

**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 at Grants.gov. 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

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 2018 (FY 2018) Cooperating Technical Partners

NOFO Number

CTP – Headquarters	DHS-18-MT-045-00-01
CTP Region 2	DHS-18-MT-045-02-01
CTP Region 3	DHS-18-MT-045-03-01
CTP Region 4	DHS-18-MT-045-04-01
CTP Region 5	DHS-18-MT-045-05-01
CTP Region 6	DHS-18-MT-045-06-01
CTP Region 7	DHS-18-MT-045-07-01
CTP Region 8	DHS-18-MT-045-08-01
CTP Region 9	DHS-18-MT-045-09-01
CTP Region 10	DHS-18-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 (42 U.S.C. 4101b)

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2018 (Pub. L. No. 115- 141)

Award 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) which is key to helping FEMA meet Strategic Goal One and Two, building a culture of preparedness and Readyng the Nation for Catastrophic Disaster. It helps achieve these goals by fostering strong Federal, State, Tribal, regional and local partnerships to identify flood risks, reduce flood losses and promote community resiliency.

The goals of the CTP Program are to primarily support the mission and objectives of the NFIP’s Flood Hazard Mapping Program through FEMA’s flood hazard identification and 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 (FIRMS).

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 <https://www.fema.gov/risk-mapping-assessment-and-planning-risk-map>.

The CTP program supports the establishment or update of flood-risk zone data in areas being updated via Risk MAP projects, and makes estimates with respect to the rates of probable flood caused loss for the various flood risk zones for these projects. The program added Performance Measures in 2015, which help track and quantify the effectiveness of the program. They ensure that FEMA has better visibility on the timeliness, adherence to standards, fiscal responsibility and quality issues associated with projects. The Performance Measures can be found in **Appendix D: Performance Measure Recommendations**.

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 <https://www.fema.gov/cooperating-technical-partners-program>.

In FY 2018, the Risk MAP Program Objectives continue to sharpen 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 FY 2018 approach will continue to focus on:

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

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

Risk MAP measures and targets for FY 2018 are provided in Table 1 below. The Regional Targets for the Risk MAP measures below were developed in partnership with the Regional Offices. Any changes to these established targets will be based on joint Headquarters – Regional discussions.

Table 1: Fiscal Year 2018 Targets for Risk MAP Measures

Region	Deployment (%)*	New, Validated, and Updated Engineering (NVUE) Initiated (Riverine)**	Action 2 (Communities)	Levee Systems Evaluated		
	Expected	Expected	Expected	Expected		
				Initiated	Prelim	Effective
1	59.5%	5,557	25	3	1	1
2	65.8%	434	25	3	1	1
3	69.8%	1,480	26	4	1	3
4	79.2%	3,430	25	3	4	0
5	61.1%	3,262	30	3	12	4
6	59.0%	27,059	40	2	1	0
7	56.5%	19,990	21	32	26	2
8	68.8%	819	13	3	1	0
9	67.0%	5,400	6	7	1	1
10	62.6%	1,050	11	0	1	0
Regional Commitments	66.6%	68,481	222	60	49	12
National Targets	66.8%	65,000	220	60	49	12

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

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

Performance Metrics

Please refer to **Appendix D: Performance Measure Recommendations** for the suggested CTP performance metrics that are integrated into each Scope of Work and Mapping Activity Statement.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$114 million

Projected number of Awards: 85

Period of Performance:

24 Months for Program Management, Community Outreach and Mitigation Strategies, LOMR Review Projects and Special Projects as defined in Appendix C: CTP Project Categories and Requirements

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

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

Projected Period of Performance Start Date(s):

September 1, 2018

Projected Period of Performance End Date(s):

October 1, 2020 and October 1, 2022, respectively

Funding Instrument

The CTP Program provides federal assistance through a cooperative agreement to eligible recipients to perform various projects and activities that stimulate and support the ability of NFIP State Coordinating Agencies and NFIP- participating communities (as defined in 44 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.

CTP Program activities, especially mapping-related activities, have a direct and substantial impact on the success and sustainability of the NFIP, e.g., the development of map data which is used to determine insurance and floodplain management requirements.

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

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

Program 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 2018 CTP Notice of Funding Opportunity, signed Partnership Agreement and signed MAS and/or SOW attached hereto and/or referenced herein as if attached in its entirety.

Work Plans

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

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

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

C. Eligibility Information

Eligible Applicants

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

- City or township governments
- County governments
- Federally recognized Native American tribal governments
- Nonprofits with 501(c) (3) IRS status, other than institutions of higher education
- Public & State controlled institutions of higher education
- Public Housing Authorities/Indian housing authorities
- Special district governments
- State governments

In general, eligible partners fall into one of three 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. FEMA HQ approved 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

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.).
- The Biggert-Waters Flood Insurance Reform Act of 2012 (Public Law 112–141, 126 Stat. 916).
- The Homeowner Flood Insurance Affordability Act of 2014 (Public Law 113-89).
- The Code of Federal Regulations, Title 44, Parts 59 through 72.

Potential recipients must have also entered into a signed Partnership Agreement

(Memorandum of Agreement) with FEMA confirming they are a partner in FEMA's Cooperating Technical Partners Program to receive funds under the CTP Program. The details for how to enter into a Partnership Agreement with FEMA are described under **Appendix B: Establishing a Partnership Agreement**.

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

- The capability to comply with all applicable statutes, regulations and terms and conditions for accepting and managing grants or cooperative agreements, including the systems and processes necessary for appropriate management of federal funds;
- Demonstrated capability and capacity to perform, implement, or contract the activities for which it is applying. This demonstrated ability may be indicated through (but not limited to) a FEMA review of the products or support previously prepared or provided by the recipient and the existing processes or systems the recipient intends to use for program-related activities. If the work for any portion of an activity is contracted, the recipient of the award must have in-house staff with the technical capability to monitor the contractor(s) and approve the product(s) developed by the contractor(s). For the purpose of these awards: "capability" means demonstrated experience in the performance of, or management through contracting of, similar activities;
- The ability to achieve CTP Program performance metrics outlined in **Appendix D: Performance Reporting Recommendations**, Federal Award Administration Information of this NOFO and provide timely and accurate reports to FEMA documenting performance and achievements; and
- The recipient must perform and manage work, when applicable, in FEMA's Mapping Information Platform (MIP) and update the activities within the MIP every 30 days in the Studies Workflow and more frequently within the Revisions Workflow. Where the award activities are not capable of being performed and managed within a MIP workflow, the recipient is expected to develop and report on cost and performance schedules.

Other Eligibility Criteria

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 3/20/2018, that documents EHP compliance for the range of activities (see Appendix C: CTP Project Categories and Requirements) eligible for funding under this NOFO pursuant to FEMA's Instruction On Implementation of the Environmental Planning and Historic Preservation Responsibilities and Program

requirements, FEMA Instruction 108-1-1. For additional information regarding EHP please email Ms. Portia Ross at Portia.Ross@fema.dhs.gov

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:	06/01/2018
Application Submission Deadline:	07/02/2018 at 5:00:00 PM (ET)
Anticipated Award Selection Date:	07/16/2018
Anticipated Award Date:	08/01/2018

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. Applicant must confirm receipt of this message. If it is not received, the applicant must reach out to FEMA staff immediately and prior to the close of the application submission period. A list of FEMA contacts can be found in Section G: DHS Awarding Agency Contact Information. 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 is defined as 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.

Address to Request Application Package

Application forms and instructions are available at Grants.gov. To apply visit Grants.gov’s Workspace application platform at <http://www.grants.gov>. To access the application package, select “Applicants” then “Apply for Grants” followed by “Get Application Package.” Enter the Funding Opportunity Number or Opportunity Package ID located in this NOFO. Select “Apply” and then “Create Workspace.” Follow the prompts to download the instructions and begin the application.

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.

Content and Form of Application Submission

Funding in FY 2018 for CTP cooperative agreements in support of Risk MAP measures includes the following project categories, which are explained in more detail in

Appendix C: CTP Project Categories and Requirements of this NOFO:

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

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. 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. 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 final complete application in ND Grants.

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

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. Please review the table below for estimated deadlines to complete each of the steps listed.

Unique Entity Identifier and System for Award Management (SAM)

All applicants for this award must:

1. Be registered in SAM before submitting its application;
2. Provide a valid DUNS number in its application; and
3. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a DHS FAO.

DHS 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 DHS is ready to make a federal award. DHS 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.

The Standard Language for Using Grants.gov Apply is provided to aid in fulfilling these requirements:

Electronic Delivery

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

How to Register to Apply through Grants.gov

1. *Instructions:* Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants.

If individual applicants are eligible to apply for this grant funding opportunity, refer to the [Application Registration page](#).

Organization applicants can find complete instructions [online](#).

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

Detailed instructions for obtaining a DUNS number are available [online](#).

3. *Register with SAM:* In addition to having a DUNS number, all organizations applying online through Grants.gov must register with the System for Award

Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

Detailed instructions for registering with SAM are available [online](#).

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

For more information, follow the on-screen instructions.

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

Detailed instructions about creating a profile on Grants.gov are available [online](#).

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

Detailed instructions about creating a profile on Grants.gov are available [online](#).

7. *Track Role Status:* You can track your role request [online](#).
8. *Electronic Signature:* When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed and it is crucial for valid and timely submissions.**

How to Submit an Initial Application to DHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. Access to complete instructions on how to apply for opportunities using Workspace are available [online](#).

1. *Create a Workspace:* Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2. *Complete a Workspace:* Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.
3. *Adobe Reader:* If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the [Adobe Software Compatibility page](#) on Grants.gov to download the appropriate version of the software.

4. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
5. *Complete SF-424 Fields First:* The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.
6. *Submit a Workspace:* An application may be submitted through workspace by clicking the “Sign and Submit” button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
7. *Track a Workspace:* After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

Additional training resources, including video tutorials, are available [online](#).

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

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

Submitting an Initial Application in Grants.gov

The initial application cannot be started or submitted in Grants.gov unless the applicant’s registration in SAM is confirmed.

The initial application in grants.gov requires completing Standard Form 424 (SF424), Application for Federal Assistance. Application forms and instructions are available at

[Grants.gov](#). Applicants must now use the grants.gov Workspace to apply. The Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each NOFO you can create individual instances of a workspace.

Applicants are encouraged to submit their initial application in [Grants.gov](#) at least 7 days before the final application deadline.

In addition, Grants.gov recommends submitting application packages through the workspace at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

Applications submitted through Grants.gov constitute an electronically signed application. When submitting the application through Grants.gov, the name of the applicant's AOR will be inserted into the signature line of the application.

Submitting the Final Application in Non Disaster Grants System (ND Grants)

After submitting the initial application in [Grants.gov](#), eligible applicants will be notified by DHS/FEMA and asked to proceed with submitting their complete application package in [ND Grants](#). Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

In ND Grants applicants will be prompted to submit all of the information contained in the following forms: <for example>

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities), as well as assure compliance with all Standard and Special Terms and Conditions, before being eligible to receive an award under this program.

These forms can be found [online](#).

Applicants will also be required to submit copies of the following in ND Grants. :

In addition there are two formal agreements involved in the CTP Program in order to receive a cooperative agreement:

1. Partnership Agreement; and
2. Mapping Activity Statement (MAS) or Statement of Work (SOW).

1. Partnership Agreement

The Partnership Agreement, signed between FEMA and eligible partner, is a prerequisite to any further activities under the CTP Program.

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

2. Mapping Activity Statement (MAP)/Scope of Work (SOW)

For all project categories, recipients are encouraged to work with FEMA in advance of the application to understand FEMA program priorities, objectives and measures, and to identify specific tasks to undertake in FY 2018. In support of program objectives, FEMA may provide technical assistance, training, and/or data to a recipient to enhance the activities within the project categories outlined above. Any funds FEMA provides through a cooperative agreement to complete project activities are in addition to the leveraged resources and data, which may be provided by the recipient to complete the tasks agreed upon in the SOW or MAS. When awarded a cooperative agreement through the CTP Program in support of program objectives and to advance program measures, the recipient must comply with the requirements outlined in this announcement, the terms and conditions of the award (previously referred to as the Articles of Agreement), as well as the Partnership Agreement and the associated FEMA-approved SOW or MAS.

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

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

The application must include a copy of the draft SOW and/or MAS which will be finalized prior to actual award if award is made. The SOW and/or MAS is used as a supplement to the Partnership Agreement and defines the activities that will be accomplished for a particular project, including the responsible entity(is), how the proposed activities are funded, and the nature of the working partnership between FEMA and the recipient. The SOW and MAS specifically define the project scope as well as the roles and responsibilities of the recipient, the role of FEMA and, if applicable, the role of FEMA's contractors involved in a particular project and/or particular tasks. The national SOW and MAS templates, may be viewed and downloaded from the FEMA web site at <https://www.fema.gov/cooperating-technical-partners-program>. The recipient 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 C: Project Categories and Requirements**.

The application must include a detailed budget for the funds requested. The budget must be complete, reasonable, and cost-effective in relation to the proposed project, and must identify any anticipated leverage or cost share/match. The budget must provide the basis

of computation of all project-related costs, any appropriate narrative, and a detailed justification of Indirect or Management and Administrative (M&A) costs.

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

If you need assistance registering for the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Timely Receipt Requirements and Proof of Timely Submission

Online Submissions. All applications must be received on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Funding Restrictions

Federal funds made available through this award may only be used for the purposes 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.

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

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

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

Explanation of Cost restrictions associated with the CTP Program:

- Organization costs are not allowable under the CTP Program.
- Training: Costs associated with training provided by the recipient as part of the project scope are allowable in accordance with the approved scope and budget of the award. Funding to address training requests or needs of the recipient is allowable at the discretion of the FEMA awarding office. Training requests or needs must be fully identified in the draft SOW or MAS submitted with the application. The recipient must also identify if the training will be direct cost or indirect cost. For instance, funding may be allowable as a direct cost for the recipient to attend or deploy training provided by FEMA associated with risk analysis tools such as 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 and should include an itemized listing of specific costs associated with M&A

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

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

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

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

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 non-federal entities 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 <https://www.gpo.gov/fdsys/search/pagedetails.action?collectionCode=CFR&searchPath=Title+2%2FSubtitle+A%2FChapter+II%2FSubchap%2FPart+200&granuleId=CFR-2014-title2-vol1-part200&packageId=CFR-2014-title2-vol1&oldPath=Title+2%2FSubtitle+A%2FChapter+II%2FSubchap%2FPart+200&fromPageDetails=true&collapse=true&ycord=390>.

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.

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: Program Description in this NOFO.

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

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

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 recipient projects for funding. FEMA considers the following elements when prioritizing funding for and selecting recipients for FY 2018 awards:

Program Priorities

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

Past Performance

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

Technical Capability and Capacity

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

Partner Contributions

While there is no financial matching requirement under the CTP Program, in order to support the Risk MAP vision and collaboration with stakeholders, FEMA will prioritize funding for recipients that have a strong record of working effectively with FEMA on CTP Program activities and demonstrate their ability to

leverage funding received from FEMA through partner contributions. For the purpose of these awards, “partner contributions” refers to the amount of leveraged data and resources, which allows FEMA to maximize limited public funds to the fullest extent possible in support of National and Regional program priorities and objectives.

To determine the acceptable types and value of partner contributions, 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. Recipient contributions must be reasonable, allowable, allocable and necessary under the cooperative agreement and must comply with all Federal requirements and regulations.

LOMR Review Partners

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

As a prerequisite to complete LOMR Review activities, existing pilot project partners must:

- Demonstrate the cost effectiveness of delegating the review and recommendation process to the recipient.
- Have demonstrated the ability to perform technical aspects of the LOMR process.
- Have demonstrated the ability to manage contractors and oversee the products produced by contractors (if applicable).
- Have demonstrated the ability to deliver recommendations to FEMA for determination within the regulatory timeframe that meet FEMA specifications.
- Provide evidence they have received training in necessary FEMA tools prior to application for a cooperative agreement to perform tasks associated with the LOMR Review and recommendation to FEMA.
- Agree to use FEMA workflow, tools and templates

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

- Benefits to local stakeholders, FEMA, and the recipient.
- Significant past or potential future cost-sharing and cost-effectiveness.
- Participation in other fundable FY 2018 Flood Risk Project MAS activities as listed in **Appendix C: CTP Project Categories and Requirements**.

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 2018 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 recipients who have not fulfilled these requirements, and are not existing approved pilot project partners, will not be

accepted.

Special Projects (Administered by FEMA Headquarters)

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. 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. Applicants must show proof acceptable request packets that were reviewed by FEMA and included:

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

Specific Conditions

Depending on the outcome of FEMA's risk review, FEMA may impose specific 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 recipient 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):

- 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).
- 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.

- 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 the ND Grants Grantee Training Manual located here: <https://www.fema.gov/media-library/assets/documents/25949>. 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.

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/Home>. 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: <https://www.gsa.gov/forms-library/federal-financial-report>.

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.

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.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/xml/CFR-2014-title2-vol1-part200-subpartF.xml>.

Program Performance Reporting Requirements.

Recipients agree to comply with all program requirements outlined in the CTP Programmatic Terms and Conditions that can be found in **Appendix A: 2018 CTP Cooperative Agreement Terms and Conditions**.

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

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

The recipient is also responsible for monitoring award activities, including the activities and performance of contractors and sub recipients, to provide reasonable assurance that the Federal assistance award is administered in compliance with requirements. Responsibilities include affirming the quality of products and deliverables, the accounting of receipts and expenditures, cash management, maintaining adequate financial records, and refunding expenditures disallowed by audits.

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

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

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

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 utilizing the recommendations in the attached **Appendix D: Performance Measure Recommendations**.

- Metrics Attained
- Earned Value
- Responses to Qualitative Questionnaire
- Quality Metrics
- LOMR Review Metrics

Close Out Reporting Requirements

Within 90 days after the end of the period of performance, or after the 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.

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
<p>Region I John Grace 99 High Street, 6th Floor Boston, MA 02110 Telephone: (617) 832-4715 E-mail: john.grace@fema.dhs.gov</p>	<p>Region II Gary Monitz 26 Federal Plaza, Room 1337 New York, NY 10278 Telephone: (212) 680-8585 E-mail: gary.monitz@fema.dhs.gov</p>
<p>Region III Nikki Roberts One Independence Mall 615 Chestnut Street, 6th Floor Philadelphia, PA 19106 Telephone: (215) 931-5575 E-mail: nikki.roberts@fema.dhs.gov</p>	<p>Region IV Kristen Martinenza 3003 Chamblee Tucker Road Atlanta, GA 30341 Telephone: (770) 220-3174 E-mail: kristen.martinenza@fema.dhs.gov</p>
<p>Region V Greg Tatar 536 South Clark Street, 6th Floor Chicago, IL 60605 Telephone: (312) 408-5236 E-mail: greg.tatara@fema.dhs.gov</p>	<p>Region VI Diane Howe Federal Regional Center 800 North Loop 288 Denton, TX 76210-3698 Telephone: (940) 898-5171 E-mail: diane.howe@fema.dhs.gov</p>
<p>Region VII You Jen Tsai 11224 Holmes Road, Kansas City, MO 64131 Telephone: (816) 283-7563 E-mail: youjen.tsai@fema.dhs.gov</p> <p>Jose Mateo-Morel 11224 Holmes Road, Kansas City, MO 64131 Telephone: (816) 398-3302 E-mail: Jose.MateoMorel@fema.dhs.gov</p>	<p>Region VIII Margaret Doherty Denver Federal Center Bldg. 710, Box 25267 Denver, CO 80225-0267 Telephone: (303) 235-4838 E-mail: margaret.doherty2@fema.dhs.gov</p>
<p>Region IX Bob Bezek 1111 Broadway, Suite 1200 Oakland, CA 94607 Telephone: (510) 627-7274 E-mail: robert.bezek@fema.dhs.gov</p>	<p>Region X Cynthia McCoy Federal Regional Center 130 228th Street SW Bothell, WA 98021 Telephone: (425) 487-2241 E-mail: cynthia.mccoy@fema.dhs.gov</p>

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	HQ – CTP Program Sean McNabb 400 C Street, Washington DC Telephone: 303-854-7306 E-mail: sean.mcnabb@fema.dhs.gov
--	--

H. Additional Information

Extensions

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 and implemented through ND Grants. 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:

- Grant Program, Fiscal Year, and award number.
- 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.
- Current status of the activity/activities.
- Period of performance termination date and new project completion date approved by the FEMA Project Officer.
- Amount of funds drawn down to date.
- Remaining available funds, both Federal and non-Federal.
- Budget outlining how remaining Federal and non-Federal funds will be expended.
- Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion.
- 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.