



{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 2023



FEMA

This page intentionally left blank

Table of Contents

Document Organization and Instructions	1
1. Part 1 – Custom Statement of Work 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	11
1.5. Use of Contractors.....	12
1.6. Reporting and Performance	12
1.7. Privacy and Protection of Personally Identifiable Information	13
2. Part 2 – Available Special Project Scope Activities	14
2.1. Develop a National Outreach Document	14
2.2. Participate in National Conferences that Address Risk MAP and CTP Issues.....	15
2.3. Develop Technical Guidelines, Studies, and Reports	15
2.4. Mentoring.....	15
Authorized Representative Signatures	16
List of Tables.....	17
Acronyms	17

Document Organization and Instructions

Cooperating Technical Partners (CTPs) should use this template to apply for an award to complete Special Project activities.

This document is organized into two parts. The goal is to simplify and streamline Statement of Work (SOW) completion and improve its use for both CTPs and the Federal Emergency Management Agency (FEMA).

Part 1 lists SOW elements that the CTP can customize (formatted in tables). These areas also contain required elements which cannot be modified:

- Parts 1.1 – 1.3. In these sections, the CTP will describe the project and identify the scope elements to be completed under this SOW. The CTP can clarify or modify the standard descriptions and deliverables on fundable activities (as shown in Part 2). The CTP will also indicate the schedule for delivery, leverage, budget, performance measures and other related parts of the SOW.
- Parts 1.4 – 1.7. These sections include standard language, to which the CTP is agreeing, that addresses standards, hiring contractors, reporting and performance, and protection of Personally Identifiable Information (PII). The CTP may not edit this language.

Part 2 provides standard language on scope activities that can be funded. If the CTP is applying for an individual fundable activity, they agree to the scope as written in Part 2 under that subsection unless otherwise noted in Part 1. CTPs can customize this language (by note/deliverable additions, subtractions, and other mechanisms) after each scope element in the “Custom Scope Elements” field. 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 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 FEMA, the 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
Project Name/Title (if applicable)	{Insert Project name/title}
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 engaged for all activities except Staffing and Mentoring, which must be completed by the CTP</i>	{Insert name of CTP contractor, if applicable}
Sub-Recipient Working on the activities in this SOW: <i>Optional, only if sub-recipients have already been identified</i>	{Insert name of CTP sub-recipient, 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, ask for FEMA assistance through the FEMA Regional PO</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). The leverage noted here is an estimate of leverage available at the time when the scope is prepared. It may be refined at any time in 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>During the project, all members of the Project Team will coordinate, as needed, to see 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 or video conversations with FEMA and other Project Team members, scheduled {specify schedule for calls} and as needed</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 with a high-level narrative of the work to be done under this SP SOW, and the intended audience of the project.

Table 2. Narrative and Audience

Information Type	Insert Information
<p>SOW Narrative:</p>	<p>{Add a high-level summary of what the CTP will do in this project. You may add maps as appendices to this document as needed and reference them here.}</p>
<p>Intended Audience:</p>	<p>{Add 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 5 tasks can be accomplished under this SP SOW:

- National Outreach Document Development.
- Participate in National Conferences that Address Risk Mapping, Assessment and Planning (Risk MAP) and CTP Issues.
- Technical Guidelines, Studies, and Reports Development.
- Mentoring.
- Other.
- The sections below list these tasks and their associated deliverables.

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

Funding information is required for each 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 to complete this SP SOW.
- **B - Partner Contribution.** These are other required resources that the CTP will provide to complete the assigned activities for this SP SOW (also known as **Leverage**). Use Blue Book values or actual costs where Blue Book values do not exist. The current Blue Book is dated April 2017, but a revision is expected to be published in 2023. You can download it from FEMA's Information Resource Library at: [Estimating the Value of Partner Contributions to Flood Mapping Projects "Blue Book"](#).
- **A+B – Total Project Cost** The sum of A and B.

Task 1 – Develop a National Outreach Document

Instructions: Add the required information to Table 3.

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
Develop National Outreach Document (see Part 2.1)				
Deliverable			Mark “X” if deliverable will be done under this task	
Outreach Plan (as needed)				
A report with details on outreach and coordination activities, including backup or other information used to write the report				
Business Plan update with details on the outreach activities				
Updates to CTP’s website				
Other: {Insert additional details}				
Custom Scope Elements				
<p>Note that if you do not modify this cell, you agree to the scope as written in Part 2.1. If you accept the text as is, you do not need to copy the wording here. Detail here only what you plan to change.</p> <p>{enter custom scope elements}</p>				

Task 2 – Participate in National Conferences that Address Risk MAP and CTP Issues

Instructions: Add the required information to Table 4.

Table 4. Task 2 – Participate in National Conferences that Address 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
Participate 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 that if you do not modify this cell, you agree to the scope as written in Part 2.2. If you accept the text as is, you do not need to copy the wording here. Detail here only what you plan to change.</p> <p>{enter custom scope elements}</p>				

Task 3 – Develop Technical Guidelines, Studies, and Reports

Instructions: Add the required information to Table 5.

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
Develop Technical Guidelines, Studies, and Reports (see Part 2.3)				
Deliverable			Mark “X” if deliverable will be done under this task	
Other: {Insert additional details}				
Custom Scope Elements				
<p>Note that if you do not modify this cell, you agree to the scope as written in Part 2.3. If you accept the text as is, you do not need to copy the wording here. Detail here only what you plan to change.</p> <p>{enter custom scope elements}</p>				

Task 4 – Mentoring

Instructions: Add the required information to Table 6.

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 the mentoring activities provided				
Participant surveys that mentored individuals completed to provide feedback on the quality and benefits of the mentor(s) and mentoring activities				
Other: {Insert additional details}				
Custom Scope Elements				
<p>Note that if you do not modify this cell, you agree to the scope as written in Part 2.4. If you accept the text as is, you do not need to copy the wording here. Detail here only what you plan to change.</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: Add the required information to Table 7.

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: Identify each deliverable for all activities included in this SP SOW in Table 8. Special Projects Task Deliverables Schedule. Deliverables can be listed individually or grouped by a single date. Add more rows to the table as needed. Due dates will be discussed with the FEMA Regional PO.

Table 8. Special Projects Task Deliverables Schedule

SOW Activities	Deliverable	Deliverable Due Date	Submitted To
<i>[insert Special Project Activities in this column]</i>			

The activities documented in this SOW shall be completed in accordance with Table 8. Special Projects Task Deliverables Schedule. If this schedule needs to change, the CTP shall coordinate with the FEMA Regional PO and other necessary Mapping Partners as soon as possible. Deliverables must be uploaded to the MIP unless otherwise approved by the FEMA Regional PO. The CTP must upload final deliverables in the MIP before the period of performance ends.

Note: Performance measures are parameters captured to track project performance. The CTP Performance Measures Matrix, included in the Appendix of the Notice of Funding Opportunity (NOFO), shows how project details and action items can be used to demonstrate a project aligns with its stated goals.

Identify the appropriate performance measures in Table 9 based on the “2023 CTP Performance Measures Matrix.” Coordinate with your FEMA Regional PO.

Delete this instructional note before submitting the application.

Table 9. Performance Measures Targets

Outcome ¹	Output Measurement ² (with customized Target)	Recorded Unit/Scale
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.	SPI Ratio (Budgeted Cost of Work Performed/Budgeted Cost of Work Scheduled [planned]) CPI ratio (Budgeted Cost Work Performed/Actual Cost Work Performed)
{Insert Outcome}	{Insert Output Measurement}	{Insert Recorded Unit/Scale}
{Insert Outcome}	{Insert Output Measurement}	{Insert Recorded Unit/Scale}
{Insert Outcome}	{Insert Output Measurement}	{Insert Recorded Unit/Scale}

1.4. Standards

The standards relevant to this SOW are presented in [FEMA Policy 204-078-1 Standards for Flood Risk Analysis and Mapping, Revision 13](#) (dated December 2022).

This Policy supersedes all previous standards in the Guidelines and Specifications for Flood Hazard Mapping Partners. This includes all related appendices and procedure memoranda. Find more information and links to guidance documents, technical references, templates, and other resources that support these standards on the FEMA Guidelines and Standards website. This is at: [Guidelines and Standards for Flood Risk Analysis and Mapping Activities Under the Risk MAP Program](#). FEMA reviews standards each year. Please use the most current version of the policy.

CTPs and their sub-awardees must comply with the regulations in Title 44 of the Code of Federal Regulations (CFR). They must also comply with the appropriate year CTP Notice of Funding Opportunity (NOFO) and Agreement Articles. CTPs shall also coordinate with their FEMA Regional Office to determine if any additional requirements must be met.

¹ An outcome is an observable and measurable change of knowledge, behavior, skills and/or efficiency resulting from the MAS project.

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

1.5. Use of Contractors

Check the applicable statement in Table 10.

Table 10. Use of Contractors

Select One	Contractor Options
<input type="checkbox"/>	<p>Contractor support may be engaged 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 recordkeeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis. 2 CFR Part 200 may be viewed online at: Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</p> <p>Additionally, contractors must not pose a conflict-of-interest issue or be active in writing the scope of this SOW.</p>
<input type="checkbox"/>	<p>The CTP does not intend to engage 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 engaged as part of this SOW. The CTP shall ensure that the procurement for all contractors engaged 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 FEMA has provided funding to the CTP, financial reporting requirements for the CTP will be set by the terms of the NOFO, 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 per the terms of the signed Cooperative Agreement for this SOW.

Performance Reporting: CTPs must provide a signed performance report (using the list of required information shown in the NOFO). The CTP will submit the report quarterly during the period of performance. Reports will be required for partial calendar quarters and periods when no grant award activity occurs. An old Standard Form-Performance Progress Report (SF-PPR) may be substituted for the performance report, if preferred. The CTP shall refer to [2 CFR Part 200](#) for the minimum requirements for progress reporting. The FEMA Regional PO, as needed, may request additional information on progress.

The CTP will meet with FEMA and/or its contractor(s) as frequently as needed to review the progress of the project. These meetings are 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 along with the progress reports. Quantitative Targets for performance measures are defined using the 2023 CTP Performance Measures Matrix in conjunction with your FEMA Regional PO and those defined in Table 9.

CTPs are responsible for entering their quarterly performance of each measure into the CTP Performance Measures Reporting Tool (Tool) each quarter, unless otherwise directed by their FEMA Regional PO. Each output measurement identified above must have a quarterly performance reported in the Tool within one month of the end of the quarter. Quarterly performance data can be exported from the Tool and attached to the Quarterly Report that must be uploaded to FEMA GO.

Earned Value Data Entry:

There may not be a task in the MIP Workflow associated with a FEMA-approved SP task. In that case, the MIP cannot be used to set baselines or track progress. The FEMA CTP program manager and the CTP should set a cost and schedule baseline at the beginning of the project. They can review it quarterly to assess the status of the project. The FEMA Regional PO may request ad hoc status information.

1.7. Privacy and Protection of Personally Identifiable Information

A CTP's organizational access to the MIP provides you access to PII. Please have your organization coordinate with the FEMA Regional Office. Each user must currently meet the new Risk Analysis Management Access Portal (RAP) process requirements.

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 NOFO, 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, the CTP must return all products produced to date. The CTP will return remaining funds to FEMA for any uncompleted activities under this SOW.

The FEMA-Approved SP tasks and activities in this SOW are meant to recognize the activities CTPs carry out (non-profit organizations in particular). These help to support National Flood Insurance Program (NFIP) communities. Their actions reduce the risk of loss of life and property damage.

FEMA selects and funds approved SP applications based on annual priorities and available funding. The eligible tasks in the FEMA-Approved SP SOW are chosen jointly. This work defines where both the CTP and FEMA will contribute funding, data, and units of work. It is done to maximize the extent, accuracy, and usability of flood hazard studies and activities. The goal is to meet the needs of federal, state, tribal and local NFIP stakeholders while minimizing the costs for all parties. The FEMA Regional PO coordinates with the CTP. They review and finalize the SOW/MAS before the award. These tasks may include, but are not limited to, the following:

- Develop national outreach documents.
- Participate in national conferences that address Risk MAP and CTP issues.
- Develop new technical guidelines and issuing studies and reports.
- Develop and conduct mentoring sessions with existing recipients.
- Other.

2.1. Develop a National Outreach Document

Intent: This project, or activities for this SOW, is best understood as a process that helps people understand the overall NFIP flood mapping program. This includes the areas of flood risk and how to identify hazards. 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 must see that this work does not duplicate that of other awards. Consider grants, cooperative agreements, interagency agreements and contracts.

Note: The communication and outreach activities in this task are meant to supplement or complement those identified in the Community Engagement tasks listed in the COMS SOW or the Flood Risk Project MAS.

The primary goal for outreach is to build a climate of understanding and ownership of the mapping process at the state, tribal and local levels. Well-planned outreach activities build a more positive interaction during the Risk MAP process. They help FEMA and others respond to Congressional inquiries. The CTP plans outreach activities to educate communities on the standards and benefits of better flood risk information.

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

2.2. Participate in National Conferences that Address Risk MAP and CTP Issues

Intent: Specific metrics are defined in this SOW. Efforts across a program are aligned and integrated to meet Risk MAP goals.

2.3. Develop Technical Guidelines, Studies, and Reports

Intent: Specific metrics are 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 peers. Share best practices and ways to improve processes.

For this agreement, the CTP will submit at least one written Best Practice to its FEMA Regional PO. This will detail an innovative feature of a project. This feature may save costs, enhance community engagement, or support project success in other ways. It will be added to the CTP Collaboration Center and CTP Mentoring Network (via Basecamp). If the CTP has a COMS SOW as well, it may work with others to apply this Best Practice using the requirements in that agreement.

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 – Participate in National Conferences that Address 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	11
Table 10. Use of Contractors.....	12

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
SF-PPR	Standard Form-Performance Progress Report
SOW	Statement of Work

SP Special Project

SPI Schedule Performance Index