

OVERVIEW INFORMATION

Issued By

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

Catalog of Federal Domestic Assistance (CFDA) Number

97.045

CFDA Title

Cooperating Technical Partners

Funding Opportunity Announcement Title

Fiscal Year (FY) 2013 Cooperating Technical Partners Program

Authorizing Authority for Program

Section 1361 of The National Flood Insurance Act of 1968, as amended, and the Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. § 4001, et.seq. (“National Flood Insurance Act of 1968, as amended” or “NFIA”).

Section 1361 of the National Flood Insurance Act of 1968, as amended, 42 U.S.C. § 4102, authorizes the FEMA Administrator “to carry out studies and investigations, utilizing to the maximum extent practicable the existing facilities and services of other Federal departments or agencies, and State and local governmental agencies, and any other organizations, with respect to the adequacy of State and local measures in flood-prone areas as to land management and use, flood control, flood zoning, and flood damage prevention, and may enter into any contracts, agreements, or other appropriate arrangements to carry out such authority.”

Appropriation Authority for Program

The Department of Homeland Security Appropriations Act, 2013 Public Law 113-6.

FOA Number

| | |
|-------------------|----------------------|
| Headquarters (HQ) | DHS-13-MT-045-000-01 |
| Region 3 | DHS-13-MT-045-003-01 |
| Region 8 | DHS-13-MT-045-008-01 |
| Region 1 | DHS-13-MT-045-001-99 |
| Region 2 | DHS-13-MT-045-002-99 |
| Region 4 | DHS-13-MT-045-004-99 |
| Region 5 | DHS-13-MT-045-005-99 |
| Region 6 | DHS-13-MT-045-006-99 |
| Region 7 | DHS-13-MT-045-007-99 |
| Region 9 | DHS-13-MT-045-009-99 |
| Region 10 | DHS-13-MT-045-010-99 |

Key Dates and Time

Application Start Date: July 25, 2013
Application Submission Deadline Date: August 11, 2013
at 11:59:59 PM EDT
Anticipated Funding Selection Date: Varies; no later than August 27, 2013
Anticipated Award Date: Varies; no later than August 30, 2013

Other Key Dates

Other Key Dates: *N/A*

Intergovernmental Review

Is an intergovernmental review required? Yes No

Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372 (<http://www.fws.gov/policy/library/rgeo12372.pdf>). Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at http://www.whitehouse.gov/omb/grants_spoc to ensure currency.

FOA EXECUTIVE SUMMARY

Program Type

Select the applicable program type: New Continuation One-time

Date of origin for Program: 09/1999

Funding Opportunity Category

Select the applicable opportunity category:

- Discretionary Mandatory
 Competitive Non-competitive
 Sole Source

Application Process

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

Components/Directorates must ensure applicants and recipients use the appropriate OMB Standard Forms when applying for financial assistance. Application forms and instructions are available at [Grants.gov](http://www.grants.gov). To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

Applicants must apply through the appropriate announcement link in [grants.gov](http://www.grants.gov). For regional, state and local grant projects, applicants must apply using the announcement link and funding opportunity number for the associated FEMA Regional Office. For national grant projects (such as LOMR Delegation projects and national non-profit association Special Projects), applicants must apply using the announcement link for FEMA Headquarters (HQ). Failure to apply using the appropriate announcement link may result in the applicant’s submission being rejected.

Applicants may submit pre-applications for projects when the need for Federal funding exceeds \$100,000. Pre-applications may be used to establish communication between the agency and applicant, determine the applicant’s eligibility, determine how well the project can compete with similar projects, and discourage proposals that have little or no chance for Federal funding before applicants prepare detailed applications.

Applicants are encouraged to begin their registration for systems that will be required or are anticipated to be used for the application, selection and management of an award under this

announcement. These systems may include: Non-Disaster (ND) Grants, Payment and Reporting System (PARS) and/or System for Award Management (SAM). Applicants are encouraged to register as soon as possible to ensure they have adequate time to start and complete their application submission. Additional information about registering for these systems is available in *Section IX. How to Apply*.

Eligible Applicants

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

- City or township governments
- County governments
- Native American tribal governments (federally recognized)
- Nonprofits with 501(c)(3) IRS status, other than institutions of higher education
- Others (as approved by FEMA HQ)
- Public & State controlled institutions of higher education
- Special district governments
- State governments

For additional information, see the Eligibility Criteria section of this FOA.

Type of Funding Instrument

Select the applicable funding instrument: Cooperative Agreement Grant

The Cooperating Technical Partners Program provides funds, through a cooperative agreement, to ensure that an eligible Cooperating Technical Partner (herein referred to as “CTP”, “Partner” or “grantee”) can perform various projects and activities in support of the National Flood Insurance Program (NFIP). Details of CTP projects and activities funded through these cooperative agreements are outlined in a Mapping Activity Statement (MAS) or Scope of Work (SOW), developed in coordination with FEMA, under the following four categories:

- Program Management,
- Technical Risk Analysis and Mapping,
- Letter of Map Revision (LOMR) Delegation, and
- Special Projects.

Technical Risk Analysis and Mapping activities may include, but are not limited to, producing non-regulatory risk assessment data, regulatory flood hazard data and Flood Insurance Rate Maps (FIRMs), and outreach and communication. Additional information is summarized in Tables 1 and 2 of *Section I. Funding Opportunity Description* regarding the activities for which a CTP may receive FY 2013 funding through a cooperative agreement with FEMA. FEMA HQ-approved national non-profit associations (and their regional chapters) are not eligible for Program Management, Technical Risk Analysis and Mapping or LOMR Delegation activities. Local non-profit associations are eligible for Special Projects and may be eligible for certain activities within Program Management or Technical risk Analysis and Mapping with prior approval from the FEMA HQ Cooperating Technical Partners Program Lead.

FEMA may provide technical assistance, training, and/or data to a CTP to support these activities. The funds FEMA provides are in addition to the leveraged resources and data which

may be provided by the CTP to complete the activities agreed upon in the MAS/SOW for the project funded by the cooperative agreement. The following outlines FEMA's additional substantial involvement in these cooperative agreement partnerships for each of the available MAS/SOW categories:

- 1) For the Program Management MAS, FEMA will:
 - coordinate Technical Assistance for Mitigation Actions tasks to be performed,
 - ensure training activities undertaken are mutually beneficial and performed appropriately with qualified personnel,
 - review CTP business plans required by the MAS, and
 - coordinate efforts among project team members to identify due dates and ensure communication and collaboration.

- 2) For the Technical Risk Analysis and Mapping MAS, FEMA will:
 - provide the base Hazus Level 1 National Average Annualized Loss (AAL) risk assessment for the project area,
 - review and assess the Partner's enhanced annualized loss risk assessments and Hazus model run results,
 - coordinate efforts among project team members to identify due dates and ensure communication and collaboration throughout the project, and
 - FEMA, or its designee, will attend community meetings and perform certain regulatory processing requirements, such as publication of Federal Register notices, Scientific Review Panel activities as necessary, and distribution of final determination document.

- 3) For the LOMR Delegation MAS, FEMA will:
 - perform those activities associated with the post-processing of a LOMR, which includes distribution of final determination documents, publication of Federal Register and newspaper notices, and appeal period processing,
 - process regulatory fees associated with Conditional Letters of Map Revision (CLOMR) and LOMRs that Partners receive for review (note: Partners must forward the fee to FEMA for processing), and
 - work with the Partner to further define (through the MAS) those specific tasks within CLOMR and LOMR processing that the Partner will or will not perform.

- 4) For the Special Projects SOW, FEMA will:
 - evaluate the benefit to the agency of the activity,
 - identify the training, outreach and development needs necessary,
 - coordinate efforts among project team members as necessary to ensure communication and collaboration.

Due to the complexity and length of CTP projects, FEMA will coordinate with the CTP to minimize risk to Program performance metrics, maintain quality control of deliverables, and ensure accountability for appropriate use of Program funds. FEMA will work with the CTPs to develop the scope agreements as a collaborative effort that defines where both the CTP and FEMA will contribute data and units of work to maximize the extent, accuracy, and usability of

flood hazard data, studies and/or activities to best meet the needs of Federal, State, Tribal and local NFIP stakeholders, while minimizing costs for FEMA and the CTP. FEMA will provide technical support (as necessary) and deliverable approval while closely monitoring performance.

Cost Share or Match

Select the applicable requirement: Cost Match Cost Share Voluntary

Please see additional information on cost share under *Section V. Application Review Information and Selection Process*.

Maintenance of Effort

Is there a Maintenance of Effort (MOE) requirement? Yes No

Management and Administration

“Management and Administration Costs” (M&A) are allowable for the grantee and sub-grantee but shall not exceed 4 percent of the total grant award. Funding levels for these costs need to be negotiated on a per-project basis with the appropriate awarding office. Costs such as travel, meeting-related expenses, and salaries in direct support of the administration of the award are examples of allowable M&A costs.

Indirect costs are allowable only if the applicant has an approved indirect cost rate with the cognizant Federal agency. A copy of the approved rate (a fully executed agreement, negotiated with the applicant’s cognizant federal agency) is required at the time of application. Indirect costs will be evaluated as part of the application for Federal funds to determine if allowable and reasonable.

FULL ANNOUNCEMENT

I. Funding Opportunity Description

Program Overview:

FEMA has long encouraged strong Federal, State, Tribal, regional and local partnerships to increase involvement in the NFIP for the purposes of reducing flood losses and promoting community resiliency. Many of these partners have developed considerable technical capabilities and resources that provide the opportunity to improve and expand the collection, development, evaluation, dissemination and communication of flood hazard and risk assessment data. FEMA and its partners recognized the advantages of encouraging and formalizing greater cooperation to utilize these technical risk analysis and mapping capabilities.

As a result, the Cooperating Technical Partners Program was developed in 1999 to supplement and expand the on-going efforts of participating NFIP communities, Tribes, and States (and the agencies and organizations who support them) who perform certain functions in the flood risk analysis, flood hazard identification, flood risk communication and mitigation processes to reduce flood losses and protect life and property from the risk of future flood damage. There are several beneficial reasons for partnering with grantees to produce risk assessment data, Flood Insurance Rate Maps (FIRMs), and other products in support of the NFIP:

- The data used for local permitting and planning will also be used as the basis for the FIRMs, facilitating more efficient floodplain management.
- CTPs have an opportunity to interject a tailored, local focus into a national program; thus, where unique conditions may exist, the 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.
- The Partner's participation in the Cooperating Technical Partners Program may earn Community Rating System (CRS) credits, which may lead to discounted flood insurance premiums for property owners.

In support of the Cooperating Technical Partners Program, FEMA has committed to do the following:

- Recognize the contributions made by CTPs by providing timely and accurate flood hazard information.
- Maximize the use of CTP contributions as a means of leveraging limited public funds to the fullest extent while maintaining essential NFIP standards.
- Provide training and technical assistance to CTPs when appropriate.
- Facilitate mentoring to increase capability for both existing and potential partners.

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

- Partnership Agreement
- Cooperative Agreement
- Mapping Activity Statement (MAS) and Statement of Work (SOW)
 - Program Management MAS
 - Risk MAP Project MAS
 - Letter of Map Revision (LOMR) MAS
 - Special Projects SOW

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 program activities, may enter into a Partnership Agreement with the appropriate FEMA office (Region or HQ) to work together to create, maintain and communicate accurate, up-to-date flood hazard and risk assessment data. The Partnership Agreement recognizes the fundamental importance of flood hazard identification in the successful reduction of future flood losses and the CTP commitment to the effort. The Partnership Agreement need only be signed once, but an updated agreement can be signed between the partner and FEMA as needed. The Partnership Agreement is a prerequisite to any further activities under the Cooperating Technical Partners Program. The Partnership Agreement template may be viewed or downloaded from the FEMA web site at <http://www.fema.gov/ctp-main/cooperating-technical-partners-program>.

The following paragraphs describe the process a potential partner must follow to participate in the Cooperating Technical Partners Program:

FEMA periodically offers training courses (national and/or regional) for potential partners that describes the Cooperating Technical Partners Program, the requirements and benefits of becoming a CTP, and explains FEMA's mitigation programs and activities. Participation in at least one of these training courses is the first step to becoming a CTP. Interested parties should contact the appropriate FEMA office (Region or HQ) for training dates and information.

Once training has been received, the potential partner must request approval to participate from the appropriate FEMA office. This request should outline the capabilities of the potential partner; the benefit to FEMA, the potential partner, and various NFIP stakeholders; the activities the potential partner wishes to perform; and the available leverage or partner contributions.

FEMA will review the submitted participation request and determine whether or not to go forward with the partnership. Requests will be reviewed based on potential partner capability, capacity, and experience with earned value management systems as well as experience with performing and/or managing the specific activities that are within the request.

If the request is denied, the potential partner may resubmit the request once improvements are made. If the request is approved, the potential partner and FEMA will sign a Partnership Agreement and may ultimately sign a MAS.

The Cooperative Agreement is the award mechanism by which FEMA provides federal funds to CTPs to complete partnership activities. However, locally funded activities may be initiated without a cooperative agreement once the partner and FEMA have signed a MAS or SOW.

The MAS is used as a supplement to the Partnership Agreement and defines the activities that will be accomplished for a particular project, including the entity(ies) responsible for the activities, how the activities will be funded, and the nature of the working relationship between FEMA and its CTP. An example of the national MAS templates may be viewed or downloaded from the FEMA web site at <http://www.fema.gov/ctp-main/cooperating-technical-partners-program>. The CTP must work directly with the appropriate FEMA office when developing a MAS and must ensure that any regional modifications to the national template are used.

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

The LOMR MAS agreement is a version of the MAS that allows a CTP to be delegated the ownership of LOMR processing for the partner's jurisdiction. This only includes LOMRs and Conditional Letters of Map Revision (CLOMRs). While the project is still under development for national use and is still being referred to as a pilot project, FEMA may consider expanding the project further.

Each project documented in a MAS will be monitored and FEMA will assess the CTP's performance to determine whether or not future awards will be made. New CTPs may see a gradual increase in work over time depending on available funding, the project proposal, capabilities, past performance and partner contributions.

Program Objective:

In FY 2009, FEMA transitioned from its Map Modernization (Map Mod) program to Risk MAP (Mapping, Assessment, and Planning). 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. Risk MAP builds on flood hazard data and maps produced during the Map Mod program. FEMA collaborates with a variety of stakeholders to achieve the following goals under Risk MAP:

1. *Flood Hazard Data*. Address gaps in flood hazard data to form a solid foundation for risk assessment, floodplain management, and actuarial soundness of the NFIP.

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

Additional information about Risk MAP (including goals, strategies, progress and success stories), can be found on FEMA's website at <http://www.fema.gov/risk-mapping-assessment-planning>.

Program Funding Priorities and Allowable Activities:

As the CTP and FEMA identify specific activities to perform under the Partnership Agreement, they will develop a MAS or SOW to define the roles and responsibilities of all parties involved in a Risk MAP Project. The MAS will be funded through a cooperative agreement by FEMA in accordance with annual priorities.

Due to the length and complexity of the Risk MAP project, FEMA may administer the cooperative agreement in a phased approach (e.g., Discovery and non-regulatory products in phase 1, flood hazard data development in phase 2, and regulatory map updates in phase 3). Use of the phased approach alleviates the need for extensions of performance periods and revisions to the MAS/SOW, and improves overall efficiency through the development of a thorough project scope. Once the MAS is signed and in place, the remaining funding required for completing the project may be provided by FEMA. This phased approach does not in any way guarantee future funding to a CTP as funding availability varies each fiscal year.

Funds will be allocated based on FEMA's priority of mapping and program needs and associated policies, the availability of FEMA funds for program activities, the amount of leverage provided by the CTP, and the demonstrated ability by the CTP to perform the activities. Funding priorities for CTP cooperative agreements include:

- Program Management,
- Technical Risk Analysis and Mapping, and
- Program Support (LOMR Delegation and Special Projects).

Because FEMA's budget varies annually, the total amount of funding awarded to CTPs for program-related activities will vary accordingly. Each FEMA Regional Office will determine how much of its annual mapping budget (which will usually consist of no-year appropriated funding) will be allocated to management, technical and program support

activities under the Cooperating Technical Partners Program. FEMA HQ will determine the amount of funding available for HQ-funded program support activities.

The Cooperating Technical Partners Program provides funds for an eligible CTP to perform certain activities in support of Risk MAP and the NFIP under the following four categories:

A. Program Management

Program management is the active process of managing multiple projects which need to meet or exceed pre-defined performance metrics. Integration and communication are key aspects of program management. Program Management (PM) activities cannot result in the production of a floodplain map. Funding for the PM MAS comes from the FEMA Regional Office annual mapping budget.

CTPs (excluding national non-profits and their local/regional chapters) that can meet performance metrics, in addition to eligibility and reporting requirements as described in this guidance document, are eligible to participate in the PM tasks. Table 1 below describes the tasks associated with the PM MAS that may be performed under a cooperative agreement. Contact the respective FEMA Regional Office for a copy of the PM MAS and additional details regarding the tasks generally described below.

Table 1. Fundable Program Management Tasks

| Tasks | Descriptions |
|---------------------------|--|
| Business Plan | Document prepared by CTPs and used by Regional Offices in support of Risk MAP Multi-year Planning. See the paragraphs below for details about the Business Plan. <i>A Business Plan (and/or updates) is required to receive PM funding.</i> |
| Global Program Management | Align and integrate efforts toward the accomplishment of Risk MAP goals. <i>This task is required under the PM MAS when the CTP is also funded to perform tasks under the Technical Risk Analysis and Mapping MAS.</i> |
| Outreach | Create a climate of understanding and ownership of the mapping process at the State and local levels. <i>Note: this does not include the outreach activities for a specific mapping project.</i> |
| Community Engagement | Strategically prepare for project engagement with watershed communities throughout a project’s lifecycle, to strengthen and focus project discussions towards communities taking action to reduce their natural hazard risk. |
| Training | Develop and provide 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 be available to address training needs of the CTP. See below for additional information. |

| Tasks | Descriptions |
|--|--|
| Staffing | Maintain and/or utilize personnel to support CTP program activities (such as attending regional mapping meetings hosted by FEMA Regions). |
| Pilot Projects | Special 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. |
| Technical Assistance for Mitigation Actions | Encourage hazard mitigation plan implementation and advance community hazard mitigation actions through the Mitigation Planning Process and Risk MAP projects. See additional information below regarding this task. |
| Programmatic QA/QC Plans | Minimal funding to develop and implement a programmatic plan for quality assurance and quality control of products funded under the Technical Risk Analysis and Mapping MAS. |

Business Plans - In the past, Business Plans were limited to States and certain multi-jurisdictional entities. With the initiation of the Program Management activity, all CTPs eligible for Program Management Activities are required to complete a Business Plan each year. Plans must:

- document the capabilities and accomplishments of the partner;
- explain the CTP'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);
- include updates from previous years' activities (if applicable);
- identify flood hazard mapping needs based on physical, climatological, or engineering methodology changes and document these mapping needs through the CNMS GIS data model; and
- provide recommendations to FEMA regarding future Risk MAP projects within the State or local jurisdiction.

CTPs must work with the respective FEMA Regional office for additional details and requirements of Business Plans, including due dates for the State and/or Local Business Plans.

Training – Where CTPs lack the capabilities to perform the above Program Management activity in its entirety, FEMA may provide a minimal amount of funding for Program Management and Earned Value training to address specific CTP

training needs. Funding for training must be coordinated by the FEMA Regional Office with FEMA Headquarters, and the CTP must submit progress reports on a quarterly basis regarding the training completed and how it will benefit FEMA and the partner in the future. Funding for training under the Program Management task is allowable for FY 2013 and will come from the FEMA Regional Office annual mapping budget.

Technical Assistance for Mitigation Actions – Activities funded under this task must be mutually beneficial to FEMA and the CTP, and coordinated with the appropriate FEMA office. Funding in this grant shall not be used to update a portion or all of a Mitigation Plan. Where these activities are funded, the awarding FEMA office must ensure that the appropriate entities are performing the work. For example, it may be most appropriate in some States to have a different office performing the activities available under Technical Assistance for Mitigation Actions than the activities available under Technical Risk Analysis and Mapping MAS.

B. Technical Risk Analysis and Mapping

The objective of a Risk MAP Project is to develop flood hazard and risk assessment data and support Risk MAP program goals by completing technical risk analysis and mapping activities. These activities may include producing non-regulatory risk assessment data, regulatory flood hazard data and Flood Insurance Rate Maps (FIRMs), and performing project outreach and risk communication. Activities under this MAS may or may not result in a new or updated FIRM for one or more communities within a project area. Table 2 below describes the tasks associated with the Technical Risk Analysis and Mapping MAS that may be performed by eligible CTPs (excluding national non-profits and their local/regional chapters) under a cooperative agreement. Contact the respective FEMA Regional Office for a copy of the Technical Risk Analysis and Mapping MAS and additional details regarding the tasks generally described below.

Table 2. Fundable Technical Risk Analysis and Mapping Tasks

| Tasks | Descriptions |
|----------------------|---|
| Base Map | Prepare the base map data to support a FIRM update (limited funding provided at the discretion of the Regional Project Officer). |
| Discovery | Engage communities within a watershed, understand the communities' needs, inform the purpose of FEMA's engagement, balance FEMA resources and plan project execution. |
| Project Outreach | Perform outreach activities that directly support the Flood Risk Project (up to 10% of the total estimated funding). |
| Community Engagement | Perform or support the specific elements and activities for Community Engagement within the Flood Risk Project area (up to 10% of the total estimated funding). |

| Tasks | Descriptions |
|--|--|
| 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). |
| Digital Topographic Data Development | Develop digital topographic data for flood hazard identification purposes. |
| 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 Risk MAP project where adequate elevation data is available. See additional information below. |
| Risk MAP Non-regulatory Products | Risk MAP non-regulatory products must be included with all Risk MAP projects. See appropriate guidance documents for specific products/activities and requirements. |

Risk Assessment – The CTP must use FEMA’s HAZUS-MH program to determine annualized loss. FEMA has completed a HAZUS Level 1 national Average Annualized Loss (AAL) assessment and provides this data for all Risk MAP projects. A HAZUS Level 1 project may be completed where the national Level 1 product is insufficient. A HAZUS Level 2 project can also be completed, though FEMA will not fund the collection of building stock data. The results must be reviewed with FEMA and an analysis must be performed on the results. Additionally, the results must be tied to the Mitigation Planning efforts within the jurisdiction. Funding may also be used to attend or deploy training provided by FEMA associated with HAZUS.

C. Letter of Map Revision (LOMR) Delegation

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

To be eligible for LOMR Delegation, existing pilot project partners must:

- be able to demonstrate the cost effectiveness of delegating this authority to the partner;
- have demonstrated the ability to perform technical aspects of the process;

- have demonstrated the ability to manage contractors and oversee the products produced by contractors (if applicable);
- use FEMA workflow/tools and deliver (within the regulatory timeframe) products that meet FEMA specifications; and
- provide evidence they have received training in the FEMA tools prior to application for a cooperative agreement to complete LOMR Delegation.

If the abilities listed above are not demonstrated or maintained, then FEMA HQ may decide not to engage the partner in LOMR Delegation activities in future years. Training provided by FEMA on the revision process and the applicable workflow tools is a prerequisite to being eligible for a LOMR Delegation MAS. Applications for LOMR Delegation from CTPs who have not fulfilled this requirement will not be accepted.

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

- staff capabilities and knowledge of the applicable Federal regulations;
- description of proposed project including process, quality assurance, performance tracking, communication, violation handling, training strategy and other general process management topics;
- coordination with other CTPs in jurisdictions (if applicable);
- benefits to FEMA, the CTP and external stakeholders;
- demonstrated cost-effectiveness;
- immediate start-up ability; and
- evidence of no conflict of interest issues, and how potential conflicts will be addressed.

CTPs should include other topics within the application that they determine to be necessary and appropriate. Priority for LOMR Delegation will be given to partners who can demonstrate:

- benefits to FEMA, the CTP, and external stakeholders;
- significant past or potential future cost-sharing and cost-effectiveness; and
- participation in the other fundable Technical Risk Analysis and Mapping Activities (as listed in Table 2 of this document).

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

As part of its partnership responsibilities under a LOMR Delegation MAS, the CTP will:

- receive and initiate revision cases,
- perform the review of submitted data for completeness,
- make requests for additional data as needed,
- process the submittal through the designated workflow tool,
- prepare draft determination documents and notices,
- populate the “Flood Hazard Determination (FHD) on the Web” tool,
- provide various levels of communication, and
- perform external quality reviews.

FEMA will perform those activities associated with the post-processing of a LOMR, which includes distribution of final determination documents, publication of Federal Register and newspaper notices, and appeal period processing. Additionally, partners must forward any fees included with CLOMR and LOMR submittals to FEMA for processing. When awards are made, FEMA will work with the partner to further define the specific tasks associated with CLOMR and LOMR processing that the CTP will or will not perform.

D. Special Projects

Generally speaking, the prior sections referencing Program Management, Technical Risk Analysis and Mapping and LOMR Delegation MAS activities are not eligible tasks for non-profits associations. However, FEMA recognizes the valuable contribution of non-profit associations who support NFIP communities or activities that reduce the risk of life and property to flood damage. In FY2010, FEMA began to utilize the Cooperating Technical Partners Program to provide funding to non-profit associations through a cooperative agreement with FEMA HQ to support Risk MAP program efforts. Non-profit associations that participate in the Risk MAP program as a CTP will be expected to perform work that has national programmatic benefits. This work cannot result in the production of a floodplain map.

Periodically, FEMA Regional offices may fund local and regional non-profit associations (excluding local/regional chapters of national non-profit associations) to complete special projects within the Region. Local non-profit association CTPs are eligible for Special Projects at a Regional level with approval from the FEMA HQ Cooperating Technical Partners Program Lead.

Eligible tasks under Special Projects may include, but are not limited to, the following:

- assisting FEMA with the development of national outreach documents;
- participation in National Conferences addressing Risk Map and CTP issues;
- assisting FEMA with the development of new technical guidelines and issuing studies and reports;
- developing and conducting CTP mentoring sessions with participation of existing CTPs;
- supporting FEMA with CTP training;

- assisting FEMA with flood risk communication and outreach, including 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;
- 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; and
- developing graduate school level course curriculum for planning, made available for use by professors and planning schools.

These tasks will continue to be eligible for funding in FY 2013 should budgets allow.

To be eligible for the Special Projects cooperative agreement with FEMA HQ, non-profit associations must request FEMA HQ's approval prior to applying under this funding opportunity announcement. Acceptable request packets must include:

- documentation of the capabilities of the potential partner;
- an explanation of the benefit to FEMA, the potential partner and various stakeholders; and
- a description of the activities the potential partner wishes to perform.

If the request is approved then the non-profit must submit, as part of the application to FEMA under this announcement, a proposed Statement of Work with deliverables that demonstrate a benefit to FEMA and the programs that the agency supports within the Federal Insurance and Mitigation Administration (FIMA), the NFIP, and Risk MAP. Additionally, the CTP must develop a cost and schedule baseline for performance monitoring and follow all applicable requirements within this grant guidance document.

All CTPs must comply with the requirements outlined in this announcement, as well as the Partnership Agreement and MAS or SOW entered into with FEMA when awarded a cooperative agreement through the Cooperating Technical Partners Program.

II. Funding Information

Award Amounts, Important Dates, and Extensions

Available Funding for the FOA: approximately \$22.2 million among all 10 Regions and Headquarters, as provided in Table 3 below.

Table 3. Potential Funding Available by Office/Region

| Office/Region | Potential Funding Available | Anticipated # of Awards |
|---------------|-----------------------------|-------------------------|
| HQ | \$ 2,132,000 | 10 |
| 1 | \$325,000 | 6 |
| 2 | \$810,000 | 4 |
| 3 | \$750,000 | 11 |
| 4 | \$6,377,000 | 11 |
| 5 | \$3,392,000 | 10 |
| 6 | \$3,018,000 | 15 |
| 7 | \$1,563,000 | 4 |
| 8 | \$1,328,000 | 11 |
| 9 | \$1,940,000 | 10 |
| 10 | \$1,035,000 | 8 |
| Totals | \$22,670,000 | 100 |

Projected number of Awards: 100
Projected Award Start Date(s): Regionally defined
Projected Award End Date(s): Regionally defined
Period of Performance: up to 60 months

The period of performance may vary for different awards and will be commensurate with the activities included in the scope of work identified in the MAS or SOW. The period of performance and the award dates will be decided on a case by case basis, and set by the awarding office. The period of performance and will be listed in the MAS or SOW as well as the award package.

Actual funding amounts and number of awards may be more or less than provided in this announcement due to changes in Regional priorities and/or the proposals received.

Period of Performance

Is an extension to the period of performance permitted? Yes No

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

- the reason for delay;
- the current status of the activity/activities;

- a period of performance termination date and new project completion date approved by the FEMA Project Officer;
- the total remaining available funds, both Federal and non-Federal;
- a budget outlining how remaining Federal and non-Federal funds will be expended;
- a plan for completion including milestones and timeframe for achieving each milestone and the position/person responsible for implementing the plan for completion; and
- certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work/Mapping Activity Statement approved by FEMA.

III. Eligibility Information

Eligibility Criteria

States (including Public & State controlled Colleges and Universities), federally recognized Native American Tribal governments, regional, and local government organizations (including special district governments and government entities) are eligible to apply for FY 2013 funds. Additionally, other FEMA HQ-approved entities and non-profit associations with 501(c)(3) IRS status are eligible to apply for FY 2013 funds.

CTP partnerships are established based on the following criteria:

- The grantee must be a participating community or Tribal Nation in the NFIP and be in good standing with the NFIP as determined by the FEMA Regional Office, or be a State (including Colleges and Universities), regional, or local agency that serves communities or Tribal Nations that participate in the NFIP and are considered to be in good standing. A grantee may also be a FEMA Headquarters pre-approved national non-profit association whose mission supports the NFIP nation-wide.
- The grantee must have existing processes and/or systems in place to support mapping or data collection activities that contribute to flood hazard identification. Non-Federal funding must support these processes and/or systems. This includes, but is not limited to: hardware, software, certifications, etc necessary to complete, review, monitor and report on the work.
- The grantee must have the demonstrated capability and capacity to perform, implement, or contract the activities for which it is applying. This demonstrated ability may be indicated through (but not limited to) a FEMA review of both the map products previously prepared by the grantee and the existing processes or systems the grantee intends to use for program-related activities. If the work for any portion of an activity is contracted, the recipient of the award must have in-house staff with the technical capability to monitor the contractor(s) and approve the product(s) developed by the contractor(s). For the purpose of these awards: “Capability” means demonstrated experience in the performance of, or management through contracting of, similar activities.
- The grantee must have the ability to achieve the program performance metrics and must provide timely and accurate reports to FEMA documenting performance and achievements, as detailed in Section VI of this document.

- The grantee must perform work in the Mapping Information Platform (MIP) and update the activities within the MIP every 30 days in the Studies Workflow and more frequently within the Revisions Workflow. Where the activities are not within a MIP workflow, the grantee is expected to set cost and performance schedules with the respective FEMA Office.

IV. Funding Restrictions

Restrictions on Use of Award Funds

DHS grant funds may only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government, any other government entity, or for any litigation purposes.

Pre-award costs are allowable only with the written consent of FEMA HQ and they must be expressly included in the award agreement.

Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award.

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

V. Application Review Information and Selection Process

Application Review Information

FEMA reviews applications to confirm the applicant meets eligibility requirements as outlined in this announcement. Applicants must already have a signed Partnership Agreement with FEMA, or enter into a Partnership Agreement through the application process, before an award will be executed. In addition to the required forms listed in *Section IX. How to Apply*, the CTP must provide a draft MAS and detailed budget as part of their application.

The CTP is encouraged with work with FEMA in advance of the application to understand FEMA program priorities, objectives and measures, and to identify specific tasks to undertake. The CTP will submit a draft MAS or SOW to define the project scope, the roles and responsibilities of all CTP and, if applicable, FEMA contractors involved in a particular project. Developing the final MAS/SOW will be a collaborative effort that defines where both the CTP and FEMA will contribute data and units of work to maximize the extent,

accuracy, and usability of flood hazard studies and/or activities to best meet Federal, State, Tribal and local NFIP stakeholder needs, while minimizing costs for all parties. The respective FEMA Regional or HQ Project Officer will be responsible for coordinating with the CTP to review and finalize the MAS/SOW prior to award.

The CTP must provide a detailed budget for the funds requested. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of Management and Administrative (M&A) costs. Both the FEMA Regional or HQ Project Officer and Grant Officer will review and approve the budget and budget narrative. Funds will not be made available for obligation, expenditure, or drawdown until the applicant's budget and budget narrative have been approved by FEMA through the application review and selection process.

Application Selection Process

The respective FEMA Regional or HQ office will be responsible for selecting projects for award. CTP projects will be selected based primarily on FEMA's priorities and the availability of FEMA funds (i.e., funding is not guaranteed to new or existing applicants). FEMA will consider the following elements when prioritizing funding for and selecting CTPs for FY2013 cooperative agreements:

1. Program Priorities

FEMA will assess how well the proposed project aligns with National and Regional program policies, measures and priorities (including risk, mapping needs, and available topographic data). CTPs should coordinate with Regional offices and HQ for information regarding Risk MAP goals and priorities. Applications should demonstrate how the CTP's proposed project will meet or exceed identified national and/or regional program priorities and measures.

2. Past Performance

FEMA utilizes assessments of the CTP's performance on completed or on-going cooperative agreement projects when considering the CTP for additional project funding.

Throughout an on-going project and at the end of the period of performance for each completed MAS/SOW or cooperative agreement, FEMA evaluates the performance of the CTP and the effectiveness of the partnership to determine eligibility for future activities. If FEMA has determined that the partnership has proven insufficient to complete the established project or achieve the goals of the partnership, FEMA's funding of the activities may be terminated and/or future funding denied.

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

- continued maintenance of the processes or systems in place to support mapping or data collection activities that contribute to flood hazard identification (e.g., continued data collection for changing flood hazards and

related development; continued upgrades to data collection or mapping capabilities to incorporate new technologies; preparation of multiple-year mapping or data collection plans; maintenance of hardware, software, certifications, etc necessary to complete, review, monitor and report on the work; etc.);

- management and commitment to existing, and continued support of, technical risk analysis and mapping activities and other programs conducted with and by FEMA;
- adherence to standards for timeliness and completeness of reports and map products submitted to the FEMA Regional Office or FEMA HQ;
- adherence to performance metrics;
- demonstrated quality of product(s) submitted to FEMA; and
- demonstrated ability to cooperate and coordinate during all phases of the activities (as needed) with the staff of the FEMA Regional Office, the Risk Analysis Division of FIMA in the FEMA Headquarters Office in Washington, DC, and designated FEMA contractors.

3. Technical Capability and Capacity

FEMA evaluates the demonstrated capability and capacity of the CTP to perform, implement, or contract 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 not limited to) a FEMA review of the flood risk analysis and mapping products previously prepared by the CTP and the existing processes or systems the CTP intends to use for program-related activities. If the work for any portion of an activity is sub-awarded or contracted, the CTP must have in-house staff with the technical capability to monitor the sub-awardee(s) or contractor(s) and approve the product(s) developed by the sub-awardee(s) or contractor(s).

4. Partner Contributions

While there is a no financial matching requirement under the Cooperating Technical Partners Program, in order to support the Risk MAP vision and collaboration with stakeholders, FEMA will prioritize funding for CTPs that have a strong record of working effectively with FEMA on floodplain mapping 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 cost share or leveraged data 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, use FEMA's publication, *Estimating the Value of Partner Contributions to Flood Mapping Projects (Blue Book)*, Version 3.0, which may be downloaded from <http://www.fema.gov/library/viewRecord.do?id=2473>. For those efforts where there is no Blue Book value or unit cost provided, actual costs may be used. CTP contributions must be reasonable, allowable, allocable and necessary under the cooperative agreement and must comply with all Federal requirements and regulations.

Upon evaluation by FEMA, a selected partner may be classified as 'high risk' as defined in 44 CFR 13.12(a). Such a classification includes special conditions or restrictions as a condition of the award. As defined in 44 CFR 13.12(b), these special conditions or restrictions may include:

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

If a selected CTP is identified as "high risk", FEMA will notify the CTP of any special conditions or restrictions placed on the award as outlined in 44 CFR 13.12(c).

VI. Post-Selection and Pre-Award Guidelines

Notice of Award

FEMA will provide an award package to the Applicant for successful applications. Sub-applicants will receive notice of award from the applicant. Award packages include an award letter, FEMA Form 76-10A, and Articles of Agreement, which must be signed by the Applicant and returned to FEMA. Before award funds can be obligated and drawn down, applicants must have a signed Partnership Agreement, an approved Mapping Activity Statement (MAS) or Statement of Work (SOW), and an approved budget. For additional information on the Partnership Agreement and MAS/SOW, see *Section I. Funding Opportunity Description* of this announcement.

Administrative and Federal Financial Requirements

A complete list of Federal Financial Requirements is available at: http://www.whitehouse.gov/omb/grants_forms. All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions as described in the CFP Financial Management Policy Manual, Chapter 6, Part 6.1.1 of Appendix A, located at <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>.

The grantee and any subgrantee(s) must, in addition to the assurances made as part of the application, comply and require each subgrantee, if any, through its sub-agreements, to

comply with all applicable statutes, regulations, executive orders, OMB Circulars, terms and conditions of the award.

Federal Financial Report (FFR) (required quarterly)

Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425), which is due within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, the FFR is due no later than April 30). A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent. The final FFR is due 90 days after the end date of the performance period.

FFRs must be filed according to the process and schedule below:

FFRs must be filed electronically, through the Payment and Reporting System (PARS).

Reporting periods and due dates:

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

Program Performance Reporting Requirements

Reporting requirements must be met throughout the life of the grant (refer to the program guidance and the special conditions found in the award package for a full explanation of these requirements). Any reports or documents prepared as a result of this grant shall be in compliance with Federal “plain English” policies, directives, etc.

Progress Reports

CTPs must report the progress of activities identified in the approved MAS or SOW. If the cooperative agreement is funded for multiple years, progress must be reported for the activities approved and funded for each fiscal year (FY) the award was funded through.

CTPs must also meet certain performance progress standards based on the anticipated and actual cost and schedule of a particular project, as documented in the MAS or SOW. The Mapping Information Platform (MIP) was developed in part to track the earned value of mapping projects which represents the performance standards a recipient must adhere to. This information is automatically calculated by the MIP, using the actual cost and schedule of work performed, or “actuals”, and comparing them to the expected cost and schedule of work performed, or “baseline.”

Once 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 CTP.

The MIP study workflow generally allows a mapping partner to report on the status of these projects at a task level. The cost and schedule information, updated monthly by the CTP for

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

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

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

Additionally, cost information is not available within the MIP for activities within the Revisions workflow for processing Letter of Map Revision requests under the LOMR Delegation 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 Delegation activity, status reports must be submitted on a monthly basis, at a minimum. Standard financial reporting is still required.

Monitoring

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

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

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

Grant Close-Out Process

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, grantees must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of

those accomplishments throughout the period of performance. After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR. The grantee is responsible for returning any funds that have been drawn down but remain as unliquidated on grantee financial records. As part of the final report, grantees must submit the Tangible Personal Property Report (SF-428), available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428.pdf, to provide an inventory of all tangible personal property acquired using CTP Program funds. An inventory of all construction projects that used CTP Program funds has to be reported using the Real Property Status Report (Standard Form SF 429) available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf.

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

VII. DHS FEMA Contact Information

Contact and Resource Information

| CTP Regional Coordinators | CTP Regional Coordinators |
|--|---|
| <p>Region I David Mendelsohn 99 High Street, 6th Floor Boston, MA 02110 Telephone: (617) 832-4713 E-mail: David.Mendelsohn@fema.dhs.gov</p> | <p>Region II Adie Koby 26 Federal Plaza, Room 1337 New York, NY 10278 Telephone: (212) 680-3629 E-mail: Adie.Koby@fema.dhs.gov</p> |
| <p>Region III Nikki Roberts One Independence Mall 615 Chestnut Street, 6th Floor Philadelphia, PA 19106-4404 Telephone: (215) 931-5575 E-mail: Nikki.Roberts@fema.dhs.gov</p> | <p>Region IV Laura Algeo 3003 Chamblee Tucker Road Atlanta, GA 30341 Telephone: (770) 220-5515 E-mail: Laura.Algeo@fema.dhs.gov Kristen Martinenza Telephone: (770) 220-3174 E-mail: Kristen.Martinenza@fema.dhs.gov</p> |
| <p>Region V Greg Tatara 536 South Clark Street, 6th Floor Chicago, IL 60605 Telephone: (312) 408-5236 E-mail: Greg.Tatara@fema.dhs.gov</p> | <p>Region VI Ronald Wanhanen Federal Regional Center 800 North Loop 288 Denton, TX 76210-3698 Telephone: (940) 383-7334 E-mail: Ronald.Wanhanen @fema.dhs.gov</p> |
| <p>Region VII Bob Franke 9221 Ward Parkway, Suite 300 Kansas City, MO 64114 Telephone: (816) 283-7073 E-mail: Bob.Franke@fema.dhs.gov</p> | <p>Region VIII Dawn Gladwell Denver Federal Center, Bldg. 710, Box 25267 Denver, CO 80225-0267 Telephone: (303) 235-4718 E-mail: Dawn.Gladwell@fema.dhs.gov</p> |
| <p>Region IX Eric Simmons (Nevada, Hawaii, Northern California) 1111 Broadway, Suite 1200 Oakland, CA 94607 Telephone: (510) 627-7029 E-mail: Eric.Simmons@fema.dhs.gov Ed Curtis (Southern California) Telephone: (510) 627-7207 E-mail: Edward.Curtis@fema.dhs.gov Kathy Schaefer (Northern California) Telephone: (510) 627-7129 E-mail: Kathleen.Schaefer@fema.dhs.gov Bob Bezek (Arizona and Southern California) Telephone: (510) 627-7274 E-mail: Robert.Bezek@fema.dhs.gov</p> | <p>Region X Kelly Stone Federal Regional Center, 130 228th Street SW Bothell, WA 98021-9796 Telephone: (425) 487-4636 E-mail: Kelly.Stone@fema.dhs.gov HQ Erin Cobb 1800 South Bell Street Arlington, VA 20598-3030 Telephone: (202) 646-3798 E-mail: Erin.Cobb@fema.dhs.gov</p> |

VIII. Other Critical Information

Additional Information

IX. How to Apply

Application Instructions

For FY13, FEMA is piloting the use of the Non-Disaster (ND) Grants system for CTP award execution and management. Partners applying for a cooperative agreement from Region 3, Region 8 or FEMA HQ (e.g., LOMR Delegation and national non-profit associations) will complete the application process using the ND Grants system. Partners applying for a cooperative agreement from Regions 1, 2, 4, 5, 6, 7, 9, or 10 will complete their application process through Grants.gov. The paragraphs below provide details for each application process.

Address to Request Application Package:

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

Application forms and instructions are available at [grants.gov](http://www.grants.gov). To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement and provided below. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

The program title listed in the CFDA is “Cooperating Technical Partners Program.” The CFDA number is **97.045**.

Funding Opportunity Numbers:

| | |
|--------------|----------------------|
| Headquarters | DHS-13-MT-045-000-01 |
| Region 3 | DHS-13-MT-045-003-01 |
| Region 8 | DHS-13-MT-045-008-01 |
| Region 1 | DHS-13-MT-045-001-99 |
| Region 2 | DHS-13-MT-045-002-99 |
| Region 4 | DHS-13-MT-045-004-99 |
| Region 5 | DHS-13-MT-045-005-99 |
| Region 6 | DHS-13-MT-045-006-99 |
| Region 7 | DHS-13-MT-045-007-99 |
| Region 9 | DHS-13-MT-045-009-99 |
| Region 10 | DHS-13-MT-045-010-99 |

Content and Form of Application:

1. ***Dun and Bradstreet Data Universal Numbering System (DUNS) Number:*** The applicant must provide a DUNS number with their application. This number is a required field within <http://www.grants.gov>. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711.
2. ***System for Award Management (SAM) Registration:*** The application process also involves an updated and current SAM registration by the applicant at <http://www.sam.gov>. Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM, and that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in SAM; therefore it is imperative that the information is correct.
3. ***Application via Grants.gov:*** All applicants must file their applications using the Administration's common electronic "storefront" - <http://www.grants.gov>. Eligible grantees must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>.

The application must be started and submitted using <http://www.grants.gov> after SAM registration is confirmed. The on-line application requires submission of Standard Form 424, Application for Federal Assistance.

Applying through Grants.gov (Regions 1, 2, 4, 5, 6, 7, 9 and 10).

Partners will complete and submit the application through <http://www.grants.gov>. Applicants must be sure to apply in Grants.gov using the appropriate link for their Region. Failure to use the appropriate link may result in the partner's application being rejected. The on-line application includes the following required forms and submissions:

- Standard Form 424, Application for Federal Assistance
- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities
- Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying
- FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Additionally, the applicant must submit a draft Mapping Activity Statement (MAS). Additional information regarding the MAS is provided in *Section I. Funding Opportunity Description*.

FEMA will review the application for eligibility and completeness. If additional information or revisions are required, FEMA will contact the applicant by phone or

email to coordinate resubmissions. Following review, FEMA will process an award for selected applications or provide information for why an application was not chosen. For additional general information on the award notification process, see *Section VI. Post-Selection and Pre-Award Guidelines*.

Applying through ND Grants (HQ LOMR Delegation and national non-profit associations, and Regions 3 and 8).

Prior to beginning the application process, CTPs should verify that their organizations are registered in ND Grants, or take the steps necessary to do so, as soon as possible. If you need assistance registering for the ND Grants system, please contact FEMA's Enterprise Service Desk at (888) 457-3362. Applicants are encouraged to begin their ND Grants registration at the time of solicitation to ensure they have adequate time to start and complete their application submission.

Applicants will submit the Standard Form 424 in the Grants.gov application through <http://www.grants.gov>. Applicants must be sure to apply in Grants.gov using the appropriate link for their Region. LOMR Delegation partners and national non-profit associations must apply using the link for FEMA HQ. Failure to use the appropriate link may result in the partner's application being rejected.

The Standard Form 424 will be retrieved by ND Grants and the system will automatically populate the relevant data fields in the application. FEMA will review the application for initial eligibility before releasing the application (within the ND Grants system) to the partner to upload the remaining application package. The application must be completed and final submission made through the ND Grants system located at <https://portal.fema.gov>.

The ND Grants system includes the following required forms and submissions:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities
- Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying
- FEMA Form 112-0-3C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Additionally, the applicant must submit a draft Mapping Activity Statement (MAS). Additional information regarding the MAS is provided in *Section I. Funding Opportunity Description*.

FEMA will review the application for completeness. If additional information or revisions are required, FEMA will release the application back to the applicant through the ND Grants system. The applicant will provide revisions and resubmission 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 prepared and provided to the applicant through

the ND Grants system. Rejected applications will receive notification of why the application was not chosen. For additional general information on the award notification process, see *Section VI. Post-Selection and Pre-Award Guidelines*.

X. Application and Submission Information

Application and Submission Information

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

For a hardcopy of the full announcement, please write or fax a request to:

FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: 1-800-462-7585.

All applications must be submitted through the Grants.gov portal. LOMR Delegation partners, national non-profit associations and applicants from Regions 3 and 8 will be processed through ND Grants. All other applications will be processed through standard Regional Office grant award procedures.

Applicants should refer to the appropriate CFDA notice and Grants.gov for submission dates and work closely with their respective FEMA office to develop the MAS or SOW. CTPs must ensure that any regionally customized MAS templates are utilized. For additional information on the MAS, see *Section I. Funding Opportunity Description*.

CTP recipients of awards may use contractors for FEMA-funded activities, but must comply with the requirements of 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. 44 CFR 13.36 provides the procurement standards that must be followed to obtain and manage contractors for mapping-related activities. Guidance provided in this part includes, but is not limited to, contract administration and record keeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis. 44 CFR Part 13 may be downloaded in PDF or text format from the U.S. Government Printing Office web site at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html. Additionally, contractors must not pose a conflict of interest issue.

If requested by the CTP, FEMA will provide technical assistance to a partner on developing selection criteria for contracted tasks and confirming objectives and scope align with the project activities of the cooperative agreement and do not create a duplication of efforts funded by FEMA; however, the recipient of the awards must follow their contracting policies and procedures as long as they meet the minimum requirement listed under 44 CFR 13.36.

All work must meet the requirements as defined by FEMA's Draft Risk MAP Operational Standards and *Guidelines and Specifications for Flood Hazard Mapping Partners*, and any updates or revisions thereto as available on FEMA's Risk MAP Knowledge Sharing Site. The Standards can be found at <http://www.fema.gov/ctp-main/guidelines-specifications-flood-hazard-mapping-partners>.