to:

<https://www.grants.gov/web/grants/applicants/registration.html>.

See also Section D.8 in this NOFO, “Submitting the Final Application in ND Grants,” for instructions on how to register early in ND Grants.

**g. *Add a Profile to a Grants.gov Account:***

A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/add-profile.html>.

**h. *EBiz POC Authorized Profile Roles:***

After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the Authorized Organization Representative (AOR) role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>.

**i. *Track Role Status:***

To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>.

**j. *Electronic Signature:***

When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals

who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed, and it is crucial for valid and timely submissions.**

## 7. How to Submit an Initial Application to FEMA via Grants.gov

Standard Form 424 (SF-424) is the initial application for this NOFO.

Grants.gov applicants can apply online using a workspace. A workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants need to submit the following forms:

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

### a. *Create a Workspace:*

Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

### b. *Complete a Workspace:*

Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.

### c. *Adobe Reader:*

If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

### d. *Mandatory Fields in Forms:*

In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

### e. *Complete SF-424 Fields First:*



The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

**f. *Submit a Workspace:***

An application may be submitted through workspace by clicking the “Sign and Submit” button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

**g. *Track a Workspace:***

After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

**h. *Additional Training and Applicant Support:***

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Grants.gov provides applicants 24/7 (except federal holidays) support via the toll-free number (800) 518-4726, email at [support@grants.gov](mailto:support@grants.gov) and the website at <https://www.grants.gov/support.html>. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist FEMA with tracking your issue and understanding background information on the issue.

**8. *Submitting the Final Application in ND Grants***

After submitting the initial application in Grants.gov, eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement or, at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their applications.

Applicants needing assistance registering for the ND Grants system should contact [ndgrants@fema.dhs.gov](mailto:ndgrants@fema.dhs.gov) or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see <https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system>.

In ND Grants, applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.10 of this NOFO, “Content and Form of Application Submission.” The Standard Forms (SF) are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the [SF-424 family on Grants.gov](#). Applicants should review these forms before applying to ensure they have all the information required.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled “Content and Form of Application Submission” under Section D of this NOFO.

## 9. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the AOR role who submitted the application in Grants.gov will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of its initial application. **This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants.** Applicants can also view the ND Grants Agency Tracking Number by accessing the Details tab in the submitted workspace section in Grants.gov, under the Agency Tracking Number column. Should the Agency Tracking Number not appear, the application has not yet migrated from Grants.gov into the ND Grants System. Please allow 24 hours for your ND Grants application tracking number to migrate.

All applications must be received in ND Grants by **5:00 PM ET** on the application deadline. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

## 10. Content and Form of Application Submission

### a. *Standard Required Application Forms and Information*

The following forms or information are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF) are submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants. Applicants may also access the SFs at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

#### I. GRANTS.GOV

- **SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov

#### II. ND GRANTS

- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants

- **For construction under an award, submit SF-424C, Budget Information (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424A
- **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants
  - **For construction under an award, submit SF-424D, Standard Assurances (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424B
- **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants
- **Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.13 of this NOFO, “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

**b. *Program-Specific Required Forms and Information***

Funding in FY 2021 for CTP cooperative agreements in support of Risk MAP measures includes the following project categories, which are explained in more detail in **Appendix C: CTP Project Categories and Requirements** of this NOFO:

- Program Management (PM)
- Community Outreach and Mitigation Strategies (COMS)
- Letter of Map Revision (LOMR) Review Activities
- Special Project(s)
- Technical Hazard Identification, Risk Analysis and Mapping

To qualify as complete, applicants must coordinate with their respective FEMA Regional or HQ representative identified in Section G: DHS Awarding Agency Contact Information in this NOFO in advance of applying, and the application must include the documents described below.

The following additional program-specific forms or information are required to be submitted in ND Grants:

- a) Partnership Agreement; and
- b) Mapping Activity Statement (MAS) or Statement of Work (SOW).

**a) Partnership Agreement**

The application must include a copy of the recipient’s signed Partnership Agreement with FEMA. The Partnership Agreement is a prerequisite to any further activities under the CTP Program. The Partnership Agreement is discussed in greater detail in Section C: Eligibility Information in this NOFO.

**b) Mapping Activity Statement (MAP)/Scope of Work (SOW)**

For all project categories, recipients are encouraged to work with FEMA in advance of the application to understand FEMA program priorities, objectives and measures, and to identify specific tasks to undertake in FY 2021. In support of program objectives, FEMA may provide technical assistance, training, and/or data to a recipient to enhance the activities within the project categories outlined above. Any funds FEMA provides through a cooperative agreement to complete project activities are in addition to the leveraged resources and data, which may be provided by the recipient to complete the tasks agreed upon in the SOW or MAS. When awarded a cooperative agreement through the CTP Program in support of program objectives and to advance program measures, the recipient must comply with the requirements outlined in this announcement, the terms and conditions of the award (previously referred to as the Articles of Agreement), as well as the Partnership Agreement and the associated FEMA-approved SOW or MAS.

As a recipient and FEMA collaborate to identify specific activities to perform under their Partnership Agreement, they will develop a Mapping Activity Statement (MAS) or Statement of Work (SOW) to define the roles and responsibilities of all parties involved in a flood risk project (see Section E: Application Review Information in this NOFO for additional information).

The MAS or SOW supplements the Partnership Agreement and defines the activities that will be accomplished for a particular project. A cooperative agreement is the award mechanism by which FEMA provides federal funds to qualified recipients to complete certain partnership activities. For additional information on qualifications for entering into a Partnership Agreement or receiving federal assistance for partnership activities, see Section C: Eligibility Information in this NOFO.

**11. Other Submission Requirements**

The application must include a copy of the draft SOW and/or MAS which will be finalized prior to actual award if award is made. The SOW and/or MAS is used as a supplement to the Partnership Agreement and defines the activities that will be accomplished for a particular project, including the responsible entity(is), how the proposed activities are funded, and the nature of the working partnership between FEMA and the recipient. The SOW and MAS specifically define the project scope as well as the roles and responsibilities of the recipient, the role of FEMA and, if applicable, the role of FEMA's contractors involved in a particular project and/or particular tasks. The national SOW and MAS templates, may be viewed and downloaded from the FEMA web site at <https://www.fema.gov/flood-maps/guidance-partners/cooperating-technical-partners>. The recipient must work directly with the appropriate FEMA office when developing a SOW and MAS, prior to application, to ensure that any regional or local modifications to the template are incorporated as appropriate. For additional information and details regarding these activities for each SOW or MAS, see **Appendix C: Project Categories and Requirements**.

The application must include a detailed budget for the funds requested. The budget must be complete, reasonable, and cost-effective in relation to the proposed project, and must identify

any anticipated leverage or cost share/match. The budget must provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of Indirect or Management and Administrative (M&A) costs.

Unit costs listed in FEMA's Blue Book cannot be used as the basis for estimating or justifying the requested budget to complete a proposed project. Blue Book unit costs are intended only to provide an estimate of the value of partner contributions to a project (i.e., non-FEMA funded leveraged data).

## **12. Intergovernmental Review**

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (See <https://www.archives.gov/federal-register/codification/executive-order/12372.html>; [Intergovernmental Review \(SPOC List\) \(whitehouse.gov\)](https://www.whitehouse.gov)).

## **13. Funding Restrictions and Allowable Costs**

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, or the terms and conditions of the award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards under this program is the same as the period of performance).

In general, the Cost Principles establish standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or administrative costs, and set forth allowability principles for selected items of cost. More specifically, except as otherwise stated in this NOFO, the terms and condition of an award, or other program materials, costs charged to awards covered by this NOFO must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E. In order to be allowable, all costs charged to a FEMA award or applied to the cost share must be reasonable in nature and amount and allocable to the particular FEMA award.

Additionally, all costs charged to awards must comply with the grant program's applicable statutes, policies, requirements in this NOFO as well as with the terms and conditions of the award. If FEMA staff identify costs that are inconsistent with any of these requirements, these costs may be disallowed, and FEMA may recover funds as appropriate, consistent with applicable laws, regulations, and policies.

As part of those requirements, grant recipients and subrecipients may only use federal funds or funds applied to a cost share for the purposes set forth in this NOFO and the terms and conditions of the award, and those costs 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.

CTP Program funds must be used to supplement existing funds and cannot replace (supplant) funds that have been budgeted for the same purpose (whether federal, state or local). Recipients may be required to supply certification and/or documentation validating that a reduction in resources for program-related activities occurred for reasons other than the receipt or expected receipt of funds through a CTP cooperative agreement.

Explanation of Cost restrictions associated with the CTP Program:

- Organization costs are not allowable under the CTP Program.
- Training: Costs associated with training provided by the recipient as part of the project scope are allowable in accordance with the approved scope and budget of the award. Funding to address training requests or needs of the recipient is allowable at the discretion of FEMA's awarding office. Training requests or needs must be fully identified in the draft SOW or MAS submitted with the application. The recipient must also identify if the training will be direct cost or indirect cost. For instance, funding may be allowable as a direct cost for the recipient to attend or deploy training provided by FEMA associated with risk analysis tools such as HazardsUS (HAZUS). However, training for finance personnel to attend grants management courses would not be allowable as a direct cost under this award but may be allowable as part of the indirect cost rate agreement.
- Mitigation Planning Technical Assistance: Funding in this cooperative agreement shall not be used to update all or any portion of a mitigation plan or develop actual construction designs for specific projects. However, technical assistance in support of mitigation planning is an allowable cost under the CTP Program.
- Equipment and software costs are not allowable under the CTP Program.
- Exercise costs are not allowable under the CTP Program.
- Domestic travel costs are allowable under this program.
- International travel is not an allowable cost under this program unless otherwise approved in advance by the Federal Insurance and Mitigation Administration Deputy Associate Administrator via the FEMA HQ CTP Program Lead.
- Operational overtime costs are not allowable under this program.
- Construction and renovation costs are not allowable under this program.

**a. *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services***

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019 \(FY 2019 NDAA\)](#), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.326, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Additional guidance is available at [Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services \(Interim\) FEMA Policy #405-143-1](#).

**Effective August 13, 2020**, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- (1) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (2) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- (3) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

#### **I. DEFINITIONS**

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People’s Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of “covered telecommunications equipment or services.” *See* 2 C.F.R. § 200.471.

#### **b. Pre-Award Costs**

Pre-award costs directly related to developing the application or sub application and/or directly related to grant implementation after the application period has opened, but prior to the date of the cooperative agreement award or final approval, are allowed.

Applicants seeking pre-award costs must clearly articulate this request in the budget narrative and justification and must include details regarding the costs, such as the project activities/scope to which costs are related, when costs were (or will be) incurred and whether they are included as direct or indirect costs. The FEMA awarding office will review the request and negotiate the costs as appropriate. Upon written concurrence from the FEMA Project Officer, the Awarding Officer will include the appropriate statement in the Terms and Conditions affirming the parameters for allowable pre-award costs.

**c. *Management and Administration (M&A) Costs***

Management and Administration costs are allowed under this program. Management and Administration costs are activities directly related to implementing the award. FEMA will allow recipients to use up to 4% of the amount of the award for their M&A and sub recipients may use up to 4% of the amount they receive for M&A. Funding levels for these costs must be negotiated on a per-project basis with the appropriate awarding office and should include an itemized listing of specific costs associated with M&A

M&A costs include direct charges to the cooperative agreement related to the administration aspects of implementing the award, such as salaries and benefits of human resources, administrative or finance personnel who support the execution of the cooperative agreement but are not completing specific project activities.

Costs such as travel, meeting-related expenses, and salaries in direct support of the administration of the award are also examples of typically allowable M&A costs. Other M&A costs might include general operating costs when direct billed. However, M&A costs are not allowable as direct charges to the award when these costs are included in a recipient's negotiated indirect cost rate agreement.

Certain administrative costs are not considered to be M&A costs, and are not subject to the M&A cap of 4% when those costs are directly related to a specific award activity. For example, a program management award may include staffing a mapping coordinator position as one of the specifically-awarded activities of the cooperative agreement. In this situation, the portion of the associated salary and fringe benefits of the mapping coordinator that are funded by the award are considered part of the award costs and not included in M&A costs.

**d. *Indirect Facilities & Administrative (F&A) Costs***

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FEMA POC identified in Section G for further instructions. Applicants who wish to use a



cost allocation plan in lieu of an indirect cost rate must also reach out to the FEMA POC identified in Section G for further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

**e. *Other Direct Costs***

N/A

**E. Application Review Information**

**1. Application Evaluation Criteria**

**a. *Programmatic Criteria***

FEMA evaluates applications and CTP partnerships for performance, effectiveness, merit, and risk. FEMA bases its evaluation of the partner's demonstrated performance on the following criteria:

- Commitment to and continued support of flood hazard identification and mapping activities and other program activities (such as risk assessments, risk communication and technical assistance for mitigation action) conducted with and by FEMA.
- Uniqueness and value of the national, state, regional or local relationships maintained, including ability to effectively cooperate and coordinate with NFIP stakeholders as well as other whole community stakeholders affected by program activities.
- Adherence to program specific statutory and regulatory requirements as well as program standards for timeliness, completeness and quality of project activities and deliverables submitted to FEMA and/or provided to the public.
- Demonstrated quality of product(s) submitted to FEMA and/or provided to the public.
- Advancement of program metrics and/or accomplishment of project performance measures, as well as other measures identified by FEMA Regions and provided to all applicants prior to application submission.
- Ability to cooperate and coordinate with the staff from the following organizations during all phases of project activities, as needed: FEMA Regional Offices; the Federal Insurance and Mitigation Administration in the FEMA Headquarters Office in Washington, DC; and designated FEMA contractors.
- Adherence to statutory and regulatory requirements for grants management, and cooperation and coordination with appropriate FEMA grants management staff.

**b. *Financial Integrity Criteria***

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as amended by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- i. Financial stability.

- ii. Quality of management systems and ability to meet management standards.
- iii. History of performance in managing federal award.
- iv. Reports and findings from audits.
- v. Ability to effectively implement statutory, regulatory, or other requirements.

**c. *Supplemental Financial Integrity Criteria and Review***

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000:

- i. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the [Federal Awardee Performance and Integrity Information System](#) (FAPIIS).
- ii. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- iii. FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206.

**2. Review and Selection Process**

FEMA Regional program staff review applications to ensure compliance with program eligibility criteria and the program priorities detailed in Section A: Program Description in this NOFO.

Applications are also reviewed by qualified FEMA grants management staff to ensure compliance with grants management principles, such as administrative requirements and cost principles. Applicants/applications that do not meet eligibility or submission requirements are removed from consideration.

FEMA awarding offices coordinate with recipients as necessary during the pre-award or solicitation period to assist eligible recipients in determining project activities and preparing applications that meet the requirements for submission. FEMA awarding offices are responsible for reviewing applications for completeness. Applicants may revise and resubmit their applications as needed through the ND Grants system. Following review, FEMA will either approve or reject the application in the ND Grants system. Approved applications will be processed, and award documents will be prepared and provided to the applicant through the ND Grants system. Rejected applicants will receive notification of why their application was not chosen.

Qualified FEMA programmatic staff (regional and/or headquarters), with sufficient program knowledge and expertise in flood hazard mapping, flood risk assessment, flood risk communication and floodplain management, review and select recipient projects for funding. FEMA considers the following elements when prioritizing funding for and selecting recipients for FY 2021 awards:

#### A. Program Priorities

FEMA assesses how well the proposed project aligns with National and Regional program policies, measures, metrics and priorities (including risk, mapping needs, available topographic data, and potential for mitigation action). Program goals and metrics are outlined in Section A: Program Description in this NOFO. Recipients should coordinate with Regional offices and HQ for specific information regarding Risk MAP goals and priorities. Applications should demonstrate how proposed projects will meet or exceed identified national and/or regional program policies, measures, metrics and priorities.

#### B. Past Performance

FEMA utilizes assessments of the recipient's performance on completed and/or on-going cooperative agreement projects when considering CTP for additional project funding. Throughout an on-going project and at the end of the period of performance for each completed SOW and/or MAS, FEMA evaluates the performance of the recipient and the effectiveness of the partnership to determine eligibility for future activities. See Section F: Federal Award Administration Information in this NOFO for more specific information related to performance measures that are used to evaluate the performance and effectiveness of the recipient. 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.

#### C. Technical Capability and Capacity

FEMA evaluates the demonstrated capability and capacity of the recipient to perform, implement, or contract for the activities for which it is applying. For the purpose of these awards, "capability" means demonstrated experience in the performance of, or management through contracting of, similar activities. This evaluation may be completed through (but is not limited to) a FEMA review of the products, deliverables and activities previously completed by the recipient and the existing processes or systems the recipient intends to use for program-related activities. If the work for any portion of an activity is sub-awarded or contracted, the recipient must have in-house staff with the technical capability to monitor the sub-recipient(s) or contractor(s) and approve the product(s) developed by the sub-recipient(s) or contractor(s).

#### D. Partner Contributions

While there is no financial matching requirement under the CTP Program, in order to support the Risk MAP vision and collaboration with stakeholders, FEMA will prioritize funding for recipients that have a strong record of working effectively with FEMA on CTP Program activities and demonstrate their ability to leverage funding received from FEMA through partner contributions. For the purpose of these awards, "partner

contributions” refers to the amount of leveraged data and resources, which allows FEMA to maximize limited public funds to the fullest extent possible in support of National and Regional program priorities and objectives.

To determine the acceptable types and value of partner contributions, including to determine the strong record of working effectively with FEMA, use FEMA’s publication, “Estimating the Value of Partner Contributions to Flood Mapping Projects” (Blue Book), Version 4.1 or any revisions thereto, which may be downloaded from [Applying for Grants as a Cooperating Technical Partner | FEMA.gov](#). For those efforts where there is no Blue Book value or unit cost provided, actual costs may be used and documented. Recipient contributions must be reasonable, allowable, allocable and necessary under the cooperative agreement and must comply with all federal requirements and regulations.

E. Specific Criteria for the LOMR Review partners tasks are as follows

FEMA will choose LOMR Review partners based on the capabilities demonstrated by the partner through the application process. The number of partners chosen to perform the LOMR Review activity will not be pre-determined, though it will not exceed the current number of pre-approved LOMR Review Partners.

As a prerequisite to complete LOMR Review activities, pre-approved project partners must:

- Ensure the cost effectiveness of their review and recommendation process. Be able to demonstrate how costs are in line with those the federal government would incur if doing the work completely at the federal level.
- Have demonstrated the ability to perform technical aspects of the LOMR process.
- Have demonstrated the ability to manage contractors and oversee the products produced by contractors (if applicable).
- Have demonstrated the ability to deliver recommendations to FEMA for determination within the regulatory timeframe that meet FEMA specifications.
- Provide evidence they have received training in necessary FEMA tools prior to application for a cooperative agreement to perform tasks associated with the LOMR Review and recommendation to FEMA.
- Agree to use FEMA workflow, tools and templates

Priority for LOMR Review activities will be given to partners who can demonstrate:

- Benefits to local stakeholders, FEMA, and the recipient.
- Significant past or potential future cost-sharing and cost-effectiveness.
- Participation in other fundable FY 2021 Flood Risk Project MAS activities as listed in **Appendix C: CTP Project Categories and Requirements**.

F. Special Considerations for Non-Profits

Non-profit associations must request approval from the FEMA Regional Office (if applicable) and FEMA HQ CTP Program Lead (in coordination with the appropriate FEMA HQ Program Manager) prior to applying to these projects. To be eligible for the FEMA-Approved Special Projects as detailed in **Appendix C: CTP Project Categories and Requirements**, applicants must show proof acceptable request packets that were reviewed by FEMA and included:

- Documentation of the capabilities of the potential partner.
- An explanation of the benefit to various NFIP stakeholders, FEMA, and the partner (or other recipients).
- A description of the activities the potential partner proposes or intends to perform.
- Draft performance measures for special tasks that may fall outside of those already identified in the NOFO.

## **F. Federal Award Administration Information**

### **1. Notice of Award**

Before accepting the award, AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

Notification of award approval is made through the ND Grants system through an automatic electronic mail to the recipient's authorized official listed in the initial application. The recipient should follow the directions in the notification to confirm acceptance of the award.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award or provide a notice of intent to decline through the ND Grants system. For instructions on how to accept or decline an award in the ND Grants system, please see the ND Grants Grant Recipient User Guide, which is available at <https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system> along with other ND Grants materials.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the 90-day timeframe may result in a loss of funds.

### **2. Administrative and National Policy Requirements**

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

#### **a. *DHS Standard Terms and Conditions***

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

Additionally, specific CTP Programmatic Terms and Conditions shall be added and can be found in **Appendix A: 2021 CTP Cooperative Agreement Terms and Conditions**.

**b. *Ensuring the Protection of Civil Rights***

As the Nation works towards achieving the [National Preparedness Goal](#), it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving [federal financial assistance](#) from FEMA.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the [DHS Standard Terms and Conditions](#). Additional information on civil rights provisions is available at <https://www.fema.gov/about/offices/equal-rights>.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

**c. *Environmental Planning and Historic Preservation (EHP) Compliance***

As a federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable. For the CTP Program, FEMA has prepared a Memo for Record; dated 2/10/2021 that documents EHP compliance for the range of activities (see **Appendix C: CTP Project Categories and Requirements**) eligible for funding under this NOFO pursuant to FEMA's Instruction On Implementation of the Environmental Planning and Historic Preservation Responsibilities and Program requirements, FEMA Instruction 108-1-1.

**3. Reporting**

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

**a. *Financial Reporting Requirements***

**I. FEDERAL FINANCIAL REPORT (FFR)**

Recipients must report obligations and expenditures through the FFR form (SF-425) to FEMA.

Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>

Recipients must file the FFR electronically using the Payment and Reporting Systems ([PARS](#)).

## II. FFR REPORTING PERIODS AND DUE DATES

An FFR must be submitted quarterly throughout the POP, including partial calendar quarters, as well as in periods where no grant award activity occurs. The final FFR is due within 120 days after the end of the POP. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Except for the final FFR due at 120 days after the end of the POP for purposes of closeout, the following reporting periods and due dates apply for the FFR:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

### b. *Programmatic Performance Reporting Requirements*

#### I. PERFORMANCE PROGRESS REPORT (PPR)

Performance Reporting is due on the same report due dates as the FFR.

Recipients will be monitored programmatically and financially on an annual and as needed basis by FEMA staff to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

The recipient is also responsible for monitoring award activities, including the activities and performance of contractors and sub recipients, to provide reasonable assurance that the federal assistance award is administered in compliance with requirements. Responsibilities include affirming the quality of products and deliverables, the accounting of receipts and

expenditures, cash management, maintaining adequate financial records, and refunding expenditures disallowed by audits.

Recipients are responsible for providing updated quarterly performance reports to FEMA using a signed cover letter and narrative providing the following basic cooperative agreement information and submitting it as an attachment to the ND Grants system:

- Federal Agency reporting to
- cooperative agreement number
- EIN
- Recipient organization and address
- Project/cooperative agreement period (start and end dates)
- Reporting period (start and end dates)
- Identification of whether or not the report is final
- Performance narrative (including reporting on project status, funds expended to date, and progress made on performance measures identified in the MAS/SOW)
- Name, title, phone number and email address of the certifying official
- Date reported
- Signature of certifying official.

Recipients must report the progress of activities identified in the approved MAS and/or SOW. If the award is funded for multiple years, progress must be reported for the activities approved and funded for each fiscal year through which the award is funded. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

## II. ADDITIONAL PROGRAMMATIC REPORTING REQUIREMENTS

Performance reporting will be reviewed based on the five following major criteria. These criteria will be further defined based on the type of project initiated by the applicant and in coordination with the FEMA project officer. Full details of each of these criteria will be provided within the MAS and/or SOW utilizing the recommendations in the attached as a starting point. Regions may develop additional performance measures outside this list as needed, but review and approval by the FEMA HQ CTP Program Lead would be required to ensure they complement the following categories.

### **Appendix D: Performance Measure References.**

- Updated Flood Hazard Data
- Public Awareness/Outreach
- Hazard Mitigation Planning
- Enhanced Digital Platform
- Alignment and Synergies

### **c. Closeout Reporting Requirements**

#### **I. CLOSEOUT REPORTING**



Within 120 days after the end of the period of performance for the prime award or after an amendment has been issued to close out an award before the original POP ends, recipients must liquidate all financial obligations and must submit the following:

- i. The final request for payment, if applicable.
- ii. The final FFR (SF-425).
- iii. The final progress report detailing all accomplishments, including a narrative summary of the impact of those accomplishments throughout the period of performance.
- iv. A qualitative narrative summary of the impact of those accomplishments throughout the period of performance; and
- v. Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance.

In addition, pass-through entities are responsible for closing out their subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 90 days of the period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions for subawards in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of the prime award.

After the prime award closeout reports have been reviewed and approved by FEMA, a closeout 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 at least three years from the date of the final FFR. The record retention period may be longer, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.334.

The recipient is responsible for refunding to FEMA any balances of unobligated cash that FEMA paid that are not authorized to be retained per 2 C.F.R. § 200.344(d).

## **II. ADMINISTRATIVE CLOSEOUT**

Administrative closeout is a mechanism for FEMA to unilaterally move forward with closeout of an award using available award information in lieu of final reports from the recipient per 2 C.F.R. § 200.344(h)-(i). It is a last resort available to FEMA, and if FEMA needs to administratively close an award, this may negatively impact a recipient's ability to obtain future funding. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

When a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process, FEMA is required under 2 C.F.R. § 200.344(h) to start the administrative closeout process within the regulatory timeframe. FEMA will make at least three written attempts to collect required reports before initiating administrative closeout. If the recipient does not submit all required reports in accordance with 2 C.F.R. § 200.344, this NOFO, and the terms and conditions of the award, FEMA must

proceed to administratively close the award with the information available within one year of the period of performance end date. Additionally, if the recipient does not submit all required reports within one year of the period of performance end date, per 2 C.F.R. § 200.344(i), FEMA must report in FAPIIS the recipient's material failure to comply with the terms and conditions of the award.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the record retention period under 2 C.F.R. § 200.334.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

**d. *Additional Reporting Requirements***

**I. DISCLOSING INFORMATION PER 2 C.F.R. § 180.335**

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- i. Are presently excluded or disqualified;
- ii. Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
- iii. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- iv. Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

**II. REPORTING OF MATTERS RELATED TO RECIPIENT INTEGRITY AND PERFORMANCE**

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds \$10,000,000 for any period of time during the period of performance of an award under this funding opportunity.

Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

**III. SINGLE AUDIT REPORT**

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report, also known as the single audit report.

The audit must be performed in accordance with the requirements of U.S. Government Accountability Office's (GAO) Government Auditing Standards, located at <https://www.gao.gov/yellowbook/overview>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

#### **4. Monitoring and Oversight**

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award.

Effective monitoring and oversight help FEMA ensure that recipients use grant funds for their intended purpose(s); verify that projects undertaken are consistent with approved plans; and ensure that recipients make adequate progress toward stated goals and objectives. Additionally, monitoring serves as the primary mechanism to ensure that recipients comply with applicable laws, rules, regulations, program guidance, and requirements. FEMA regularly monitors all grant programs both financially and programmatically in accordance with federal laws, regulations (including 2 C.F.R. Part 200), program guidance, and the terms and conditions of the award. All monitoring efforts ultimately serve to evaluate progress towards grant goals and proactively target and address issues that may threaten grant success during the period of performance.

FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting Federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, FEMA may also conduct enhanced monitoring through either desk-based reviews, onsite monitoring visits, or both. Enhanced monitoring will involve the review and analysis of the financial compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

Financial and programmatic monitoring are complementary processes within FEMA's overarching monitoring strategy that function together to ensure effective grants management, accountability, and transparency; validate progress against grant and program goals; and safeguard federal funds against fraud, waste, and abuse. Financial monitoring primarily focuses on statutory and regulatory compliance with administrative grant requirements, while programmatic monitoring seeks to validate and assist in grant progress,

targeting issues that may be hindering achievement of project goals and ensuring compliance with the purpose of the grant and grant program. Both monitoring processes are similar in that they feature initial reviews of all open awards, and additional, in-depth monitoring of grants requiring additional attention.

Recipients and subrecipients who are pass-through entities are responsible for monitoring their subrecipients in a manner consistent with the terms of the federal award at 2 C.F.R. Part 200, including 2 C.F.R. § 200.332. This includes the pass-through entity's responsibility to monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

## **G. DHS Awarding Agency Contact Information**

### **1. Contact and Resource Information**

#### **a. Program Office Contact**

<b>CTP Regional Coordinators</b>	<b>CTP Regional Coordinators</b>
<b>Region I</b> Kerry Bogdan 99 High Street, 6th Floor Boston, MA 02110 Telephone: (617) 956-7576 E-mail: kerry.bogdan@fema.dhs.gov	<b>Region II</b> Gary Monitz 26 Federal Plaza, Room 1337 New York, NY 10278 Telephone: (212) 680-8585 E-mail: gary.monitz@fema.dhs.gov
<b>Region III</b> Nikki Roberts One Independence Mall 615 Chestnut Street, 6th Floor Philadelphia, PA 19106 Telephone: (215) 931-5575 E-mail: nikki.roberts@fema.dhs.gov	<b>Region IV</b> Kristen Martinenza 3005 Chamblee Tucker Road Atlanta, GA 30341 Telephone: (770) 220-8767 E-mail: kristen.martinenza@fema.dhs.gov
<b>Region V</b> Greg Tatara 536 South Clark Street, 6th Floor Chicago, IL 60605 Telephone: (312) 408-5236 E-mail: greg.tatara@fema.dhs.gov	<b>Region VI</b> Diane Howe Federal Regional Center 800 North Loop 288 Denton, TX 76210 Telephone: (940) 898-5171 E-mail: diane.howe@fema.dhs.gov

<p><b>Region VII</b> Dane Bailey 11224 Holmes Road, Kansas City, MO 64131 Telephone: (816) 283-7013 E-mail: dane.bailey@fema.dhs.gov</p>	<p><b>Region VIII</b> Christine Gaynes Denver Federal Center Bldg. 710, Box 25267 Denver, CO 80225 Telephone: (202) 480-1265 E-mail: christine.gaynes@fema.dhs.gov</p>
<p><b>Region IX</b> Jennifer Monroe 1111 Broadway, Suite 1200 Oakland, CA 94607 Telephone: (202) 717-5975 E-mail: jennifer.monroe@fema.dhs.gov</p>	<p><b>Region X</b> Rynn Lamb Federal Regional Center 130 228th Street SW Bothell, WA 98021 Telephone: (425) 487-4539 E-mail: rynn.lamb@fema.dhs.gov</p>
<p><b>HQ – CTP Lead</b> Laura Algeo 3005 Chamblee Tucker Road, Atlanta, GA 30341 Telephone: 404-909-5258 E-mail: laura.algeo@fema.dhs.gov</p>	

**b. *Centralized Scheduling and Information Desk (CSID)***

CSID is a non-emergency comprehensive management and information resource developed by FEMA for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov), Monday through Friday, 9:00 AM – 5:00 PM ET.

**c. *Grant Programs Directorate (GPD) Award Administration Division***

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov).

**d. *FEMA Regional Offices***

FEMA Regional Offices also may provide fiscal support, including pre- and post-award administration and technical assistance such as conducting cash analysis, financial monitoring, and audit resolution to the grant program under this NOFO.

FEMA Regional Offices manage, administer, and conduct the application budget review, create the award package, approve, amend, and close out awards, as well as conduct cash analysis, financial and programmatic monitoring, and audit resolution for the CTP program. The Regions also provide technical assistance to CTP recipients.

FEMA Regional Office contact information is available at <https://www.fema.gov/fema-regional-contacts>.

For a direct CTP program points of contact, please see chart in subsection a) above.

**e. *Equal Rights***

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to [FEMA-CivilRightsOffice@fema.dhs.gov](mailto:FEMA-CivilRightsOffice@fema.dhs.gov).

**f. *Environmental Planning and Historic Preservation***

The FEMA Office of Environmental Planning and Historic Preservation (OEHP) provides guidance and information about the EHP review process to FEMA programs and FEMA's recipients and subrecipients. All inquiries and communications about EHP compliance for FEMA grant projects under this NOFO or the EHP review process should be sent to FEMA-OEHP-NOFOQuestions@fema.dhs.gov.]

**g. *Other Contact Information***

N/A

**2. *Systems Information***

**a. *Grants.gov***

For technical assistance with [Grants.gov](https://www.grants.gov), call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail at [support@grants.gov](mailto:support@grants.gov).

**b. *Non-Disaster (ND) Grants***

For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at [ndgrants@fema.dhs.gov](mailto:ndgrants@fema.dhs.gov) or (800) 865-4076, Monday through Friday, 9:00 AM – 6:00 PM ET. User resources are available at <https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system>

**c. *Payment and Reporting System (PARS)***

FEMA uses the [Payment and Reporting System \(PARS\)](#) for financial reporting, invoicing, and tracking payments. FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, recipients must complete a Standard Form 1199A, Direct Deposit Form. If you have questions about the online system, please call the Customer Service Center at (866) 927-5646 or email [ask-GMD@fema.dhs.gov](mailto:ask-GMD@fema.dhs.gov).

## **H. Additional Information**

### **1. Termination Provisions**

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

#### **a. *Noncompliance***

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO.

#### **b. *With the Consent of the Recipient***

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

#### **c. *Notification by the Recipient***

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

### **2. Period of Performance Extensions**

Extensions to the period of performance (POP) for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the recipient's FEMA project officer and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA project officer as needed when preparing an extension request.

All extension requests must address the following:

- a. The grant program, fiscal year, and award number;
- b. Reason for the delay –including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;
- c. Current status of the activity(ies);

- d. Approved POP termination date and new project completion date;
- e. Amount of funds drawn down to date;
- f. Remaining available funds, both federal and, if applicable, non-federal;
- g. Budget outlining how remaining federal and, if applicable, non-federal funds will be expended;
- h. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
- i. Certification that the activity(ies) will be completed within the extended POP without any modification to the original statement of work and as approved by FEMA.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the recipient or subrecipient with vendors prevent completion of the project, including delivery of equipment or services, within the existing POP;
- The project must undergo a complex environmental review that cannot be completed within the existing POP;
- Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
- Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to FEMA for review and approval at least 30 days prior to the end of the POP to allow sufficient processing time.

### **3. Disability Integration**

Pursuant to Section 504 of the Rehabilitation Act of 1973, recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against other qualified individuals with disabilities.

Grant recipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, recipients are encouraged to consider the needs of individuals with disabilities into the activities and projects funded by the grant.

FEMA expects that the integration of the needs of people with disabilities will occur at all levels, including planning; alerting, notification, and public outreach; training; purchasing of equipment and supplies; protective action implementation; and exercises/drills.

The following are examples that demonstrate the integration of the needs of people with disabilities in carrying out FEMA awards:

- Include representatives of organizations that work with/for people with disabilities on planning committees, work groups and other bodies engaged in development and implementation of the grant programs and activities.



- Hold all activities related to the grant in locations that are accessible to persons with physical disabilities to the extent practicable.
- Acquire language translation services, including American Sign Language, that provide public information across the community and in shelters.
- Ensure shelter-specific grant funds are in alignment with FEMA’s [Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters](#).
- If making alterations to an existing building to a primary function area utilizing federal funds, complying with the most recent codes and standards and making path of travel to the primary function area accessible to the greatest extent possible.
- Implement specific procedures used by public transportation agencies that include evacuation and passenger communication plans and measures for individuals with disabilities.
- Identify, create, and deliver training to address any training gaps specifically aimed toward whole-community preparedness. Include and interact with individuals with disabilities, aligning with the designated program capability.
- Establish best practices in inclusive planning and preparedness that consider physical access, language access, and information access. Examples of effective communication access include providing auxiliary aids and services such as sign language interpreters, Computer Aided Real-time Translation (CART), and materials in Braille or alternate formats.

FEMA grant recipients can fund projects towards the resiliency of the whole community, including people with disabilities, such as training, outreach and safety campaigns, provided that the project aligns with this NOFO and the terms and conditions of the award.

#### **4. Conflicts of Interest in the Administration of Federal Awards or Subawards**

For conflicts of interest under grant-funded procurements and contracts, refer to the section on Procurement Integrity in this NOFO and 2 C.F.R. §§ 200.317 – 200.327.

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable federal and state, local, tribal, or territorial (SLTT) statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to the respective Program Analyst or Program Manager, in writing, any real or potential conflict of interest that may arise during the administration of the federal award, as defined by the federal or SLTT statutes or regulations or their own existing policies, within five days of learning of the conflict of interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities, must disclose any real or potential conflict of interest to the recipient or next-level pass-through entity as required by the recipient or pass-through entity’s conflict of interest policies, or any applicable federal or SLTT statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, subapplicant, recipient, subrecipient, or FEMA employees.

## 5. Procurement Integrity

Through audits conducted by the DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement requirements jeopardizes the integrity of the grant as well as the grant program. To assist with determining whether an action is a procurement or instead a subaward, please consult 2 C.F.R. § 200.331.

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. FEMA will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327.** Select requirements under these standards are listed below. The recipient and any of its subrecipients must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must now follow 2 C.F.R. § 200.321 regarding socioeconomic steps, 200.322 regarding domestic preferences for procurements, 200.323 regarding procurement of recovered materials, and 2 C.F.R. § 200.327 regarding required contract provisions.

**All other non-federal entities, such as tribes (collectively, non-state entities),** must have and use their own documented procurement procedures that reflect applicable SLTT laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319 and § 200.320.

### a. *Important Changes to Procurement Standards in 2 C.F.R. Part 200*

OMB recently updated various parts of Title 2 of the Code of Federal Regulations, among them, the procurement standards. States are now required to follow the socioeconomic steps in soliciting small and minority businesses, women's business enterprises, and labor surplus area firms per 2 C.F.R. § 200.321. All non-federal entities should also, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States per 2 C.F.R. § 200.322.

The recognized procurement methods in 2 C.F.R. § 200.320 have been reorganized into informal procurement methods, which include micro-purchases and small purchases; formal procurement methods, which include sealed bidding and competitive proposals; and

noncompetitive procurements. The federal micro-purchase threshold is currently \$10,000, and non-state entities may use a lower threshold when using micro-purchase procedures under a FEMA award. If a non-state entity wants to use a micro-purchase threshold higher than the federal threshold, it must follow the requirements of 2 C.F.R. § 200.320(a)(1)(iii)-(iv). The federal simplified acquisition threshold is currently \$250,000, and a non-state entity may use a lower threshold but may not exceed the federal threshold when using small purchase procedures under a FEMA award.

See 2 C.F.R. §§ 200.216, 200.471, and Appendix II as well as section D.13.a of the NOFO regarding prohibitions on covered telecommunications equipment or services.

**b. *Competition and Conflicts of Interest***

Among the requirements of 2 C.F.R. § 200.319(b) applicable to all non-federal entities other than states, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a non-federal entity develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the non-federal entity.

Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Per 2 C.F.R. § 200.319(c), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT geographical preferences in the evaluation of bids or proposals, except in those cases where

applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. If the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local, tribal, or territorial government, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

**c. *Supply Schedules and Purchasing Programs***

Generally, a non-federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

**I. GENERAL SERVICES ADMINISTRATION SCHEDULES**

States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and effective procurement programs for state, tribal, and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing.

Information about GSA programs for states, tribes, and local governments, and instrumentalities thereof, can be found at <https://www.gsa.gov/resources-for/programs-for-State-and-local-governments> and <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments>.

For tribes, local governments, and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.327, such as solicitation of minority businesses, women’s business enterprises, small businesses, or labor surplus area firms (§ 200.321), domestic preferences (§ 200.322), contract cost and price (§ 200.324), and required contract provisions (§ 200.327 and Appendix II).

## II. OTHER SUPPLY SCHEDULES AND PROGRAMS

For non-federal entities other than states, such as tribes, local governments, and nonprofits, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible under federal requirements, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the non-federal entity complies with state and local law, regulations, and written procurement procedures;
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the non-federal entity and other similar types of entities;
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography;
- The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.327; and
- With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal, and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its FEMA Project Officer.

### d. *Procurement Documentation*

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain and retain

this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

## 6. Record Retention

### a. *Record Retention Period*

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. *See* 2 C.F.R. § 200.334. Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases. These include:

- Records for real property and equipment acquired with federal funds must be retained for **three years after final disposition of the property**. *See* 2 C.F.R. § 200.334(c).
- If any litigation, claim, or audit is started before the expiration of the three-year period, the records **must be retained until** all litigation, claims, or audit findings involving the records **have been resolved and final action taken**. *See* 2 C.F.R. § 200.334(a).
- The **record retention period will be extended if the recipient is notified in writing** of the extension by FEMA, the cognizant or oversight agency for audit, or the cognizant agency for indirect costs. *See* 2 C.F.R. § 200.334(b).
- Where FEMA requires recipients to report program income after the period of performance ends, the **program income record retention period begins at the end of the recipient's fiscal year in which program income is earned**. *See* 2 C.F.R. § 200.334(e).
- For indirect cost rate proposals, cost allocation plans, or other rate computations records, the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation. If the **indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted** for negotiation. If indirect cost rate documents were **not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate**. *See* 2 C.F.R. § 200.334(f).

**b. *Types of Records to Retain***

FEMA requires that non-federal entities maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. *See, e.g.*, 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

In order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Non-federal entities who fail to fully document all purchases may find their expenditures questioned and subsequently disallowed.

**7. *Actions to Address Noncompliance***

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient. This potential or actual noncompliance may be discovered through routine monitoring, audits, closeout, or reporting from various sources.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.208 and 200.339, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.339, or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19.

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA might take other remedies allowed under 2 C.F.R. § 200.339. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available. For further information on termination due to noncompliance, see the section on Termination Provisions in the NOFO.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA's right to disallow costs and recover funds

as long as the action to disallow costs takes place during the record retention period. *See* 2 C.F.R. §§ 200.334, 200.345(a). Closeout also does not affect the obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions. 2 C.F.R. § 200.345(a)(2).

The types of funds FEMA might attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

FEMA may seek to recover disallowed costs through a Notice of Potential Debt Letter, a Remedy Notification, or other letter. The document will describe the potential amount owed, the reason why FEMA is recovering the funds, the recipient's appeal rights, how the amount can be paid, and the consequences for not appealing or paying the amount by the deadline.

If the recipient neither appeals nor pays the amount by the deadline, the amount owed will become final. Potential consequences if the debt is not paid in full or otherwise resolved by the deadline include the assessment of interest, administrative fees, and penalty charges; administratively offsetting the debt against other payable federal funds; and transferring the debt to the U.S. Department of the Treasury for collection.

FEMA notes the following common areas of noncompliance for FEMA's grant programs:

- Insufficient documentation and lack of record retention.
- Failure to follow the procurement under grants requirements.
- Failure to submit closeout documents in a timely manner.
- Failure to follow EHP requirements.
- Failure to comply with the POP deadline.

## **8. Audits**

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award. Recipients and subrecipients must retain award documents for at least three years from the date the final FFR is submitted, and even longer in many cases subject to the requirements of 2 C.F.R. § 200.334. In the case of administrative closeout, documents must be retained for at least three years from the date of closeout, or longer subject to the requirements of 2 C.F.R. § 200.334. If documents are retained longer than the required retention period, the DHS OIG, the GAO, and the pass-through entity, as well as FEMA in its oversight capacity, have the right to access these records as well. *See* 2 C.F.R. §§ 200.334, 200.337.

Additionally, non-federal entities must comply with the single audit requirements at 2 C.F.R. Part 200, Subpart F. Specifically, non-federal entities, other than for-profit subrecipients, that expend \$750,000 or more in federal awards during their fiscal year must have a single or program-specific audit conducted for that year in accordance with Subpart F. 2 C.F.R. § 200.501. A single audit covers all federal funds expended during a fiscal year, not just FEMA



funds. The cost of audit services may be allowable per 2 C.F.R. § 200.425, but non-federal entities must select auditors in accordance with 2 C.F.R. § 200.509, including following the proper procurement procedures. For additional information on single audit reporting requirements, see [section F of this NOFO under the header “Single Audit Report” within the subsection “Additional Reporting Requirements”].

The objectives of single audits are to:

- Determine if financial statements conform to generally accepted accounting principles (GAAP);
- Determine whether the schedule of expenditures of federal awards is presented fairly;
- Understand, assess, and test the adequacy of internal controls for compliance with major programs; and
- Determine if the entity complied with applicable laws, regulations, and contracts or grants.

For single audits, the auditee is required to prepare financial statements reflecting its financial position, a schedule of federal award expenditures, and a summary of the status of prior audit findings and questioned costs. The auditee also is required to follow up and take appropriate corrective actions on new and previously issued but not yet addressed audit findings. The auditee must prepare a corrective action plan to address the new audit findings. 2 C.F.R. §§ 200.508, 200.510, 200.511.

Non-federal entities must have an audit conducted, either single or program-specific, of their financial statements and federal expenditures annually or biennially pursuant to 2 C.F.R. § 200.504. Non-federal entities must also follow the information submission requirements of 2 C.F.R. § 200.512, including submitting the audit information to the [Federal Audit Clearinghouse](#) within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period. The audit information to be submitted include the data collection form described at 2 C.F.R. § 200.512(c) and Appendix X to 2 C.F.R. Part 200 as well as the reporting package described at 2 C.F.R. § 200.512(b).

The non-federal entity must retain one copy of the data collection form and one copy of the reporting package for three years from the date of submission to the Federal Audit Clearinghouse. 2 C.F.R. § 200.512; *see also* 2 C.F.R. § 200.517 (setting requirements for retention of documents by the auditor and access to audit records in the auditor’s possession).

FEMA, the DHS OIG, the GAO, and the pass-through entity (if applicable), as part of monitoring or as part of an audit, may review a non-federal entity’s compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with 2 C.F.R. Part 200, Subpart F, FEMA and the pass-through entity, if applicable, are required to take appropriate remedial action under 2 C.F.R. § 200.339 for noncompliance, pursuant to 2 C.F.R. § 200.505.

## 9. Payment Information

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 SF-1199A, Direct Deposit Form.

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. For additional information, refer to <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

## 10. Whole Community Preparedness

Preparedness is a shared responsibility that calls for the involvement of everyone—not just the government—in preparedness efforts. By working together, everyone can help keep the nation safe from harm and help keep it resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics.

[Whole Community](#) includes:

- Individuals and families, including those with access and functional needs
- Businesses
- Faith-based and community organizations
- Nonprofit groups
- Schools and academia
- Media outlets
- All levels of government, including state, local, tribal, territorial, and federal partners

The phrase “Whole Community” often appears in preparedness materials, as it is one of the guiding principles. It means two things:

1. Involving people in the development of national preparedness documents.
2. Ensuring their roles and responsibilities are reflected in the content of the materials.

## 11. Appendices

Appendix A: 2021 CTP Cooperative Agreement Terms and Conditions

Appendix B: Establishing a Partnership Agreement

Appendix C: CTP Project Categories and Requirements

Appendix D: Performance Reporting References

## **APPENDIX A**

### **2021 CTP Cooperative Agreement Terms and Conditions**

#### **Programmatic Cooperative Agreement Terms and Conditions**

##### **Data Entry in the Mapping Information Platform (MIP)**

Recipients must meet certain performance progress standards based on the anticipated and actual cost and schedule of a particular project, as documented in the MAS and/or SOW. The MIP was developed in part to track the earned value of mapping projects, which represents one of the performance standards (outlined in Section F: Federal Award Administration Information of this NOFO) to which a recipient must adhere. 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.” In order to receive access to the MIP and other Risk Analysis Management Systems, the CTP must have an executed active Information Sharing Access Agreement (ISAA).

Once FEMA has issued a cooperative agreement, the baseline for the project will be established in the MIP using the cost and schedule information for each task as agreed upon by FEMA and the recipient. The MIP study workflow generally allows a mapping partner to enter data on the status of these projects at a task level. The cost and schedule information, updated monthly by the recipient 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 FEMA to assess progress and earned value.

The Cost Performance Index (CPI) and the Schedule Performance Index (SPI) in MIP will be used to monitor a recipient’s earned value performance and to determine future funding eligibility. Recipients must adhere to the performance requirements by maintaining a 0.92 score for both CPI and SPI. The recipient is required to report on the earned value of projects that are in the MIP on a monthly 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 for reasons other than third-party delay. A CAP must define the reason for the variance and the intended resolution. FEMA Regional Offices must coordinate with FEMA Headquarters when CAPs are developed.

##### **Quality Assurance and Control**

Recipients will coordinate with FEMA to maintain quality assurance and control of deliverables and ensure accountability for appropriate use of CTP Program funds. Recipients are required to develop and provide a quality assurance and control management plan or other performance documentation as described and agreed to in the

MAS and/or SOW. All work must meet the requirements as defined by FEMA's *Guidelines and Standards Policy Memo* located at <http://www.fema.gov/media-library/assets/documents/35313>, and any updates or revisions thereto. Additional information, along with links to guidance, technical references, templates and other resources that support these standards, may be accessed and/or downloaded from the FEMA Flood Hazard Mapping website at <http://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping> and are also provided and updated through FEMA's Knowledge Sharing Site (<https://rmd.msc.fema.gov/kss/SitePages/Home.aspx>). FEMA is in the process of updating existing guidance. In the meantime, recipients may refer to historical documents for assistance. Additionally, recipients and their sub recipients must comply with all applicable federal regulations, including 2 C.F.R. Part 200. Recipients shall also coordinate with their Regional office to determine additional standards that should be met.

To ensure compliance with quality standards and performance metrics, FEMA may require the recipient to use the reimbursement method of payment. Where FEMA determines it necessary to do so, payments will be placed on hold in PARS until progress reports are current and FEMA has confirmed deliverables comply with National Quality Standards.

### **Changes to the Award Document**

In the event that FEMA determines that changes are necessary to the award document after an award has been made, including changes to the period of performance or terms and conditions, recipients will be notified of the changes in writing. Once Notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.

### **Exceptions**

Exceptions to tasks not able to be conducted or tracked in the MIP:

#### *LOMR Review*

Cost information is not available within the MIP for activities within the Revisions workflow for processing Letter of Map Revision requests under the LOMR Review MAS. However, schedule information in the form of reports showing case status and other performance requirements is available through the MIP. For partners participating in the LOMR Review activity, status reports must be submitted on a monthly basis, at a minimum. Cost and schedule performance measures must be defined and reported on a quarterly basis. LOMR Review recipients should coordinate with the FEMA Regional and HQ Project Officer to develop appropriate performance measures which will be used to monitor partner performance and determine future funding eligibility are identified in the MAS/SOW.

#### *Program Management*

As program management tasks are not tracked with earned value calculations in the MIP, cost and schedule performance measures must be defined and documented in the SOW.

These measures must be reported quarterly and will be used to monitor the recipient's performance and to determine future funding eligibility. At such time as program management tasks are added to the MIP, the recipient will need to begin tracking the tasks within the MIP.

*Special Projects*

As special projects are not conducted in the MIP, cost and schedule performance measures must be defined and documented in the SOW or MAS. These measures must be reported quarterly and will be used to monitor the recipient's performance and to determine future funding eligibility.

## APPENDIX B

### Establishing a Partnership Agreement

The Partnership Agreement recognizes the fundamental importance of flood hazard identification and risk assessment in the successful reduction of future flood losses and the recipient's commitment to the effort.

FEMA, through the CTP Program, seeks to build upon and enhance the existing capabilities of recipients to increase local involvement in, and ownership of flood hazard identification, flood map maintenance, risk assessment, and risk communication to encourage responsible floodplain management and support their jurisdictional responsibilities as participating members of the NFIP. Recipients assist in the development and maintenance of flood risk data and Flood Insurance Rate Maps (FIRMs) and other risk related products, and further advance the goals and objectives of Risk MAP and the NFIP program. Partnerships developed through FEMA's CTP Program are in the best interest of State and local communities, the NFIP and the general public. FEMA is responsible for establishing and updating minimum Federal criteria and holds the final decision-making responsibility for issuing FIRMs and any revisions/updates.

There are several mutually beneficial reasons for partnering to help produce risk identification and assessment data, and other products in support of the NFIP:

- Local capabilities in hazard identification, risk assessment, risk communication and mitigation – the foundation for building disaster-resilient communities – are enhanced through technical assistance, experience, standards, and funding provided by FEMA.
- The data used for local permitting and planning is often also used as the basis for the FIRMs, facilitating more efficient and effective floodplain management.
- Recipients have an opportunity to interject a tailored, local focus into a national program; thus, where unique conditions may exist, special approaches that may be necessary for flood risk assessment, flood hazard identification and flood risk communication can be taken.
- The partnership mechanism provides the opportunity to pool resources and extend the productivity of limited public funds while maintaining essential NFIP standards.
- Contributions made by recipients can enhance flood hazard information and risk assessment data and may allow FEMA to provide information in a timely manner.
- Contributing partners have the potential to be fully engaged in the mapping process, with designated responsibilities to support FEMA's implementation of the program.
- Recipients receive training and technical assistance related to flood hazard analysis and mapping, flood risk communication, and flood risk mitigation activities.
- The CTP Program facilitates mentoring to increase the capability of existing and potential partners.

### Establishing a Partnership Agreement

Partnership Agreements are established based on statutory criteria, as well as other program criteria including:

- The potential partner must meet the definition of an eligible applicant per Section C of the NOFO.

In general, eligible partners fall into one of three groups:

- NFIP-participating communities, as defined in 44 CFR 59 (typically this includes state, tribal, special districts, territorial and local governments), that are in good standing with the NFIP (i.e., not on probation or suspended);
  - State, and regional governmental agencies, such as water management districts, river authorities, municipal utility districts, and state universities, whose activities support floodplain management and flood mitigation actions within the NFIP communities they serve; and
  - Non-profit organizations whose primary mission is to support the ability of NFIP communities to more effectively understand and manage their flood risk.
- The recipient must have existing processes and/or systems in place to support the collection, development, evaluation, dissemination and communication of flood hazard and risk assessment data and mapping. Non-Federal funding must support these processes and/or systems, including acquisition, development and maintenance. This includes, but is not limited to, the equipment and certain supplies (such as hardware, software, licenses and certifications) that are necessary to complete, review, monitor and report project work.

FEMA will enter into an Partnership Agreement with an eligible entity once the entity has demonstrated its ability to perform certain functions in flood risk analysis, flood hazard identification, flood risk communication and mitigation processes in States, tribal and local communities to reduce flood losses and protect life and property from the risk of future flood damage.

Partnerships are also based on the expertise of the partner, including the partner's knowledge of the NFIP, experience completing programmatic activities, and unique relationship to the communities and other individuals who benefit from the activities and products developed and delivered through the NFIP.

FEMA has the discretion to deny or restrict eligibility of recipients who do not meet the eligibility and evaluation criteria stated in this NOFO or who have a history of poor performance. Additionally, FEMA has the discretion to refuse or limit eligibility or future funding until satisfactory resolution of performance issues is provided and documented. Conversely, when deemed to be in the best interest of the government, FEMA has the discretion to provide limited funds to assist a recipient in developing the capability and capacity to meet the eligibility criteria and/or improve performance.

### **Partnership Agreement Application Process**

Once an applicant has met the requirements for eligibility, they must complete the following process of becoming a partner in the CTP Program.

1. The first step toward becoming a recipient is to participate in a training course provided by the relevant FEMA Awarding Office (Region or HQ) that describes the CTP Program, the requirements and benefits of becoming a recipient, and explains FEMA's mitigation programs and activities. Interested parties should contact the appropriate FEMA office (Region or HQ) for training dates and information. In addition, the [IS-2101](#) independent study course offered through the Emergency Management Institute may qualify as this training.
2. After attending a training session, the potential partner must request approval to participate in the CTP Program from the appropriate FEMA office. This request should outline the capabilities of the potential partner; the benefit to FEMA, the potential partner, the public, and various NFIP stakeholders; the activities the potential partner wishes to perform; and the available leverage or partner contributions.
3. FEMA will review the submitted participation request based on potential partner capability, capacity, and experience with earned value management systems as well as experience with performing and/or managing the specific activities that are within the request. Potential partners who express a desire to cooperate with FEMA, and provide evidence that they have sufficient technical capability and will dedicate resources necessary to perform CTP Program activities in support of the NFIP, may be chosen to enter into a Partnership Agreement with the appropriate FEMA office (Region or HQ). As a recipient, they can work together to create, maintain and/or communicate accurate, up-to-date flood hazard and risk assessment data. If the request is denied, the potential partner may resubmit the request once requested improvements are made.

The Partnership Agreement need only be signed once, but an updated agreement can be signed between the partner and FEMA if needed. If the applicant is making a sub-award to a sub-recipient, the sub-recipient must meet all the eligibility requirements of the program. However, the sub-recipient does not need to have a Partnership Agreement in place to receive the sub-award.

In order to end a Partnership Agreement either the CTP partner and/or FEMA need to send written notification to the other party signifying a termination of the Partnership. This will remove the CTP as an eligible applicant for future grants.



## APPENDIX C

### CTP Project Categories and Requirements

Because FEMA's budget varies annually, the total amount of funding awarded to recipients for program-related activities will vary accordingly. Each FEMA Regional Office will determine how much of its annual mapping budget will be allocated to the above-listed project categories. FEMA HQ priorities will determine the amount of funding available for HQ-funded program support activities such as LOMR Review and Special Projects.

FEMA may provide limited federal assistance in accordance with annual priorities to complete partnership activities outlined in a Mapping Activity Statement (MAS) or Statement of Work (SOW). Due to the length and complexity of projects, FEMA may administer assistance for a project in a phased approach (i.e., funding the project in stages). Once a comprehensive MAS/SOW is signed and in place, FEMA may prioritize the funding required for completing the first stage of the project. Following successful completion of the stage, FEMA may consider prioritizing funding for subsequent stages in future years. This phased approach for funding prioritization does not in any way guarantee funding to a recipient to continue project activities, as funding availability and priorities vary each fiscal year.

The Period of Performance (PoP) of funding awards varies based on grant type as described in Section B: Federal Award Information.

Specific CTP Program tasks related to eligibility, performance monitoring and maintenance requiring substantial FEMA involvement are as follows:

- Trainings led by FEMA that are required for all potential applicants. FEMA regularly updates and validates its Guidelines and Standards, and as such must provide training, assistance and oversight to RECIPIENTS in completion of tasks within the cooperative agreement to ensure viability of the NFIP program.
- Review of eligibility criteria for all potential applicants by the appropriate FEMA office.
- Review of all potential applicants' capability, capacity and experience related to fundable activities under the CTP Program.
- Review and quality control of all deliverables developed by applicant prior to release to the general public.
- Review, issuance and documentation of a Partnership Agreement between FEMA and the potential applicant (the Partnership Agreement is a requirement for all fundable activities under the CTP Program).
- Oversight of Cooperative Agreements, specific activities related to those Cooperative Agreements and performance of the Cooperative Agreement.
- Monitoring and evaluation of performance and effectiveness of activities outlined in the Partnership Agreement and Cooperative Agreement
- Tracking and evaluation (if necessary) of poor performance and corrective action plans. FEMA is required to meet certain Earned Value Metrics for its Risk MAP program. The

Schedule Performance Index (SPI) and Cost Performance Index (CPI) of projects are required to be between 0.92 and 1.08. Therefore, FEMA coordinates with the recipient to ensure projects fall within the appropriate ranges for earned value.

**Allowable Activities**

Listed below are the categories of activities for which an award can be made under the CTP program. For any work under which an award is made, the responsible FEMA office shall document poor performance and resolutions through Corrective Action Plans. If FEMA determines that the partnership has proven insufficient to achieve the goals of the partnership or complete an established project, FEMA’s funding of existing activities may be terminated and/or future funding denied.

All FY 2021 MAS and SOW templates described below can be found at [Mapping Activity Statements and Statements of Work | FEMA.gov](#).

**Category 1 - Program Management**

Program Management (PM) is the active process of managing multiple projects. Eligible recipients applying for a Program Management award must submit a draft SOW/MAS ensuring all the information described in the FY 2021 template is addressed. The Program Management (PM) SOW is generally designed for State-level and certain multi-jurisdictional recipients that are engaged in supporting or completing multiple flood risk projects within their jurisdiction to supplement and support their ability to strategically plan and manage projects and activities. Activities within the FY 2021 PM SOW do not result in the production of a flood hazard or risk map. National nonprofits and their local/regional chapters are not eligible for PM activities.

Table 1 describes Fundable Program Management Tasks associated with the FY 2021 PM SOW that may be performed under a cooperative agreement. Contact the respective FEMA Regional Office for additional details regarding the tasks generally described below.

**Table 1: Fundable Program Management Tasks**

Tasks	Descriptions
Business Plan	Document prepared by recipients and used by Regional Offices in support of Risk MAP Multi-year Planning. * Note: a Business Plan (and/or update) is required as a condition of PM funding. See the paragraph below for details about the Business Plan.

Global Program Management	Align and integrate efforts toward the accomplishment of Risk MAP goals. This task is to account for the need to manage multiple projects and do global program management activities to ensure the smooth completion of all tasks in the MAS. * Note: this task is required under the PM SOW when the recipient is also funded to perform tasks under the Flood Risk Project MAS.
<b>Tasks</b>	<b>Descriptions</b>
Global Outreach for Mapping	Create a climate of understanding and ownership of the Risk MAP flood risk study process among stakeholders. * Note: this does not include the individual outreach activities for a specific flood risk project.
Training	Develop and provide technical training to State and Local Officials throughout the course of a flood risk project (at the discretion of the Regional Office). A minimal amount of funding may also be available to address training needs of the recipient. * Note: see below for additional information regarding this task.
Mitigation Planning Technical Assistance	Encourage hazard mitigation plan implementation and advance community hazard mitigation actions through technical assistance that supports the Mitigation Planning Process and Risk MAP projects. *Note: see below for additional information regarding this task.
Staffing	Maintain and/or utilize personnel to support CTP program activities (such as attending regional mapping meetings hosted by FEMA Regions). Funding levels allowable for staffing may be defined and/or limited at the discretion of the FEMA Regional Office in accordance with annual priorities and/or identified CTP activities.
Technical Pilot Projects	Special technical projects as defined by the FEMA Regional Office.
Mentoring	Share CTP program experience and related information with peer participants regarding best practices and process improvements.
Minimal Map Panel Printing	Up to \$5,000 to print copies of maps for CTP jurisdictions (must not be covered under another FEMA grant program)

Coordinated Needs Management Strategy (CNMS)	Data collection and population of the Geographic Information System (GIS) data model used to assess FEMA’s inventory of floodplain studies and support flood map revision and production planning.
Programmatic QA/QC Plans	Minimal funding to develop and implement a programmatic plan for quality assurance and quality control of products funded under the Flood Risk Project MAS.

**Business Plans**

The recipient is required to complete a Business Plan (or update) for each year they are awarded funding for the PM SOW. Plans must:

1. Document the capabilities and accomplishments of the partner.
2. Explain the recipient’s vision for implementing or participating in Risk MAP, such as describing how the partner’s activities advance the vision, goals and objectives of Risk MAP (including encouraging communities to take action to mitigate risk).
3. Include updates from previous years’ activities (if applicable).
4. Identify flood hazard mapping needs based on physical, climatological, or engineering methodology changes and document these mapping needs to be included in the CNMS GIS data model.
5. Provide recommendations to FEMA regarding future Risk MAP projects within the State or local jurisdiction.

Recipients must work with the respective FEMA Regional office for additional details and requirements of Business Plans, including due dates.

**Training**

Where recipients lack the capabilities to perform the above Global Program Management activity in its entirety, FEMA may provide a minimal amount of funding for Program Management and Earned Value training to address specific CTP training needs. (For additional information on allowable cost associated with training refer Section D of the NOFO, Funding Restrictions)

**Mitigation Planning Technical Assistance**

Activities funded under this task are to assist local governments in preparing to undertake or plan for potential flood related mitigation activities. They must be coordinated with the appropriate FEMA office to ensure that the technical assistance provided in support of mitigation planning is not duplicated in other tasks within the CTP program or other mitigation planning grants provided by FEMA. The funds can’t be used to develop a mitigation plan or complete official FEMA benefit cost analyses.

**Category 2 - Community Outreach and Mitigation Strategies**

Community Outreach and Mitigation Strategies (COMS) focus on building risk awareness and understanding at the local level, increasing a community’s ability to communicate flood risk to their citizens, supporting local efforts to reduce natural hazard risk within a community or watershed area, and keeping communities and stakeholders engaged throughout the Risk MAP

process. Table 2 describes Fundable COMS Tasks associated with FY 2021 COMS SOWs that may be performed under a cooperative agreement. Contact the respective FEMA Regional Office for additional details regarding the tasks generally described below.

**Table 2: Fundable Community Outreach and Mitigation Strategies Tasks**

<b>Tasks</b>	<b>Descriptions</b>
COMS Engagement Plan	Document prepared by recipients and used by Regional Offices in support of Risk MAP Multi-year Planning. * Note: a COMS Engagement Plan is required to receive COMS funding. See the paragraph below for details about the COMS Engagement Plan.
Strategic Planning for Community Outreach and Engagement	Prepare for engagement with watershed communities and stakeholders, to strengthen and focus project discussions towards communities taking mitigation action to reduce their natural hazard risk. * Note: this activity does not include the individual engagement activities for a specific flood risk project.
Meetings and Process Facilitation	Planning and presenting at Risk MAP meetings to facilitate decision making processes regarding flood risk awareness and mitigation
Mitigation Support	Leverage Risk MAP data, analyses, products and/or processes to support communities to advance mitigation action.
Communication and Outreach to Communities	Develop, promote and deliver resources and services to communities for risk awareness and mitigation action, such as developing messages and products to implement strategic outreach campaigns. * Note: this does not include outreach activities for a specific Flood Risk Project.
Training and Community Capability Development	Develop and provide training to State and Local Officials throughout the course of a flood risk project (at the discretion of the Regional Office) that promotes awareness and mitigation action. * See below for additional information regarding this task.
Mitigation Planning Technical Assistance	Encourage hazard mitigation plan implementation and advance community hazard mitigation actions through technical assistance that supports the Mitigation Planning Process and Risk MAP projects. * See below for additional information regarding this task.

Staffing	Maintain and/or utilize personnel to support COMS activities (such as attending Risk MAP meetings or meetings hosted by FEMA Regions). Funding levels allowable for staffing may be defined and/or limited at the discretion of the FEMA Regional Office in accordance with annual priorities and/or identified CTP activities.
Pilot Projects	Special COMS projects as defined by the FEMA Regional Office.
Mentoring	Share CTP program experience and related information with peer participants regarding best practices and process improvements related to COMS activities.

### **COMS Engagement Plans**

Recipients eligible for and receiving an award for COMS activities are required to complete a COMS Engagement Plan. Plans must:

1. Document the capabilities, accomplishments and outline the comprehensive outreach plan from the partner related to Community Outreach and Mitigation Strategies.
2. Explain the recipient’s vision for implementing or participating in Risk MAP, specifically describing how the partner’s activities advance the vision, goals and objectives of Risk MAP for encouraging communities to take action to mitigate risk.
3. Include examples or updates from previous years’ activities (if applicable).
4. Provide recommendations to FEMA regarding action and outreach potential for future Risk MAP projects within the State, regional or local area.

Recipients that are also completing activities under the PM SOW may combine Business Plan and the COMS Engagement Plan for these two SOWs into a comprehensive Business Plan that includes the required elements for both the PM SOW Business Plan and the COMS SOW Engagement Plan. Recipients must work with their FEMA Regional Office for additional details and requirements of Business/Engagement Plans, including due dates, for the State and/or Local Business Plans.

### **Training**

Funding for training must be coordinated by the FEMA Regional Office with FEMA Headquarters. Proposed training projects must be fully identified in the SOW submitted with the application, including a description of how training will benefit the public and accomplish the Risk MAP goals of awareness and action. The recipient must identify if the training will be conducted by in-house staff or through contracted services. (For additional information on allowable cost associated with training refer Section D, Funding Restrictions)

### **Mitigation Planning Technical Assistance**

Activities funded under this task are to assist local governments in preparing to undertake or plan for potential flood related mitigation activities. They must be coordinated with the appropriate FEMA office to ensure that the Technical assistance provided in support of mitigation planning is not duplicated in other tasks within the recipient program or other mitigation planning grants provided by FEMA. recipients must ensure that technical assistance activities proposed in the COMS SOW are focused on support related to community engagement, risk communication and identifying and/or advancing mitigation action, and that these activities are not duplicated in the Program Management SOW.

### **Category 3 - Letter of Map Revision (LOMR) Review**

The LOMR Review activity is restricted to existing bi-annually pre-approved project partners. LOMR Review is not an eligible activity for non-profit recipients under this NOFO.

Current pre-approved recipients in the LOMR Review pilot seeking to continue activities must submit a draft MAS using the FY 2021 LOMR Review MAS Template. This version allows a recipient to Partner with FEMA to review and assist in processing Letters of Map Revision (LOMRs) and Conditional Letters of Map Revision (CLOMRs). The FY2021 application should continue to be treated as a business case and must include a narrative addressing a minimum, the following topics:

1. Staff capabilities and knowledge of the applicable Federal regulations, including regulatory timelines for completing activities.
2. Description of proposed projects, including process, quality assurance, performance measures and tracking, communication, violation handling, training strategy and other general process management topics.
3. Coordination with other recipients in jurisdiction (if applicable).
4. Benefits to local stakeholders, FEMA and the recipient.
5. Demonstrated significant past or potential future cost-sharing and cost-effectiveness.
6. Demonstrated organizations technical capabilities and processes for LOMR Review work.
7. Immediate ability to perform funded activities upon award notification.
8. Evidence of no conflict of interest, or how potential conflicts will be addressed.

### **Category 4 - Special Project(s)**

Non-profit associations that participate in the Risk MAP program as a recipient with FEMA HQ are expected to perform work that has national programmatic benefits as described in Section A. This work cannot result in the production of a floodplain map.

Periodically, FEMA Regional offices may fund local and regional non- profit associations to complete special projects within the Region. Local districts for non-profit association recipients are eligible for special projects at a regional level with approval from the FEMA HQ CTP Program Lead.

For FY 2021, FEMA-approved special project applications will be selected and funded based on annual priorities and available funding. In collaboration with FEMA, eligible tasks within the FEMA-Approved special projects SOW will be developed in a collaborative effort that defines where both the recipient and FEMA will contribute funding, 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 NFIP stakeholder needs, while minimizing costs for all parties. The FEMA project Officer will be responsible for coordinating with the recipient to review and finalize the SOW and/or MAS prior to award. Task may include, but are not limited to, the following:

- Developing national outreach documents.
- Participating in national conferences addressing Risk MAP and CTP issues.
- Developing new technical guidelines and issuing studies and reports.
- Developing and conducting recipient mentoring sessions with participation of existing recipients.

**Category 5 - Technical Hazard Identification, Risk Analysis and Mapping**

The objective of this category is to develop flood hazard and risk assessment data for a flood risk project and support Risk MAP program goals and measures by completing technical risk analysis and mapping activities outlined in the FY 2021 Flood Risk Project MAS. These activities may include producing non-regulatory risk assessment data, regulatory flood hazard data and Flood Insurance Rate Maps, and supporting project-specific outreach and risk communication. Table 3 describes Fundable Flood Risk Project MAS Tasks associated with a FY 2021 Flood Risk Project MAS that may be performed by eligible recipients. Contact the respective FEMA Regional Office for additional details regarding the tasks generally described below.

**Table 3: Fundable Flood Risk Project MAS Tasks**

Tasks	Descriptions
Discovery	Collect and survey available data, such as collecting and analyzing data for communities within a watershed to understand the communities' needs and inform the purpose of community engagement, completing first order approximation analysis, participating in Discovery meetings, updating database(s) and refining project recommendations.
Project Level Outreach	Provide technical assistance and expertise to support outreach activities of the flood risk project (up to 10% of the total estimated project funding identified in the MAS).



Project Level Community Engagement	Provide technical assistance and expertise to support the specific elements and activities for community engagement within the flood risk project area (up to 10% of the total estimated project funding identified in the MAS).
Base Map	Prepare the base map data to support a FIRM update (limited funding provided at the discretion of the Regional Project Officer). * See below for additional information and restrictions regarding this task.
Digital Topographic Data Development	Develop digital topographic data for flood hazard identification purposes.
Riverine Floodplain Analyses and Floodplain Mapping	Develop 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	Develop digital engineering data and floodplain mapping using GIS-based or traditional coastal flood hazard analysis methods.
Digital FIRM Preparation	Prepare a FIRM that meets FEMA specifications (may include activities for both preliminary and final stages of FIRM preparation and delivery, or only a single stage).
Independent QA/QC Review	Perform the independent QA/QC review of specific products and activities.
Post-preliminary Processing	Perform post-preliminary processing activities for flood map studies.
Risk Assessment	Perform a flood risk assessment for the area(s) of the Flood Risk Project where adequate elevation data is available. In conjunction with a flood risk project, a multi hazard analysis may also be applicable dependent on Regional concurrence and approval. * See additional information below.
Risk MAP Flood Risk Products	Risk MAP “non-regulatory” products must be included with all Risk MAP Flood Risk Projects. * See appropriate guidance documents for specific products/activities and requirements.

**Base Map Data**

The acquisition (i.e., purchase) or collection of base map data is not an allowable cost under the CTP Program. However, recipients may report the value of the base map data acquired or

collected for the project area as leverage as long as it has not already been used for an existing FIRM. To determine the acceptable types and value of partner contributions and leveraged data, use FEMA's publication, "Estimating the Value of Partner Contributions to Flood Mapping Projects" (Blue Book), Version 4.1, [Applying for Grants as a Cooperating Technical Partner | FEMA.gov](#). For those efforts where there is no Blue Book value or unit cost provided, actual costs may be used and documented. Recipient contributions must be reasonable, allowable, allocable and necessary under the cooperative agreement and must comply with all Federal requirements and regulations.

### **Risk Assessment**

The recipient must use FEMA's HAZUS-MH program or similar algorithms to determine potential losses. If another methodology is proposed, it must be approved by the FEMA Regional office in advance of work being completed. 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 may also be allowed under this activity for the recipient to attend training provided by FEMA associated with HAZUS (however, funding would not be allowable if already funded under the Training task within the Program Management (PM SOW) Award).

- Supporting curriculum development or execution of recipient training.
- Conducting flood risk communication and outreach to State, Tribal, regional, and local stakeholders.
- Creating and disseminating audio-web conferences, national and state conference sessions, and professional floodplain, planning and other related conferences.
- Developing training workshop curriculum (complete with designated trainers) on planning for post-disaster recovery and reconstruction, targeted at practicing planners.
- Developing and conducting specialized workshops targeted to FEMA and state emergency management and planning staff, as well as closely related professionals such as floodplain and coastal resource managers.
- Developing graduate school level course curriculum for planning made available for use by professors and planning schools.

# CTP Performance Measures Matrix

**Applicable Activities**  
(Y=Yes/recommended; N=No/not recommended;  
R=required)

Overarching Risk MAP Goals	Outcomes: CTP Implementation of Risk MAP Goals <i>Observable and measurable change of knowledge, behavior, skills, and/or efficiency due to CTP project</i>	Output Measures <i>Direct, specific, &amp; quantifiable products of CTP activities that lead to /indicate success of the intended Outcomes</i>	Output Measurement Options <i>Units of measure that enable quantifiable recording of performance (not all will be required to report)</i>	Recorded Metric Unit/Scale <i>(Drop down menu 1)</i>	Additional Detail on Recorded Metric <i>(where applicable) (Drop down menu 2)</i>	Applicable Activities				
						PM SOW	Special Project SOW	Flood Risk Project MAS	LOMR Review MAS	COMS SOW
<b>1. Updated Flood Hazard Data</b> Address gaps in flood hazard data to form a solid foundation for risk assessment, floodplain management, and actuarial soundness of the NFIP.	1a. Risk MAP project funds/validates/updates a target number of engineering study miles through the funding / issuance of a map	NVUE	1. Net NVUE mileage 2. \$ investment in new or updated flood studies	# of Miles (Initiated) # of Miles (Achieved) USD\$	N/A	N	N	Y	N	N
	1b. Valuable services are provided by CTPs to the implementation of Risk MAP and the NFIP.	Leverage	1. Leverage target identified in MAS/SOW in Dollars 2. Quarterly progress towards meeting Leverage goal	Achieved / Not achieved	1. Blue book value dollars (final/total leverage target) 2. Blue book value dollars (quarterly progress)	Y	Y	Y	Y	Y
	1c. Management and commitment to LOMR flood hazard identification and mapping activities and other program activities conducted with and by FEMA	LOMR turn around time	Internal turnaround time of "active" processing = less than 140 days	Achieved / Not achieved	[Average] "active" processing time If not achieved, more details on which cases did not meet	N	N	N	R	N
	1d. Adherence to statutory and regulatory requirements for timeliness and completeness of LOMR project activities and deliverables submitted to FEMA and/or provided to the public	LOMR case completion	All cases completed within 90 days	Achieved / Not achieved	[total #] of days for cases [average #] of days for cases	N	N	N	R	N
	1e. Adherence to LOMR program standards for timeliness, completeness and quality of project activities and deliverables submitted to FEMA and/or provided to the public	MT-2 application completion (# of 316-AD Letters Produced per Case)	Produce 2 or less 316-AD letters requesting additional data from the applicant while processing MT-2 applications.	Achieved / Not achieved	[#] of AD letters produced	N	N	N	R	N
	1f. CTPs deliver high quality Engineering and Mapping Deliverables	Initial Quality Review 3 Quality Tracker Percentage Result	1. Total # of Studies without Errors / Total # of Studies in the Process 2. Recycle rate	1. Excellent=97% or better average percentage score Satisfactory= 91-96% or better average percentage score Unsatisfactory=less than 91% average percentage score 2. Excellent=Recycle rate of 0 or 1; Good=Recycle rate of 2 or 3 Unsatisfactory=Recycle rate of 4 or greater	If unsatisfactory, provide [%] score and explanation.	N	N	Y	N	N
		Quality Review 5 Recycle Rate	1. Total # of Studies without Errors / Total # of Studies in the Process 2. Recycle rate	1. Excellent=97% or better average percentage score Satisfactory= 91-96% or better average percentage score Unsatisfactory=less than 91% average percentage score 2. Excellent=Recycle rate of 0 or 1; Good=Recycle rate of 2 or 3 Unsatisfactory=Recycle rate of 4 or greater	If unsatisfactory, provide [%] score and explanation.	N	N	Y	N	N
		Post Preliminary Processing: Due Process, Final Mapping & Administration and / or Revised Preliminary or Other Post-Preliminary Rework (additional field required to identify metric as revised prelim)	[#] (or fewer) of the following avoidable administrative issues within CTP control: 1. 90-day appeal period is not initiated within the Federal Register 90-day comment period. 2. LFD letter is mailed out late (less than 6 months prior to FIRM effective date) or prior to the study passing QR5 and QR7 without FEMA concurrence. 3. 90-Day Suspension Letter mailed out late (less than 90 days prior to FIRM effective date). 4. FEDD file or TSDN is incomplete and/or not archived at the FEMA Library/MIP for studies that initiated QR6 (as per PM42 and PM62). 5. Errors in the information included or referenced in the Proposed Flood Hazard Determination notice published in the Federal Register (e.g. community name or contact information, Preliminary FIRM/FIS weblink, data hosted on Preliminary FIRM/FIS web link, etc.) results in a correction notice or 2nd appeal period. 6. Valid LOMRs (i.e., effective and/or issued prior to the QR5/7 submission date as defined in per PM42) were not incorporated into a study that passes QR5/7.	Excellent = no LFDs rescinded and greater than or equal to 97% of studies are free from administrative errors.  Satisfactory = no LFDs rescinded and greater than or equal to 91% to 96% of studies are free from administrative defects.  Unsatisfactory = 1 or more LFDs rescinded and/or less than 91% of studies are free from administrative errors.	If unsatisfactory, provide [%] score and explanation.	N	N	Y	N	N

# CTP Performance Measures Matrix

Applicable Activities  
(Y=Yes/recommended; N=No/not recommended;  
R=required)

Overarching Risk MAP Goals	Outcomes: CTP Implementation of Risk MAP Goals <i>Observable and measurable change of knowledge, behavior, skills, and/or efficiency due to CTP project</i>	Output Measures <i>Direct, specific, &amp; quantifiable products of CTP activities that lead to /indicate success of the intended Outcomes</i>	Output Measurement Options <i>Units of measure that enable quantifiable recording of performance (not all will be required to report)</i>	Recorded Metric Unit/Scale <i>(Drop down menu 1)</i>	Additional Detail on Recorded Metric <i>(where applicable)</i> <i>(Drop down menu 2)</i>	PM SOW	Special Project SOW	Flood Risk Project MAS	LOMR Review MAS	COMS SOW
<b>2. Public Awareness/Outreach</b> Ensure that a measurable increase in the public's awareness and understanding of flood risk results in a measurable reduction of current and future vulnerability.	<b>2a. Improved Public Awareness and understanding of flood risk</b>	Website Activity	1. Increase of [#/%] website hits within [# of days] after mapping update 2. Increase of [%] of viewership to site within [# of days] after meeting or outreach opportunity 3. Update website by posting new data or information within [#] days of new data completion. 4. Share State Risk MAP prioritization list, Business Plan, and Risk MAP Strategy on organization's website within [#] days of completion.	Achieved / Not achieved	[# or %] change in website activity # of days	Y	Y	Y	N	Y
		Pre/post Survey Scores	[%] improvement gained between pre and post survey	Achieved / Not achieved	[%] improvement between surveys	Y	Y	Y	N	Y
		Exit Survey	1. Average scores from exit surveys. 2. [%] surveys completed by community officials/residents (# of completed surveys divided by # of public meeting participants who are community official/residents, not contractors)	Achieved / Not achieved	1. Exit survey scores: Scale 1 to 5 (1=most positive feedback; 5=most negative feedback) 2. [%] achieved	Y	Y	Y	N	Y
		Outreach and Education to the Public	1. Draft products require less than [#] revisions from FEMA or its contractors. 2. Risk MAP products will be provided to the appropriate entity within [# of days] of final product. 3. Final project data will be uploaded to the MIP within [# of days] of completion. 4. [# of] training participants.	Achieved / Not achieved	1. [#] Revisions 2. [#] of days 3. [#] of days 4. [#] of training participants	Y	Y	Y	N	Y
		Other Regional and CTP identified measure	TBD	TBD	N/A	Y	Y	Y	N	Y
	<b>2b. Meetings / Trainings are held where Risk MAP is represented and Risk MAP objectives are discussed / advanced.</b>	Attendance	[%] of key stakeholders attended ([#] of people invited divided by [#] of people attended)	Achieved / Not achieved	[%] of Meeting Attendance from key stakeholders	Y	Y	Y	N	Y
		Partnerships	1. [#] planned versus completed engagement(s) (% completed: completed engagements/planned engagements) with other project stakeholders 2. [#] of different partners invited/coordinated with in advance (diversity)	Achieved / Not achieved	1. [#] of meetings/engagements 2. [#] unique stakeholders invited	Y	Y	Y	N	Y
<b>3. Hazard Mitigation Planning</b> Lead and support states, localities, and Tribes to effectively engage in risk-based mitigation planning resulting in sustainable actions that reduce or eliminate risks to life and property from natural hazards.	<b>3a. Public awareness leads to action that reduces current and future vulnerability.</b>	Mitigation Actions	1. CTP generates at least [#] action(s) per Risk MAP Project within 1 month of discovery and resilience meetings that is added to the Hazard Mitigation Plan or advanced the action. 2. CTP coordinates annually with post resilience and post discovery communities on any actions that have been advanced. Aim to see progress on [#] action(s) during time. Update action tracker accordingly. 3. Coordinate with State Hazard Mitigation officer or Risk MAP Coordinator to develop or update [#] action(s) and progress annually. 4. Generates at least [#] action(s) from the project added to the Hazard Mitigation Plan or advanced the action.	Achieved / Not achieved (mitigation action initiated) Achieved / Not achieved (mitigation action performed/achieved)	[#] of actions reported	Y	Y	Y	N	Y
		Community Rating System Eligible Actions	1. CTP identifies [#] CRS eligible activities/actions taken by communities as a result of the Risk MAP project. 2. CTP generates [#] CRS eligible action(s) per Risk MAP project that is/are added to the Hazard Mitigation Plan or advanced the action. 3. CTP holds CRS meeting to encourage CRS participation and/or additional actions that can be taken as a result of the Risk MAP project that could result in improved (lower) CRS class.	Achieved / Not achieved	1. [#] actions identified 2. [#] actions generated 3. [#] CRS meetings	Y	Y	Y	N	Y
<b>4. Enhanced Digital Platform</b> Provide an enhanced digital platform that improves management of Risk MAP, stewardship of information produced by Risk MAP, and communication and sharing of risk data and related products to all levels of government and the public.	<b>4a. Earned Value</b>	SPI and CPI Threshold (final)	0.92 to 1.08	SPI score (EV/planned value) CPI score (EV/actual cost)	N/A	R	Y	R	N	R
	<b>4b. Avoidance of Change Requests</b>	Change Requests (CRs)	1. Grant amendments that are not outside the CTPs span of control will be evaluated and documented. 2. Excessive CRs that are due to project management issues within the CTP's control will require additional discussion and possible development of a quality performance plan to identify a continued path to improved project and program management. 3. Reporting within specified timelines throughout the project.	# of CRs 0=no CRs 1=amendment needed outside of control 2=amendment needed within control 3=multiple amendments needed within control		Y	Y	Y	N	Y

# CTP Performance Measures Matrix

Applicable Activities  
(Y=Yes/recommended; N=No/not recommended;  
R=required)

Overarching Risk MAP Goals	Outcomes: CTP Implementation of Risk MAP Goals <i>Observable and measurable change of knowledge, behavior, skills, and/or efficiency due to CTP project</i>	Output Measures <i>Direct, specific, &amp; quantifiable products of CTP activities that lead to /indicate success of the intended Outcomes</i>	Output Measurement Options <i>Units of measure that enable quantifiable recording of performance (not all will be required to report)</i>	Recorded Metric Unit/Scale <i>(Drop down menu 1)</i>	Additional Detail on Recorded Metric <i>(where applicable) (Drop down menu 2)</i>	PM SOW	Special Project SOW	Flood Risk Project MAS	LOMR Review MAS	COMS SOW
<b>5. Alignment and Synergies</b> Align risk analysis program and develop synergies to enhance decision-making capabilities through effective risk communication and management	<b>5a. Evidence of continued maintenance of the processes/systems to support collection, development, evaluation, dissemination, and communication of flood hazard and risk assessment data and mapping</b>	Continued maintenance (using non-federal funds)	[%] of non-federally funded maintenance activities for CTP agreement. Examples below: 1. Continued data collection related to changes in flood hazards and development in flood-prone areas 2. Continued upgrades to data collection or mapping capabilities to incorporate new technologies 3. Preparation of multiple-year mapping or data collection plans 4. Maintenance of equipment and supplies, such as hardware, software, licenses, certifications, etc. that are necessary to complete, review, monitor and report on the work	Achieved / Not achieved	[%] non-federally funded maintenance activities achieved with accompanying narrative of ongoing maintenance for the agreement	R	R	R	R	R
	<b>5b. Maintain high quality CTP partnerships</b>	Project participation, issue awareness and resolution, proactive adaptability, level of coordination/collaboration or value of additional data collected from local communities, response time	[Rating] of quality partnerships through quarterly survey with FEMA staff	Scale of 1 to 5, 1=objectives not achieved; 5=excelled at achieving objectives		Y	Y	Y	N	Y
	<b>5c. Maintain effective and efficient messaging and project management</b>	Touch points with communities	[#] Regularly scheduled meetings/touchpoints above the level required in Risk MAP project	Achieved / Not achieved	[#] Meetings/Touchpoints	Y	Y	Y	N	Y
		Timely MIP Management (required for all projects in MIP)	Monthly updates for all cases, including (%) of active tasks per case	Achieved / Not achieved		Y	N	Y	N	Y
	<b>5d. Enhanced Planning and Coordination Activities</b>	To be determined	1. Encourage participation in regularly scheduled meetings (for example an annual watershed/community prioritization meeting) 2. Ongoing and regular coordination with other state/local offices to discuss agency's prioritization process for Risk MAP projects as well as schedules, meetings, strategy development and stakeholder engagement.	Achieved / Not achieved	As needed: [#] meetings (provide meeting invite and notes for annual State discussion of Risk MAP priorities)	Y	Y	Y	N	Y