



{Insert CTP Name(s)}

COOPERATING TECHNICAL PARTNERS (CTP)

FEMA-APPROVED SPECIAL PROJECT (SP)

STATEMENT OF WORK (SOW)

SP SOW No. {Insert Statement of Work Number}

Fiscal Year 2022



FEMA

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Table of Contents

Document Organization and Instructions	1
1. Part 1 – Custom Statement of Work (SOW) Information.....	2
1.1. Project and Point of Contact Information	2
1.2. Tasks and Deliverables to be Completed Under this SOW.....	3
1.3. Schedule and Performance	10
1.4. Standards	12
1.5. Use of Contractors.....	13
1.6. Reporting and Performance	13
1.7. Privacy and Protection of Personally Identifiable Information	14
2. Part 2 – Available Special Project Scope Activities	15
2.1. National Outreach Document Development.....	15
2.2. Participation in National Conferences Addressing Risk MAP and CTP Issues	16
2.3. Technical Guidelines, Studies, and Reports Development.....	16
2.4. Mentoring.....	16
Authorized Representative Signatures	17
List of Tables.....	18
Acronyms	18

Document Organization and Instructions

This template should be used by Cooperating Technical Partners (CTPs) applying for an award to complete special project activities.

This document is organized into two parts to simplify and streamline the Statement of Work (SOW) completion process and improve the usability of the SOW for both the Cooperating Technical Partner (CTP) and Federal Emergency Management Agency (FEMA).

Part 1 provides areas for the CTP to detail custom SOW elements (formatted in tables), along with required elements which cannot be modified by individual CTPs:

- Part 1.1 – 1.3. These sections are where the CTP will provide a narrative on the project and identify the scope elements to be completed under this SOW. Opportunities to clarify or modify the standard descriptions and deliverables on fundable activities (as shown in Part 2) are provided. Additionally, the CTP will indicate the schedule for delivery, leverage, budget, performance measures, etc.
- Part 1.4 – Part 1.7. These sections include standard language the CTP is agreeing to, around standards, use of contractors, reporting and performance, and privacy and protection of personally identifiable information. No inputs or edits may be required by the CTP.

Part 2 of this document provides standard language on available fundable scope activities. If the CTP indicates in Part 1 that they are applying for an individual fundable activity, the CTP is agreeing to scope as written in Part 2 under that subsection unless otherwise noted in Part 1. CTPs have the opportunity to customize this language (by note/deliverable additions, subtractions, etc.) after each scope element in the “Custom Scope Elements.” If the text is accepted as-is, there is no need to copy text from Part 2 into Part 1, it is incorporated by reference

1. Part 1 – Custom Statement of Work (SOW) Information

In accordance with the CTP Partnership Agreement referenced in Table 1 between {insert name of community(ies) or county} (herein referred to as “CTP”) and the Federal Emergency Management Agency (FEMA), FEMA-Approved National Special Projects (SP) SOW No. {Insert SOW #} is as follows:

1.1. Project and Point of Contact Information

Instructions: Complete Table 1 below with the basic project information and point of contact information for both the CTP and FEMA staff.

Table 1. Project and Point of Contact Information

Information Type	Insert Information
CTP Organization Name:	{Insert CTP name}
CTP Contractor Working on the activities in this SOW: <i>Optional, only if contractors have already been identified; contractor support may be used for all activities except Staffing and Mentoring, which must be completed by the CTP</i>	{Insert name of CTP contractor, if applicable}
CTP Partnership Agreement Date:	{Insert Partnership Agreement Date}
Period of Performance:	{Insert Start Date} to {Insert End Date}
CTP Project Manager:	{Insert name of CTP Project Manager}
FEMA Regional Project Officer (PO): <i>When necessary, additional FEMA assistance should be requested through the FEMA Regional Project Officer</i>	{Insert name of FEMA Regional Project Officer} {Insert FEMA region}
FEMA Funding to Complete this SP SOW:	{Insert amount of funding provided by FEMA through Cooperative Agreement}

Information Type	Insert Information
<p>CTP Estimated Leverage:</p> <p><i>Final Leverage dollars or units will be entered as applicable in the Manage Data Development Task Workflow in the Mapping Information Platform (MIP). Leverage data shown here is an estimate of available Leverage at the time the scope is prepared and may be refined throughout the project. See Estimating the Value of Partner Contributions to Flood Mapping Projects “Blue Book” (Blue Book)</i></p>	<p>{Based on Blue Book estimated to be provided}</p>
<p>Project Team Coordination Activities:</p> <p><i>Throughout the project, all members of the Project Team will coordinate, as needed, to ensure that activities, products, and deliverables meet FEMA requirements and contain accurate, up-to-date information.</i></p>	<p>Meetings, teleconferences, and video conferences with FEMA and other Project Team members {specify frequency or dates for meetings}</p> <p>Telephone conversations with FEMA and other Project Team members on a scheduled {specify schedule for calls} basis and as needed basis, as required</p> <p>Email as needed</p> <p>{Add/delete/modify information, as necessary}</p>

1.2. Tasks and Deliverables to be Completed Under this SOW

1.2.1. NARRATIVE AND AUDIENCE

Instructions: Complete Table 2 below with a high-level narrative of the work to be accomplished under this SP SOW, as well as the intended audience of the project.

Table 2. Narrative and Audience

Information Type	Insert Information
<p>SOW Narrative:</p>	<p>{Provide a high-level summary of what will be accomplished in this project. Maps may be added as appendices to this document as needed and referenced here.}</p>
<p>Intended Audience:</p>	<p>{Provide a high-level list of the intended audience within the footprint of this project including identification of local, state, tribal and territorial communities within the scope of this project/task}, herein referred to as “community(ies)”</p>

1.2.2. PROJECT TASKS AND DELIVERABLES

The following eleven tasks can be accomplished under this SP SOW:

- National Outreach Document Development
- Participation in National Conferences Addressing Risk Mapping, Assessment, and Planning (Risk MAP) and CTP Issues
- Technical Guidelines, Studies, and Reports Development
- Mentoring
- Other

These tasks and their associated deliverables are in listed in the sections below.

Instructions: Please fill out the appropriate sections for the work you plan to complete. Required information includes 1) budget information, 2) identification of deliverables to be provided, and 3) description of the detailed scope elements for each relevant task.

Funding information is required per task. In the leverage table for each task, please indicate the following:

- **A - FEMA Contribution.** This is the funding FEMA is providing to the CTP for the completion of this SP SOW
- **B - Partner Contribution.** Indicate the additional resources required that the CTP will provide to complete the assigned activities for this SP SOW (also known as *Leverage*). Values shall be based on Blue Book values or actual costs where Blue Book values do not exist. The current Blue Book is dated April 2017 and can be downloaded from FEMA's Information Resource Library at https://www.fema.gov/sites/default/files/documents/fema_risk-map_blue-book_2017.pdf.
- **A+B – Total Project Cost** The sum of the above two quantities.

Task 1 – National Outreach Document Development

Instructions: Please fill out the required information in Table 3 below.

Table 3. Task 1 – National Outreach Document Development Leverage

SP Task	Mark ‘X’ if task will be done under this SOW	(A) FEMA Contribution	(B) Partner Contribution	(A+B) Total Project Cost
National Outreach Document Development (see Part 2.1)				
Deliverable			Mark “X” if deliverable will be done under this task	
Outreach Plan (as needed)				
Report detailing outreach and coordination activities, including backup or supplemental information used in writing the report				
Business Plan update describing (in detail) the Outreach activities				
Updates to CTP’s website				
Other: {Insert additional details}				
Custom Scope Elements				
<p>Note, you are agreeing to the scope as written in Part 2.1 unless otherwise modified/noted in this cell. If you accept the text as-is, there is no need to copy the wording here. Only provide additional details here on what you plan to modify.</p> <p>{enter custom scope elements}</p>				

Task 2 – Participation in National Conferences Addressing Risk MAP and CTP Issues

Instructions: Please fill out the required information in Table 4 below.

Table 4. Task 2 – Participation in National Conferences Addressing Risk MAP and CTP Issues Leverage

SP Task	Mark 'X' if task will be done under this SOW	(A) FEMA Contribution	(B) Partner Contribution	(A+B) Total Project Cost
Participation in National Conferences Addressing Risk MAP and CTP Issues (see Part 2.2)				
Deliverable			Mark "X" if deliverable will be done under this task	
Other: {Insert additional details}				
Custom Scope Elements				
<p>Note, you are agreeing to the scope as written in Part 2.2 unless otherwise modified/noted in this cell. If you accept the text as-is, there is no need to copy the wording here. Only provide additional details here on what you plan to modify.</p> <p>{enter custom scope elements}</p>				

Task 3 – Technical Guidelines, Studies, and Reports Development

Instructions: Please fill out the required information in Table 5 below.

Table 5. Task 3 – Technical Guidelines, Studies, and Reports Development Leverage

SP Task	Mark 'X' if task will be done under this SOW	(A) FEMA Contribution	(B) Partner Contribution	(A+B) Total Project Cost
Technical Guidelines, Studies, and Reports Development (see Part 2.3)				
Deliverable			Mark "X" if deliverable will be done under this task	
Other: {Insert additional details}				
Custom Scope Elements				
Note, you are agreeing to the scope as written in Part 2.3 unless otherwise modified/noted in this cell. If you accept the text as-is, there is no need to copy the wording here. Only provide additional details here on what you plan to modify. {enter custom scope elements}				

Task 4 – Mentoring

Instructions: Please fill out the required information in Table 6 below.

Table 6. Task 4 – Training to State and Local Officials Leverage

SP Task	Mark ‘X’ if task will be done under this SOW	(A) FEMA Contribution	(B) Partner Contribution	(A+B) Total Project Cost
Mentoring (see Part 2.4)				
Deliverable			Mark “X” if deliverable will be done under this task	
List of existing or potential CTP entities to be mentored				
Schedule and explanation of mentoring activities				
Report detailing mentoring activities provided				
Participant Surveys completed by mentored individuals that provide feedback on the quality and benefits of the mentor(s) and mentoring activities				
Other: {Insert additional details}				
Custom Scope Elements				
<p>Note, you are agreeing to the scope as written in Part 2.4 unless otherwise modified/noted in this cell. If you accept the text as-is, there is no need to copy the wording here. Only provide additional details here on what you plan to modify.</p> <p>{Insert list of specific knowledge management assets that will be shared/transferred, including with whom and how (Example: Best Practice write-ups, mentoring meetings, or conference calls).}</p>				

Task 5 – Other

Instructions: Please fill out the required information in Table 7 below.

Table 7. Task 5 – Other Leverage

SP Task	Mark ‘X’ if task will be done under this SOW	(A) FEMA Contribution	(B) Partner Contribution	(A+B) Total Project Cost
Other				
Deliverable			Mark “X” if deliverable will be done under this task	
Other: {Insert additional details}				
Custom Scope Elements				
{Please detail scope elements here.}				

1.3. Schedule and Performance

Instructions: Insert deliverables for all activities included in this SP SOW in Table 8. Special Projects Task Deliverables Schedule below. Examples provided in italics. Deliverables can be listed individually or grouped into a single deliverable date. Due dates will be negotiated with the FEMA Regional PO.

Table 8. Special Projects Task Deliverables Schedule

SOW Activities	Deliverable	Deliverable Due Date	Submitted To
<i>[TBD]</i>			
<i>[TBD]</i>			
<i>[TBD]</i>			

The activities documented in this SOW shall be completed in accordance with Table 8. Special Projects Task Deliverables Schedule. If changes to this schedule are required, the CTP shall coordinate with FEMA and other necessary Mapping Partners in a timely manner. Deliverables must be uploaded to the MIP unless otherwise approved by the FEMA Regional PO and it is the CTP’s responsibility to make sure that final deliverables are stored to the MIP prior to the end of period of performance.

Table 9. Performance Measures Targets

Note: Insert appropriate measures in Table 9 below based on the document “2022 CTP Performance Measures Matrix” in the Appendix of the Notice of Funding Opportunity and coordinate with your FEMA Regional PO. This instructional note should be deleted prior to application submission.

Outcome ¹	Output Measurement ² (with customized Target)	Recorded Unit/Scale
Evidence of continued maintenance, using non-Federal funds, of the processes/systems to support collection, development, evaluation, dissemination, and communication of flood hazard and risk assessment data and mapping.	<p>[insert %] of non-federally funded identify maintenance activities for CTP agreement.</p> <p>Identify appropriate maintenance activities when customizing this metric. Examples of maintenance activities include:</p> <ol style="list-style-type: none"> 1. Continued data collection related to changes in flood hazards and development in flood-prone areas 2. Continued upgrades to data collection or mapping capabilities to incorporate new technologies 3. Preparation of multiple-year mapping or data collection plans 4. Maintenance of equipment and supplies, such as hardware, software, licenses, certifications, etc. that are necessary to complete, review, monitor and report on the work 	Should be expressed as either “Achieved” or “Not Achieved” for completing non-federally funded maintenance activities for the CTP agreement.
Advancement of program metrics and/or accomplishment of project performance measures, captured as Earned Value	Report on Schedule Performance Index (SPI) and Cost Performance Index (CPI). Must be between 0.92 and 1.08 . If it is not, provide information on what is being done to correct the problem.	<p>SPI Ratio (Budgeted Cost of Work Performed/Budgeted Cost of Work Scheduled [planned])</p> <p>CPI ratio (Budgeted Cost Work Performed/ Actual Cost Work Performed)</p>
{Insert Outcome}	{Insert Output Measurement}	{Insert Recorded Unit/Scale}
{Insert Outcome}	{Insert Output Measurement}	{Insert Recorded Unit/Scale}

¹ An outcome is an observable and measurable change of knowledge, behavior, skills, and/or efficiency due to CTP project.

² An output is a direct, specific, & quantifiable product of CTP activities that lead to /indicate success of the intended outcome, expressed in units of measure that enable quantifiable recording of performance

Outcome ¹	Output Measurement ² (with customized Target)	Recorded Unit/Scale
{Insert Outcome}	{Insert Output Measurement}	{Insert Recorded Unit/Scale}

1.4. Standards

The standards relevant to this MAS are presented in FEMA Policy 204-078-1 Standards for Flood Risk Analysis and Mapping, Revision 12, dated November 2021 located on FEMA’s website at <https://www.fema.gov/flood-maps/guidance-reports/guidelines-standards/standards-flood-risk-analysis-and-mapping-public-review>. This Policy supersedes all previous standards included in the Guidelines and Specifications for Flood Hazard Mapping Partners, including all related appendices and Procedure Memorandums. Additional information, along with links to guidance documents, technical references, templates, and other resources that support these standards, may be accessed and/or downloaded from the FEMA Guidelines and Standards website at <https://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping>. FEMA reviews standards on an annual basis and the most current version of the policy should be used.

Additional information, along with links to guidance documents, technical references, templates, and other resources that support these standards, may found on the FEMA Guidelines and Standards website at <https://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping>. FEMA reviews standards on an annual basis and the most current version of the policy should be used. Additionally, CTPs and their sub awardees must comply with the regulations in Chapter 44 of the Code of Federal Regulations (CFR), and the appropriate year CTP Funding Opportunity Announcement and Agreement Articles. CTPs shall also coordinate with their regional office to determine if any additional requirements must be met.

1.5. Use of Contractors

Check applicable statement in Table 10 below.

Table 10. Use of Contractors

Select One	Description of Contractor Options
<input type="checkbox"/>	<p>Contractor support may be used for all activities within this SOW, except staffing and mentoring, which must be completed by the CTP. Guidance provided in this part includes, but is not limited to, contract administration and record keeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis. 2 CFR Part 200 may be viewed online at http://www.ecfr.gov/cgi-bin/text-idx?SID=cc011f4fb962e68cb0da4bc91e8fbb43&mc=true&node=pt2.1.200&rgn=div5</p> <p>Additionally, contractors must not pose a conflict-of-interest issue nor be active in writing the scope of this SOW.</p>
<input type="checkbox"/>	<p>The CTP does not intend to use the services of a contractor for this SOW. No transfer of funds to agencies other than those identified in the approved cooperative agreement application shall be made without prior approval from FEMA. The CTP will identify the name of the CTP contractor for services used as part of this SOW. The CTP shall ensure that the procurement for all contractors used for this SP SOW complies with the requirements of 2 CFR Part 200.</p> <p>Guidance provided in this part includes, but is not limited to, contract administration and recordkeeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis. Additionally, contractors must not pose a conflict-of-interest issue.</p>

1.6. Reporting and Performance

Financial Reporting: Because funding has been provided to the CTP by FEMA, financial reporting requirements for the CTP will be in accordance with the terms of the Cooperative Agreement Funding Opportunity Announcement, Articles of Agreement, or Award Notice for this SOW. The CTP shall also refer to [2 CFR Part 200](#). The CTP shall provide financial reports to the FEMA Regional PO and Assistance Officer in accordance with the terms of the signed Cooperative Agreement for this SOW.

Performance Reporting: Recipients are responsible for providing updated performance reports using the SF-PPR on a quarterly basis throughout the period of performance, including partial calendar quarters as well as for periods where no grant award activity occurs. The CTP shall refer to [2 CFR Part 200](#) to obtain minimum requirements for progress reporting. The FEMA Regional PO, as needed, may request additional information on progress.

The CTP may meet with FEMA and/or its contractor(s) as frequently as needed to review the progress of the project in addition to the quarterly financial and status submittals. These meetings may alternate between the FEMA Regional Office, the CTP office, and conference calls, as necessary.

The CTP must report performance of the grant in conjunction with the progress reporting. The performance of the CTP is measured by the following criteria. If you are completing a Community Outreach and Mitigation Strategies (COMS) project in conjunction with a Flood Risk Project MAS, then you may use the measures outlined in that MAS for your SF-PPP performance criteria.

Quantitative targets for performance measures will be defined using the 2022 CTP Performance Measures Matrix in conjunction with your FEMA Regional PO and amended to the MAS.

Earned Value Data Entry:

If there are no tasks within the MIP Workflow associated with FEMA—Approved SP tasks, the MIP cannot be used to set baselines and track progress against these baselines. However, the FEMA CTP Program Manager and the CTP should set a cost and schedule baseline at the beginning of the project and review it quarterly when assessing the status of the project. The FEMA Regional PO may request additional information regarding status on an ad-hoc basis.

1.7. Privacy and Protection of Personally Identifiable Information

Your organizational access to the MIP signifies that you have access to Personally Identifiable Information (PII). As such, please ensure your organization has coordinated with the region so that each user is meeting the requirements with the new Risk Analysis Management Access Request (RAMSAR) process.

Please contact your FEMA Regional PO for more information.

2. Part 2 – Available Special Project Scope Activities

The activities outlined in this SOW will be completed as specified in the Cooperative Agreement Funding Opportunity Announcement, Award Notice, and/or Articles of Agreement. The SOW may be terminated at the option of FEMA or the CTP in accordance with the provisions of the Partnership Agreement. If the SOW is terminated, all products produced to date must be returned and the remaining funding, provided by FEMA for this SOW, from uncompleted activities will be returned to FEMA.

The objective of the FEMA-Approved SP tasks and activities documented in this SOW is to recognize activities undertaken by the CTPs (non-profits in particular) as part of the process to support NFIP communities and actions which reduce the risk of loss of life and property damage.

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 SP SOW will be developed in a collaborative effort that defines where both the recipient and FEMA will contribute funding, data and units of work to maximize the extent, accuracy, and usability of flood hazard studies and/or activities to best meet Federal, State, Tribal and local NFIP stakeholder needs, while minimizing costs for all parties. The FEMA Regional PO will be responsible for coordinating with the recipient to review and finalize the SOW and/or MAS prior to award. Task may include, but are not limited to, the following:

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

2.1. National Outreach Document Development

Intent: The National Outreach Document Development project or activities for this SOW is best understood as a process that enhances the understanding of the overall NFIP flood mapping program including flood risks and hazard identification. This task does not include the outreach activities for a specific mapping project that begins during the project Discovery phase and continues through the map production and post- preliminary phases.

Note: CTPs and the FEMA Point of Contact are responsible for confirming no duplication of effort in other awards (grants, cooperative agreements, interagency agreements, and contracts).

Note: Communication and Outreach activities described in this task are meant to be supplemental or complementary efforts to those identified in the Community Engagement tasks listed in the COMS SOW or the Flood Risk Project MAS. CTPs and the FEMA region are responsible for confirming no duplication of effort in other awards (grants, cooperative agreements, interagency agreements, and contracts).

The overarching goal for outreach is to create a climate of understanding and ownership of the mapping process at the state, tribal, and local levels. Well-planned outreach activities ensure a more positive interaction throughout the Risk MAP process. These outreach activities assist FEMA and others in responding to Congressional inquiries. The CTP plans to continue outreach activities to fulfill its strategy to educate communities on the necessary standards and benefits of developing better flood risk information.

The CTP will work with FEMA during the initiation of this activity to determine or understand the Outreach Plan. The Regional Office will have access to many outreach tools that have been developed for this process that can be utilized or customized. All communication with local governments will be done in accordance with 44 CFR Part 66.

2.2. Participation in National Conferences Addressing Risk MAP and CTP Issues

Intent: Specific metrics are defined to defined in this SOW. Efforts across a program will be aligned and integrated toward the accomplishment of Risk MAP goals.

2.3. Technical Guidelines, Studies, and Reports Development

Intent: Specific metrics are defined to defined in this SOW. Efforts across a program will be aligned and integrated toward the accomplishment of Risk MAP goals.

2.4. Mentoring

Intent: Share CTP program experience and related information with peer participants regarding best practices and process improvements.

For this agreement, the CTP shall submit at least one written Best Practice to its FEMA Regional PO detailing something that was innovative, cost saving, enhanced community engagement, etc. to be loaded to the CTP Collaboration Center and CTP Mentoring Network (via Basecamp). If this CTP has a COMS SOW as well, this Best Practice can be done in collaboration with the requirement in that agreement as well.

Authorized Representative Signatures

Each party has caused this SOW to be executed by its duly authorized representative.

{Insert name of CTP Project Manager}	Date
Project Manager	
{Insert CTP name}	

{Insert responsible party}	Date
Regional Project Officer	
Federal Emergency Management Agency, Region {Insert region #}	

{Insert name of state authorized representative}	Date
{Insert title of state authorized representative}	

{In states where statutory and/or regulatory requirements require the state's review and/or approval of new flood hazard data, the state will be a signatory to a community's agreement. Otherwise, delete the state representative signature line.}

List of Tables

Table 1. Project and Point of Contact Information.....	2
Table 2. Narrative and Audience.....	3
Table 3. Task 1 – National Outreach Document Development Leverage.....	5
Table 4. Task 2 – Participation in National Conferences Addressing Risk MAP and CTP Issues Leverage	6
Table 5. Task 3 – Technical Guidelines, Studies, and Reports Development Leverage.....	7
Table 6. Task 4 – Training to State and Local Officials Leverage.....	8
Table 7. Task 5 – Other Leverage.....	9
Table 8. Special Projects Task Deliverables Schedule	10
Table 9. Performance Measures Targets	10
Table 10. Use of Contractors.....	13

Acronyms

CFR	Code of Federal Regulations
COMS	Community Outreach and Mitigation Strategies
CPI	Cost Performance Index
CTP	Cooperating Technical Partner
FEMA	Federal Emergency Management Agency
MAS	Mapping Activity Statement
MIP	Mapping Information Platform
NFIP	National Flood Insurance Program
PII	Personally Identifiable Information
PO	Project Officer
RAMSAR	Risk Analysis Management Access Request
Risk MAP	Risk Mapping, Assessment, and Planning

SOW Statement of Work
SP Special Project
SPI Schedule Performance Index