

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

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, 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 and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

A. Program Description

Issued By

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

Catalog of Federal Domestic Assistance (CFDA) Number

97.045

CFDA Title

Cooperating Technical Partners

Notice of Funding Opportunity Title Fiscal Year 2017 (FY17) Cooperating Technical Partners

NOFO Number

CTP - Headquarters	- DHS-17-MT-045-00-01
CTP Region 1	- DHS-17-MT-045-01-01
CTP Region 2	- DHS-17-MT-045-02-01
CTP Region 3	- DHS-17-MT-045-03-01
CTP Region 4	- DHS-17-MT-045-04-01
CTP Region 5	- DHS-17-MT-045-05-01
CTP Region 6	- DHS-17-MT-045-06-01
CTP Region 7	- DHS-17-MT-045-07-01
CTP Region 8	- DHS-17-MT-045-08-01
CTP Region 9	- DHS-17-MT-045-09-01
CTP Region 10	- DHS-17-MT-045-10-01

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 (Public Law 112-141, 126 Stat. 916 as amended)

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2017 (Pub .L. No. 115-31)

Program Type

New

Program Overview, Objectives, and Priorities

The Cooperating Technical Partners (CTP) Program exists to strengthen and enhance the effectiveness of the National Flood Insurance Program (NFIP) by fostering strong Federal, State, Tribal, regional and local partnerships to reduce flood losses and promote community resiliency. The CTP Program supports Strengthening National Preparedness and Resilience, one of five basic missions of the DHS 2014 Quadrennial Homeland Security Review. Additionally, the program supports the National Mitigation Framework, a supporting document to Presidential Policy Directive (PPD-8) on National Preparedness.

For additional information on the CTP Program, please visit the CTP Program website located at: <http://www.fema.gov/cooperating-technical-partners-program/cooperating-technical-partners-program>.

The objectives of the CTP Program primarily support the mission and objectives of the NFIP's Flood Hazard Mapping Program through FEMA's flood hazard identification and 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. Risk MAP develops 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. FEMA collaborates with a variety of stakeholders to achieve the following goals under Risk MAP:

- 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.
- Public Awareness/Outreach- 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.
- Hazard Mitigation Planning- 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.

- Enhanced Digital Platform- 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.
- 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>.

FEMA, through the CTP Program, seeks to build upon and enhance the existing capabilities of CTPs 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. CTPs 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. However, 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.
- CTPs 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 CTPs 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.
- CTPs 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.

There are three formal agreements involved in the CTP Program: the Partnership Agreement, a Mapping Activity Statement (MAS) or Statement of Work (SOW), and a Cooperative agreement. The Partnership Agreement, signed between FEMA and a State, tribal, regional, or local partner, is a prerequisite to any further activities under the CTP Program. 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 CTPs 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 of this NOFO.

As CTPs and FEMA collaborate to identify specific activities to perform under their Partnership Agreement, and 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).

CTP Program priorities promote the advancement of regional and national program measures associated with achieving the goals and objectives of Risk MAP, which support the NFIP. In FY17, the Risk MAP program will continue to sharpen its focus on advancing mitigation actions and prioritize the technical credibility of its data and community engagement throughout the Risk MAP lifecycle. Furthermore, Risk MAP's FY17 approach will continue to focus on initiating new projects in watersheds with high risk; significant flood hazard data update needs; integrating generated and leveraged data and products into mitigation planning risk assessments as well as informing development of actionable mitigation strategies; the potential to generate community actions to reduce flood risk; and the potential for partner cost sharing. Focusing on these areas will allow RiskMAP 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. Risk MAP measures and targets for FY17 are provided in Table 1: Fiscal Year 2017 Targets for Risk MAP Measures. 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 2017 Targets for Risk MAP Measures

Region	Deployment (%)	New, Validated, and Updated Engineering (NVUE) Initiated	Action Advanced (Communities)	Levee Systems**			Mitigation Plan Population Coverage (%)	Percent of Enhanced State Validations completed by the end of the Fiscal Year***.	Percent of Mitigation Program Consultations completed by the end of the Fiscal Year****.	Awareness (%)
	Expected	Expected	Expected	Initiated	Prelim	Effective	Expected	Expected	Expected	Expected
1	59.5%	205	24	4	1	0	83.5%	0.0%	100.0%	70%
2	65.8%	450	16	7	1	0	91.2%	0.0%	100.0%	70%
3	65.2%	6,600	21	4	2	2	91.3%	0.0%	100.0%	70%
4	78.2%	1,138	15	2	7	11	88.2%	100.0%	100.0%	70%
5	58.8%	2,155	12	5	11	3	74.5%	100.0%	100.0%	70%
6	51.7%	25,000	42	2	6	0	73.5%	0.0%	100.0%	70%
7	53.9%	13,114	19	12	1	14	95.0%	100.0%	100.0%	70%
8	63.6%	1,000	34	2	7	0	70.8%	0.0%	100.0%	70%
9	62.6%	625	6	9	2	11	46.4%	100.0%	100.0%	70%
10	63.1%	35	11	2	5	0	71.4%	100.0%	100.0%	70%
Projected Regional Targets	63.8%	50,322	200	49	43	41	77.0%	100.0%	100.0%	70%

**Deployment*: Percent of total population within the Region where Risk MAP projects have been deployed.

***NVUE*: Percent of ALL studied miles (paper and digital) within the Region meeting or funded to meet specific engineering and currency standards.

Funding in FY17 for CTP cooperative agreements in support of Risk MAP measures includes the following project categories, which are explained in more detail in **Appendix B: Eligible Activities** of this NOFO:

- Program Management
- Community Outreach and Mitigation Strategies (COMS)
- Technical Risk Analysis and Mapping
- Letter of Map Revision (LOMR) Review Activities
- FEMA-Approved 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 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 CTP to continue project activities, as funding availability and priorities vary each fiscal year.

For all project categories, CTPs 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 2017. In support of program objectives, FEMA may provide technical assistance, training, and/or data to a CTP 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 CTP 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 CTP 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.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$66 million

Projected number of Awards: 80

Period of Performance: Up to 60 Months based on project type

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

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.

Projected Period of Performance Start Date(s):

September 1, 2017

Projected Period of Performance End Date(s):

Program Management, Community Outreach and Mitigation Strategies, and LOMR Review MAS – September 30, 2019 (subject to adjustment and/or reassessment)

Technical Risk Analysis and Mapping MAS – August 31, 2022 (subject to adjustment and/or reassessment)

Funding Instrument

The CTP Program provides federal assistance through a cooperative agreement to an eligible Cooperating Technical Partner (hereafter referred to as “CTP”, “partner” or “recipient”) 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 CFR Part 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. Additional information on substantial Federal involvement can be found in **Appendix A: 2017 CTP Programmatic Terms and Conditions**.

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

1. 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 CTPs in completion of tasks within the cooperative agreement to ensure viability of the NFIP program.
2. Review of eligibility criteria for all potential applicants by the appropriate FEMA office.
3. Review of all potential applicants’ capability, capacity and experience related to fundable activities under the CTP Program.
4. Review and quality control of all deliverables developed by applicant prior to release to the general public.
5. 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).
6. Oversight of Cooperative Agreements, specific activities related to those Cooperative Agreements and performance of the Cooperative Agreement.
7. Monitoring and evaluation of performance and effectiveness of activities outlined in the Partnership Agreement and Cooperative Agreement
8. 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

CTPs to ensure projects fall within the appropriate ranges for earned value. CTPs must:

- Demonstrate the cost effectiveness of delegating the review and recommendation process to a CTP.
- Demonstrate the ability to perform technical aspects of the process.
- Demonstrate an ability to manage contractors and oversee the products produced by contractors (if applicable).
- Demonstrate an ability to deliver recommendations for determination to FEMA within the regulatory timeframe that meet FEMA specifications.
- Provide evidence they have received training in the 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.

If the abilities listed above are not demonstrated or maintained, then FEMA HQ may decide not to engage the partner in LOMR Review activities in FY 2017 or 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 request review award. Applications for performance of review of LOMR requests from CTPs that have not fulfilled these requirements, or are not existing approved pilot project partners, will not be accepted.

To be eligible for the FEMA-Approved Special Projects cooperative agreement with FEMA, 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 under this funding opportunity announcement. Acceptable request packets must include:

- Documentation of the capabilities of the potential partner.
- An explanation of the benefit to various NFIP stakeholders, FEMA, and the partner (or other CTPs).
- 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.

C. **Eligibility Information**

Eligible Applicants

The following entities are eligible to apply directly to FEMA under this NOFO:
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
Public & State controlled institutions of higher education
Public Housing Authorities/Indian housing authorities
Special district governments
State governments

FEMA may also approve other eligible applicants, as appropriate.

Eligible recipients generally include entities that already 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. Specifically, eligible partners include three main groups: (1) NFIP-participating communities, as defined in 44 CFR 59 (typically this includes State, Tribal and local governments), that are in good standing with the NFIP (i.e., not on probation or suspended); (2) State, local 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 (3) non-profit organizations whose primary mission is to support the ability of NFIP communities to more effectively understand and manage their flood risk.

Eligibility Criteria

Only qualified partners in the CTP Program are eligible for federal assistance awards through the CTP Program. This section describes the process of becoming a partner in the CTP Program as well as the additional eligibility requirements to qualify for federal assistance to complete Program activities.

The first step toward becoming a CTP 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 CTP, and explains FEMA's mitigation programs and activities. Interested parties should contact the appropriate FEMA office (Region or HQ) for training dates and information.

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.

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 CTP, 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 recognizes the fundamental importance of flood hazard identification and risk assessment in the successful reduction of future flood losses and the CTP's 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. Generally, partnerships are 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. Specifically, partnerships with CTPs are established based on the following statutory criteria:

- The CTP must be a community or Tribal Nation participating in the NFIP and determined by FEMA to be in good standing with the NFIP; or be a State, regional, or local agency (such as water management district, river authority, or State-controlled university) whose activities support floodplain management and flood mitigation actions within NFIP-participating communities; or be a non-profit association whose primary mission supports the goals and objectives of the NFIP.
- The CTP 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.

The Partnership Agreement is a prerequisite to any further activities under the CTP Program. CTP Program projects are collaborative efforts where both the CTP and FEMA contribute data, units of work and/or funding to maximize the extent, accuracy, and utility of flood risk projects to best meet local and Federal needs, while minimizing costs for all parties. The SOW or MAS supplements 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 the CTP. A cooperative agreement is the award mechanism by which FEMA provides federal funds to certain qualified CTPs to complete partnership activities. However, locally-funded activities to develop or improve NFIP

products, tools, communications and support may always be initiated without a grant/cooperative agreement. All cooperative agreements awarded to a CTP by FEMA are determined based upon a SOW or MAS jointly developed and signed by the partner and FEMA.

An applicant must meet the following additional eligibility criteria to qualify for federal assistance through a cooperative agreement under the CTP Program:

- The CTP must have a signed Partnership Agreement with FEMA confirming they are a partner in FEMA’s Cooperating Technical Partners Program.
- The CTP 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.
- The CTP 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 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.
- The CTP must have the ability to achieve CTP Program performance metrics outlined in Section F, Federal Award Administration Information of this NOFO and provide timely and accurate reports to FEMA documenting performance and achievements.
- The CTP 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 CTP is expected to develop and report on cost and performance schedules.

FEMA has the discretion to deny or restrict eligibility of CTPs 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 CTP

in developing the capability and capacity to meet the eligibility criteria and/or improve performance.

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

- Demonstrate the cost effectiveness of delegating the review and recommendation process to the CTP.
- 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.

If the abilities listed above are not demonstrated or maintained, then FEMA HQ may decide not to engage the partner in LOMR Review activities in FY 2017 or 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 request review award. Applications for performance of review of LOMR requests from CTPs who have not fulfilled these requirements, and are not existing approved pilot project partners, will not be accepted.

To be eligible for a FEMA-Approved Special Projects cooperative agreement , 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 under this funding opportunity announcement. Acceptable request packets must include:

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

Other Eligibility Criteria

To remain eligible for funding, 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.

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/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. FEMA has prepared a Record of Environmental Consideration; dated 2/17/2017, that documents EHP compliance for the range of activities (see Appendix B: Eligible Activities) 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.

Maintenance of Effort (MOE)

There is no Maintenance of Effort (MOE) requirement.

Cost Share or Match

Cost Share or Match is not required.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: 06/01/2017

Application Submission Deadline: 07/01/2017 at 5:00:00 PM (Local)

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 the full application. In general, FEMA will not review applications that are not received by the deadline or consider them 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, or other exigent or emergency circumstances. If you experience technical issues, you must notify FEMA as soon as possible. Failure to timely notify FEMA of the issue that prevented the filing of the application within the required timeframe will preclude consideration of the cooperative agreement. “Timely notification” of FEMA means the following: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

Anticipated Funding Selection Date: 08/01/2017

Anticipated Award Date: 09/30/2017

Other Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline

Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Applicants” then “Apply for Grants.” In order to obtain the application package select “Download a Grant Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select “Download Package,” and then follow the prompts to download the application package.

If you experience difficulties accessing information or have questions please call the grants.gov customer support hotline at: (800) 518-4726.

Hard copies of this NOFO can be downloaded from the common electronic “storefront” at grants.gov or via email from the Awarding Office point of contact listed in **Section G. DHS Awarding Agency Contact Information** of this NOFO.

The Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this NOFO at: (800) 462-7585.

Initial Applications will be processed through the Grants.gov portal and if accepted, complete applications will be processed through the Non-Disaster (ND) Grants System.

Content and Form of Application Submission

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. Please review the table above under “Other Key Dates” for estimated deadlines to complete each of the steps listed below. Failure of an applicant to comply with any of the required steps before the deadline for submitting their application may automatically disqualify their application from funding.

The steps involved in applying for an award under the CTP Program are:

1. Applying for, updating or verifying their Data Universal Numbering System (DUNS) Number.
2. Applying for, updating or verifying their (Employee Identification Number) EIN Number.
3. Updating or verifying their (System for Award Management) SAM Number.
4. Submitting an initial application in grants.gov.
5. Submitting the complete application in ND Grants.

In ND Grants applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required.

- Budget Information for Non-Construction Programs (SF-424A);
- Assurances for Non-Construction Programs (SF-424B);
- Grants.gov Lobbying Form (SF-LLL).

Applicants will also be prompted to assure compliance with all Standard and Special Terms and Conditions before being eligible to receive an award under this program.

To qualify as complete, applications must coordinate with their respective FEMA Regional or HQ representative identified in Section F in advance of applying, and the application must include the documents described below.

1. Partnership Agreement -The application must include a copy of the CTP's signed Partnership Agreement with FEMA. The Partnership Agreement is a prerequisite to any further activities under the CTP Program. The Partnership Agreement template may be viewed or downloaded from the FEMA web site at <https://www.fema.gov/cooperating-technical-partners-program>.
2. Draft SOW and/or MAS -The application must include a copy of the draft SOW and/or MAS. 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(ies), how the proposed activities are funded, and the nature of the working partnership between FEMA and the CTP. The SOW and MAS specifically define the project scope as well as the roles and responsibilities of the CTP and, if applicable, the role of FEMA 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/cooperating-technical-partners-program>. The CTP must work directly with the appropriate FEMA office when developing a SOW and MAS, preferably 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 B: Eligible Activities of this NOFO.

3. Detailed Budget and Budget Narrative Justification -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.

Note: 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).

Both the FEMA Project Officer and Grant Management Specialist 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.

Developing the final SOW and/or MAS is a collaborative effort that defines where both the CTP 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 respective FEMA Regional or HQ Project Officer will be responsible for coordinating with the CTP to review and finalize the SOW and/or MAS prior to award.

In circumstances when time does not permit the SOW and/or MAS and/or the budget to be finalized prior to issuing an award, the award may be conditionally issued, but recipients will be restricted from starting activities or drawing down funds until the budget is approved and the final SOW and/or MAS is signed.

Unique Entity Identifier and System for Award Management (SAM)

Before you can apply for a DHS grant at grants.gov, you must have a DUNS number, be registered in SAM, and be approved as an Authorized Organizational Representative (AOR).

Applicants are encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

DUNS number. Instructions for obtaining a DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization->

[registration/step-1-obtain-duns-number.html](http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html). The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

System for Award Management. In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with SAM. Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. Failure to register with SAM will result in your application being rejected by Grants.gov during the submissions process.

Authorized Organizational Representative. The next step in the registration process is creating a username and password with Grants.gov to become an AOR. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions. To read more detailed instructions for creating a profile on Grants.gov visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

AOR Authorization. After creating a profile on Grants.gov, the E-Biz Point of Contact (POC), who is a representative from your organization listed as the contact for SAM, will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit applications. After you have been approved as an AOR you will be able to submit your application online. To learn more about AOR Authorization, visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>. To track AOR status, visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Electronic Signature. Applications submitted through Grants.gov constitute a submission as electronically signed applications. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application.

If you experience difficulties accessing information or have any questions please call the www.grants.gov customer support hotline at (800) 518-4726 or email grants.gov at support@grants.gov.

The Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the

Federal awarding agency is ready to make a Federal award, the Federal awarding agency 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.

Funding Restrictions

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any 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.

The recipient is prohibited from transferring award funds to agencies or organizations other than those identified in the approved SOW or MAS without prior approval from FEMA.

Although MOE is not required under the CTP Program, cooperative agreement funds awarded to the recipient must not be used to supplement existing funds and cannot replace (supplant) funds that have been budgeted for the same purpose (whether federal, state or local). CTPs 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.

Pre-award costs directly related to developing the application or sub application 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.

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 CTP 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 CTP is allowable at the discretion of the FEMA awarding office. Training requests or needs must be fully identified in the draft SOW or MAS submitted with the

application. The CTP 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 CTP to attend or deploy training provided by FEMA associated with risk analysis tools such as Hazards US (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. However, technical assistance in support of mitigation planning is an allowable cost under the CTP Program.
- Equipment 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.

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.

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.

Indirect Facilities & Administrative (F&A) Costs.

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. 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 and must be provided to FEMA before indirect costs are charged to the award.

Other Submission Requirements

None

E. Application Review Information

Application Evaluation Criteria

Prior to making a Federal award, FEMA is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

FEMA also 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:

- 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.).
- 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.

Review and Selection Process

Application Review Information

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

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 CTPs as necessary during the pre-award or solicitation period to assist eligible CTPs 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.

Application Selection Information- Qualified FEMA programmatic staff (regional and/or headquarters), with sufficient program knowledge and expertise in floodplain mapping, flood risk assessment, flood risk communication and floodplain management, review and select CTP projects for funding. FEMA considers the following elements when prioritizing funding for and selecting CTPs for FY 2017 awards:

1. 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: Notice of Funding Opportunity Description in this NOFO. CTPs 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.
2. Past Performance -FEMA utilizes assessments of the CTP'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 CTP and the effectiveness of the partnership to determine eligibility for future activities. See Section F: Federal Award Administration Information of this NOFO for more specific information related to performance measures that are used to evaluate the performance and effectiveness of the CTP. 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.
3. Technical Capability and Capacity -FEMA evaluates the demonstrated capability and capacity of the CTP 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 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-recipient(s) or contractor(s) and approve the product(s) developed by the sub-recipient(s) or contractor(s).
4. 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 CTPs 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, 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

<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 and documented. CTP contributions must be reasonable, allowable, allocable and necessary under the cooperative agreement and must comply with all Federal requirements and regulations.

FEMA will choose LOMR Review 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 Review activity will not be pre-determined, though it will not exceed the current number of pilot project partners. Priority for LOMR Review activities will be given to partners who can demonstrate:

- Benefits to local stakeholders, FEMA, and the CTP.
- Significant past or potential future cost-sharing and cost-effectiveness.
- Participation in other fundable FY17 Flood Risk Project MAS activities as listed in Appendix B of this NOFO.

Depending on the outcome of FEMA's risk review, FEMA may impose special conditions or restrictions as a condition of the award as described in 2 C.F.R. § 200.207. These special conditions or restrictions may include:

- Payment on a reimbursement basis.
- Withholding authority to proceed to the next project phase until receipt of evidence of acceptable performance within a given funding period.
- Requiring additional, more detailed financial reports.
- Additional project monitoring.
- Requiring the recipient or sub recipient to obtain technical or management assistance.
- Establishing additional prior approvals.

FEMA will notify the CTP of any special conditions or restrictions placed on the award as outlined in 2 C.F.R. § 200.207.

For those CTP awards with a total amount of Federal share greater than the simplified acquisition threshold, currently \$150,000 (see 2 CFR §200.88):

- i. DHS, prior to making the award, will review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
- iii. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, 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 CFR §200.205 Federal awarding agency review of risk posed by applicants.

F. Federal Award Administration Information

Notice of Award

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.

Notification of award approval is made through the ND Grants system through an automatic e-mail to the awardee point of contact (the “authorized official”) listed in the initial application. The date FEMA approves the award is the “award date.” The awardee should follow the directions in the notification to accept the award.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify the awarding agency 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 pages 40 – 43 in the ND Grants Grantee Training Manual. Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the cooperative agreement award within the 90 day timeframe may result in a loss of funds.

Before award funds can be obligated and drawn down, applicants must have a signed Partnership Agreement, an approved and signed SOW and/or MAS, and an approved budget. In circumstances when time does not permit the SOW and/or MAS and/or the budget to be finalized prior to issuing an award, the award may be conditionally issued but recipients will be restricted from starting activities or drawing down funds until the budget is approved and the final SOW and/or MAS is signed.

Administrative and National Policy Requirements

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at:

[DHS Standard Terms and Conditions](#)

The applicable DHS Standard Administrative Terms and Conditions will be those in effect at the time in which the award was made.

Before accepting the award, the AOR should carefully read the award package for instructions on administering the cooperative agreement award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

Specific Statutes and Regulations -

The recipient and any sub recipients 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.) (<https://www.fema.gov/media-library/assets/documents/7277>).
- The Biggert-Waters Flood Insurance Reform Act of 2012 (Public Law 112–141, 126 Stat. 916) (<https://www.congress.gov/bill/112th-congress/house-bill/4348/text/pl>).
- The Homeowner Flood Insurance Affordability Act of 2014 (Public Law 113-89) (<https://www.congress.gov/bill/113th-congress/house-bill/3370/text?q=%7B%22search%22%3A%5B%22%5C%22publiclaw113-89%5C%22%22%5D%7D&resultIndex=1>).
- The Code of Federal Regulations, Title 44, Parts 59 through 72 (http://www.ecfr.gov/cgi-bin/text-idx?SID=3c09a7b51753f0cb5241fc061c02a463&mc=true&tpl=/ecfrbrowse/Title44/44tab_02.tpl).

Specific Program Requirements –

Recipients agree to comply with all program requirements outlined in the CTP Programmatic Terms and Conditions that can be found in Appendix A: 2017 CTP Programmatic Terms and Conditions of this NOFO

Reporting

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

Federal Financial Reporting Requirements.

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form found at <http://www.gsa.gov/portal/forms/download/115702>.

Recipients must report obligations and expenditures on a quarterly basis through the FFR (SF-425) to FEMA. Recipients must file the FFR electronically using the Payment and Reporting Systems (PARS)

<https://isource.fema.gov/sf269/execute/OnlineUserRegistration>. An FFR must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no cooperative agreement award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail. The Federal Financial Reporting Form (FFR) is available online at:

http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf, SF-425

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

Financial and Compliance 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. The audit must be performed in accordance with the requirements of GAO’s Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend \$500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO’s Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular

A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012.

Program Performance Reporting Requirements.

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, but may not be limited to, 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
- DUNS 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.

Performance reporting will be reviewed based on the four 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 four criteria will be provided within the MAS and/or SOW.

1. Adherence to earned value requirements for Schedule Performance Index/ Cost Performance Index (SPI/CPI)
2. Metrics proposed versus metrics achieved for identified tasks
3. Quality product delivery
4. Responses to a qualitative questionnaire agreed upon by the applicant and FEMA office prior to initiation of the project.

Close Out Reporting Requirements. Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a cooperative agreement, whichever comes first, recipients 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.

If applicable, an inventory of all construction projects that used funds from this program 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.

After these reports have been reviewed and approved by the Awarding Office, a close-out notice will be completed to close out the cooperative agreement. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the cooperative agreement records for three years from the date of the final FFR.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records. A liquidation extension may be requested from the Grants Management Specialist no less than 30 days prior to the end of the Period of Performance.

**G. DHS Awarding Agency Contact Information
Contact and Resource Information**

GPD's Grant Operations Division Business Office and the Grants Management Divisions within Regional offices provide financial support and technical

assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de-obligation and award amounts. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

Grants Management Specialists within each FEMA awarding office manage, administer and conduct application budget review, create the award package, approve, amend and close out awards, as well as conduct cash analysis, financial monitoring, and audit resolution for this program.

The following table lists regional and headquarters CTP Program points of contact:

CTP Regional Coordinators	CTP Regional Coordinators
Region I John Grace 99 High Street, 6th Floor Boston, MA 02110 Telephone: (617) 832-4715 E-mail: John.Grace@fema.dhs.gov	Region II Laura Forrest 26 Federal Plaza, Room 1337 New York, NY 10278 Telephone: (212) 680-8585 E-mail: Laura.Forrest@fema.dhs.gov
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	Region IV Kristen Martinenza 3003 Chamblee Tucker Road Atlanta, GA 30341 Telephone: (770) 220-3174 E-mail: Kristen.martinenza@fema.dhs.gov
Region V Greg Tatara 536 South Clark Street, 6th Floor Chicago, IL 60605 Telephone: (312) 408-5236 E-mail: Greg.Tatara@fema.dhs.gov	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
Region VII Bob Franke 9221 Ward Parkway, Suite 300 Kansas City, MO 64114 Telephone: (816) 283-7073 E-mail: Bob.Franke@fema.dhs.gov	Region VIII Brooke Conner Denver Federal Center Bldg. 710, Box 25267 Denver, CO 80225-0267 Telephone: (303) 235-4872 E-mail: Brooke.Conner@fema.dhs.gov
CTP Regional Coordinators	CTP Regional Coordinators
Region IX Bob Bezek 1111 Broadway, Suite 1200 Oakland, CA 94607	Region X Kelly Stone Federal Regional Center 130 228th Street SW

Telephone: (510) 627-7274 E-mail: Robert.Bezek@fema.dhs.gov	Bothell, WA 98021 Telephone: (425) 487-4636 E-mail: Kelly.stone@fema.dhs.gov
HQ – CTP Lead Laura Algeo 3003 Chamblee Tucker Road, Hollins Bldg Atlanta, GA 30341 Telephone: 404-909-5258 E-mail: Laura.Algeo@fema.dhs.gov	

H. Additional Information

Extensions

Extensions to this program are allowed.

Extensions to the period of performance may be granted when, due to circumstances beyond the control of the recipient, activities associated with the award cannot be completed within the stated performance period.

Extensions to the period of performance identified in the award will be considered only through formal, written requests to the recipient’s FEMA Project Officer. Requests will not be granted automatically and must be supported by specific and compelling justifications as to why an extension is required. Requests for time extensions will not be considered unless performance and financial reports are current. Recipients are advised to coordinate with the Project Officer as needed when preparing an extension. All extension requests must address the following:

1. Grant Program, Fiscal Year, and award number.
2. Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent completion of scoped activities by the existing period of performance end date.
3. Current status of the activity/activities.
4. Period of performance termination date and new project completion date approved by the FEMA Project Officer.
5. Amount of funds drawn down to date.
6. Remaining available funds, both Federal and non-Federal.
7. Budget outlining how remaining Federal and non-Federal funds will be expended.
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion.
9. 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.

Recipients must submit all proposed extension requests to the appropriate FEMA awarding office for review and approval for within the final year of award at least 30 days in advance of the end of the period of performance.

Other

Conflict of Interest. To eliminate and reduce the impact of conflicts of interest in the sub award process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making sub awards. Recipients and pass-through entities are also required to follow any applicable State, local, or tribal statutes or regulations governing conflicts of interest in the making of sub awards.

The recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to their NFA Program Analyst within five days of learning of the conflict of interest. Similarly, sub recipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable State, local, or tribal statutes or regulations.

APPENDIX A

2017 CTP Programmatic Terms and Conditions

1. Program Roles and Responsibilities -

The signed/dated Partnership Agreement and signed/dated Mapping Activity Statement (MAS) and/or Statement of Work (SOW) outline the roles and responsibilities of both FEMA and the recipient. These documents are subsequently made a part of these CTP Programmatic Terms and Conditions. The recipient shall perform the work described in the MAS and/or SOW and agrees that all allocations and use of funds under this award will be in accordance with the FY 2017 CTP Notice of Funding Opportunity (this document), signed Partnership Agreement and signed MAS and/or SOW attached hereto and/or referenced herein as if attached in its entirety.

2. 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, CTPs may refer to historical documents for assistance. Additionally, CTPs and their sub recipients must comply with all applicable federal regulations, including 2 C.F.R. Part 200. CTPs 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.

3. 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.

4. Use of Contractors -

Recipients may use contractors for FEMA-funded activities, but must comply with the applicable requirements of 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. 2 C.F.R. §§ 200.317 through 200.326 provides the procurement standards that all recipients must follow to obtain and manage contractors for mapping-related activities. Guidance provided in these parts includes, but is not limited to, contract administration and record keeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis, and conflicts of interest. 2 C.F.R. Part 200 may be viewed electronically from the U.S. Government Printing Office web site at http://www.ecfr.gov/cgi-bin/text-idx?SID=782ec656d4e499fe32f1f8515833e003&mc=true&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

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 duplicate FEMA-funded efforts; however, recipients must follow their own contracting policies and procedures as long as they meet the minimum requirements listed under 2 C.F.R. Part 200, as applicable.

Federal Involvement in Cooperative Agreements

CTP Program activities, especially mapping-related activities, have a direct and substantial impact on the success and sustainability of the NFIP (ex: the development of map data which is used to determine insurance and floodplain management requirements). 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 CTP on programmatic activities to minimize risk to the NFIP and Flood Hazard Mapping Program performance metrics. 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 CTP to align and integrate State and local mapping needs with national mapping needs for prioritization (as defined in 44 CFR 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 CTP 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) 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 Hazus Level 1 National Average Annualized Loss (AAL) risk assessment for the project area, and reviewing and assessing the CTP'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 CTPs receive for review (note: CTPs 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.

5. 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.”

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 enter data 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 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 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 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.

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 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 conducted 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

All FY17 MAS and SOW templates described below can be found at <https://www.fema.gov/media-library/assets/documents/6741>.

Eligible 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.

- 1) Program Management (PM) is the active process of managing multiple projects. Eligible CTPs applying for a Program Management award must submit a draft SOW/MAS ensuring all the information described in the FY17 template is addressed. The Program Management (PM) SOW is generally designed for State-level and certain multi-jurisdictional CTPs 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 FY17 PM MAS/SOW do not result in the production of a floodplain map. National nonprofits and their local/regional chapters are not eligible for PM activities.

Table 2: Fundable Program Management Tasks, below, describes the tasks associated with the FY 2017 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 2: 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. * 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 CTP is also funded to perform tasks under the Flood Risk Project MAS.

Tasks	Descriptions
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 CTP. * 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 CTP is required to complete a Business Plan (or update) for each year they are awarded funding for the PM SOW. 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 to be included in the CNMS GIS data model.
- 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.

Training – Where CTPs 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, Funding Restrictions)

Mitigation Planning Technical Assistance – Activities funded under this task are to assist local governments in preparing to undertake or plan for some mitigation activity. 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.

- 2) 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 3: Fundable COMS Tasks, below, describes the tasks associated with FY17 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 3: Fundable Community Outreach and Mitigation Strategies Tasks

Tasks	Descriptions
COMS Engagement Plan	Document prepared by CTPs 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 does not include the

Tasks	Descriptions
	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 - CTPs eligible for and receiving an award for COMS activities are required to complete a COMS Engagement Plan. Plans must:

- Document the capabilities and accomplishments of the partner related to Community Outreach and Mitigation Strategies.
- Explain the CTP'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.

- Include examples or updates from previous years' activities (if applicable).
- Provide recommendations to FEMA regarding action and outreach potential for future Risk MAP projects within the State, regional or local area.

CTPs 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. CTPs 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 CTP 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 some mitigation activity. 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. CTPs 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.

- 3) Technical 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 FY17 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 4: Fundable Flood Risk Project MAS Tasks, below, describes the tasks associated with a FY17 Flood Risk Project

MAS that may be performed by eligible CTPs. Contact the respective FEMA Regional Office for additional details regarding the tasks generally described below.

Table 4: 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.

Tasks	Descriptions
Risk Assessment	Perform a flood risk assessment for the area(s) of the Flood Risk 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 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, CTPs 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, <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 and documented. CTP contributions must be reasonable, allowable, allocable and necessary under the cooperative agreement and must comply with all Federal requirements and regulations.

Risk Assessment – The CTP must use FEMA’s HAZUS-MH program or similar algorithms to determine potential losses. 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 allowed under this activity for the CTP 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).

- 4) Letter of Map Revision (LOMR) Review - At this time, the LOMR Review activity is still under development for national use and is still considered a pilot project and is restricted to existing approved pilot project partners. FEMA does not plan to expand the pilot program to include additional partners for FY 2017, but may consider expanding the pilot program to include additional partners in the future. LOMR Review is not an eligible activity for non-profit CTPs under this NOFO.

Current pre-approved CTPs in the LOMR Review pilot seeking to continue activities must submit a draft MAS using the FY 2017 LOMR Review MAS Template. This version allows a CTP to Partner with FEMA to review and assist in processing Letters of Map Revision (LOMRs) and Conditional Letters of Map Revision (CLOMRs). The FY2017 application should continue to be treated as a business case and must include a narrative addressing a minimum, the following topics:

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

- 5) FEMA-Approved Special Project(s) - Non-profit associations that participate in the Risk MAP program as a CTP 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 non-profit association CTPs are eligible for special projects at a regional level with approval from the FEMA HQ CTP Program Lead.

For FY17, 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 CTP 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 CTP 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 CTP mentoring sessions with participation of existing CTPs.
- Supporting curriculum development or execution of CTP 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