

Notice of Funding Opportunity

**Application due: August 11, 2026**









# Community Assistance Program – State Support Services Element (CAP-SSSE)

Assistance Listing Number: 97.023

Funding Opportunity Number: DHS-26-MT-023-01-99

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# Before you begin

If you believe you are a good candidate for this funding opportunity, secure your System for Award Management ([SAM.gov](https://sam.gov)) and [Grants.gov](https://grants.gov) registrations now. If you are already registered, make sure your registration is active and up-to-date.

## **SAM.gov registration (this can take several weeks)**

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

## **Grants.gov registration (this can take several days)**

You must have an active Grants.gov registration. Doing so requires a [Login.gov](https://login.gov) registration as well.

[See Step 2: Get Ready to Apply](#)

**Fraud, waste, abuse, mismanagement, and other criminal or noncriminal misconduct related to this program may be reported to the Office of Inspector General (OIG) Hotline. The toll-free numbers to call are 1-(800)-323-8603 and TTY 1-(844)-889-4357**



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were before clicking an internal link by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



# Step 1: Review the Opportunity

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# Basic Information

## A. Award Facts

**Agency Name:** U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Resilience, Hazard Mitigation Directorate, Floodplain Management

**Assistance Listing Number:** 97.023

**Notice of Funding Opportunity (NOFO) Title:** Community Assistance Program – State Support Services Element

**Funding Opportunity Number:** DHS-26-MT-023-01-99

**Announcement Type:** Initial

**Expected Award Range:** \$65,000 - \$600,000

**Expected Total Funding:** \$15,000,000

**Anticipated Number of Awards:** 51

## B. Executive Summary

The Community Assistance Program – State Support Services Element (CAP-SSSE) program provides funding to states and territories to ensure adoption and enforcement of standards consistent with the National Flood Insurance Program (NFIP) minimum criteria in participating and flood-prone communities. This cooperative agreement strives to empower states and territories to own and effectively manage their flood risk and reduce exposure, disaster costs, and recovery demands.

The cooperative agreement funds NFIP Coordinating Agencies to conduct specific activities in support of NFIP administration and enables independent investment to build floodplain management capacity and capability in line with the provisions set forth in 44 Code of Federal Regulations (C.F.R.) § 60.25.

As a result of CAP-SSSE funding, states and territories have increased the amount of community audits, floodplain management engagements, and average grantee self-investment year-over-year.

More information, including key information, documents, and details, can be found on FEMA.gov: <https://www.fema.gov/floodplain-management/community-assistance-program>.



Have questions? See [Contacts and Support](#)

## Key Dates

Projected Application Start Date: July 13, 2026

Projected Application End Date: August 11, 2026

Anticipated Funding Selection Date: August 12, 2026

Anticipated Award Date: September 30, 2026

Projected Period of Performance Start Date: July 1, 2026

Projected Period of Performance End Date: June 30, 2027

Budget Period: July 1, 2026 – June 30, 2027

# Eligibility

## A. Eligible Entities

Only the following entities or entity types are eligible to apply.

### Applicant Eligibility

Designated NFIP Coordinating Agencies in all 50 states, the District of Columbia, and territories are eligible to apply for funding under this funding opportunity. Collectively, they are referred to as “grantees.”

NFIP Coordinating Agencies are designated by statute or Governor’s declaration as a “State Coordinating Agency” as described in 44 C.F.R. § 59.1 and § 60.25.

### Subapplicant Eligibility

Subapplicants and subawards are not allowed.

## B. Project Type Eligibility

### Allowable Project Types

Activities Eligible for Federal Funding or State Funding (Match/In-Kind, noted in the [Cost Share Description](#) section of this funding opportunity)

- Negotiated, eligible activities (listed in detail in [Appendix 1](#)) completed within the period of performance:
  0. Management & Administration Costs
    1. FEMA Systems and Meetings
    2. Minimum NFIP Standards Support
    3. NFIP Community Support
- Indirect Costs, as applicable, associated with these activities, as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414, and the [Indirect Costs](#) section of this funding opportunity.
- Other Direct Costs specifically associated with these activities: supplies less than \$10,000 and equipment greater than \$10,000 (as defined in 2 C.F.R. § 200.1), Information Technology (IT) equipment (such as computers, cameras, software, or mobile applications), and contracts to conduct the above activities.
- Domestic Travel that is specifically associated with these activities.

Activities Only Eligible for State Funding (Match/In-Kind)

- Negotiated, eligible activities (listed in detail in [Appendix 1](#)) completed within the period of performance:
  4. Communication and Promotion of Flood Topics
  5. Coordination of Floodplain Management
  6. Strategy and Long-Term Planning
- Indirect Costs, as applicable, associated with these activities, as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414, and the [Indirect Costs](#) section of this funding opportunity.
- Other Direct Costs, as applicable, associated with these activities, including development and printing of outreach materials, “swag,” booth fees, conferences or external meeting costs, professional certifications, exams, and renewal fees.
- Domestic Travel that is specifically associated with the above activities, including conferences,

external meetings, outreach events, or other activities outlined above.

### Unallowable Project Types

The following activities are not allowable for either federal funds or state match claimed under this grant:

- Matching or cost sharing for other federal grants and cooperative agreements (see 2 C.F.R. § 200.306).
- Lobbying or other prohibited activities under Title 18 United States Code (U.S.C.) § 1913 or 2 C.F.R. § 200.450.
- Non-floodplain management exercise related costs.
- Construction and renovation costs.
- International travel, unless approved in advance otherwise by the managing federal agency.
- Conducting floodplain studies or developing floodplain maps.
- Activities covered under other federal grants (e.g. Cooperative Technical Partners), such as supporting/maintaining web-based digital mapping platforms.
- Professional association dues/memberships.
- Duplication/reimbursement for state or territory-required and state or territory-funded (through appropriation or permit fee income) review activities, such as state or territory permitting.
- Purchase of vehicles or office furniture/furnishings.
- Activities directly chargeable to disaster funding.

## C. Requirements for Personnel, Partners, and Other Parties

- The capability to perform the duties and responsibilities set forth in 44 C.F.R. § 60.25(b);
- Expertise in floodplain management or the ability to attain expertise in floodplain management through participation in the CAP-SSSE; and
- The ability to develop, implement and manage floodplain management activities.

## D. Maximum Number of Applications

The maximum number of applications that can be submitted is one per NFIP Coordinating Agency.

## E. Additional Restrictions

Applicants must have a valid Tiered State Framework (TSF) Assessment prior to applying for the first time. Applicants must meet the minimum point score to be eligible for the grant. Please contact the CAP-SSSE Program Lead or appropriate Regional CAP Coordinator for the TSF Framework Playbook and additional information.

Recipients/subrecipients, and if applicable, applicants/subapplicants, are required to certify their compliance with federal statutes, DHS directives, policies, and procedures.

## F. References to Other Eligibility Factors

Please see the following references provided below:

- “Threshold Review Criteria” subsection
- “Financial Integrity Criteria” subsection
- “Supplemental Financial Integrity Criteria and Review” subsection

- FEMA may request financial information such as the Employer Identification Number (EIN) and bank information as part of the potential award selection. This will apply to everyone who benefits from the award, including subrecipients.
- “Application Criteria” subsection
- “Appendix 1: Eligible Activities” subsection

## G. Cost Share Requirements

Applicants, and if applicable, subapplicants, selected for this award must agree to an acceptable cost share agreement or receive an exception from FEMA. Otherwise, they will not be funded. Exceptions to the cost share requirement are: Applicable to “insular areas” per [Public Law 96-205](#), title VI, section 601, March 12, 1980, as amended (also noted in 48 U.S.C. § 1469a) and Office of Management and Budget Controller Alert CA-23-04 Waiving Matching Fund Requirements for Insular Areas. The four insular areas are the U.S. Virgin Islands, Guam, Commonwealth of the Northern Mariana Islands, and American Samoa. Insular area applicants can propose a voluntary cost share.

## H. Cost Share Description, Type, and Restrictions

There is a minimum 25% non-federal cost match required for all recipients of CAP-SSSE funds (excluding insular areas) with no restrictions on the types of costs allowed (e.g., in-kind contribution). Applicants are allowed, encouraged, and incentivized through the TSF Assessment to voluntarily match beyond the minimum 25% non-federal cost match.

## I. Cost Share Example

The recipient contribution is calculated based on the federal contribution as: percent of recipient contribution multiplied by the value of the federal contribution in U.S. dollars. For example, this cooperative agreement requires a 25% cost match. If the federal contribution is \$100,000, the recipient contribution is calculated as  $(0.25) \times \$100,000 = \$25,000$ . The grant is then made up of \$100,000 (federal funding) and \$25,000 (state cost match) for a total = \$125,000.

## J. Required Information for Verifying Cost Share

Applicants, and if applicable subapplicants, should submit the following cost share (or match) documents: Regionally approved Detailed Budget indicating planned cost match with their application. Grantees may, but are not required, to include a cost match letter with their application.

Please see the “Application Format and Contents” section for more details.

### Maintenance of Effort

Not applicable.

# Program Description

## A. Program Purpose

The CAP-SSSE program provides funding to ensure adoption and enforcement of standards consistent with the NFIP minimum criteria in participating and flood-prone communities. This cooperative agreement strives to empower states and territories to own and effectively manage their flood risk and reduce exposure, disaster costs, and recovery demands by providing planning flexibility, tools and best practices, and FEMA expertise to support implementation of their NFIP programs.

This cooperative agreement funds NFIP Coordinating Agencies to conduct specific activities in support of NFIP administration and enables independent investment to build capacity and capability in line with the provisions set forth in 44 C.F.R. § 60.25.

As a result of CAP-SSSE funding, states and territories have increased the number of community audits, floodplain management engagements, and grantee self-investment year-over-year. In a typical year, CAP-SSSE grantees conduct more than 2,000 community compliance audits, provide more than 100,000 instances of direct technical assistance, deliver training to more than 13,000 communities, and contribute 38% on average of their federal award as match.

## B. Goals and Objective

The goal of the CAP-SSSE program is to empower NFIP Coordinating Agencies to own, manage, and reduce risk and avoid losses from flood events through support to flood prone and NFIP participating communities within their states and territories.

To further this goal, the program will pursue the following objectives:

- Enable state and territory programs to assist communities with NFIP compliance, administration, and enforcement of floodplain management standards, including adopting updated flood risk data and responding effectively to disasters.
- Enable state and territory programs to increase local stakeholders' capability and capacity for effective floodplain management.
- Inform state and territory programs of best practices for floodplain management activities.

The CAP-SSSE priorities detailed below highlight key items that applicants should focus on in administering funding authorized by this funding opportunity. These priorities provide guidance on important topics, tasks, and activities that funding should be allocated towards to support participation and compliance with the NFIP.

- *NFIP Compliance Audit Redesign*: Starting on July 1, 2026, all compliance audits, up to the point of enforcement, will be conducted by NFIP Coordinating Agencies, not FEMA. States and territories are expected to use the Compliance Audit Tool and accompanying Compliance Audit Tool User Guide when conducting audits of communities. States and territories are expected to attend webinars, training, and other events to increase their knowledge and understanding of this process.
  - Note: Any already-opened Community Assistance Visits and Community Assistance Contacts should be closed in line with the previous processes in the Community Information System.

- *Community Information System*: States and territories are required to enter activities into the Community Information System, FEMA's system of record. States and territories are expected to participate in training and engagements about the updated system and may be asked to provide feedback about future improvements.
  - *Community Information System Quality Assurance*: Review and quality assurance of Community Information System entries may necessitate updates to reflect correct and accurate data.

## C. Performance Measures and Targets

FEMA's Floodplain Management program monitors performance through four program measures to which NFIP Coordinating Agencies are required to set and meet targets. "Expected" targets reflect anticipated achievement, while "Excellence" targets reflect exceeding expectations. The performance measures include:

- *Map Adoption*. Grantees must meet the national "Expected" metric of at least 93% map adoptions for those participating communities that receive Letters of Final Determination in their state or territory. A national "Excellence" target of 98% is in place.
- *Community Engagement*. Grantees must have contact with a designated percentage of the communities in their state or territory by community audits, General Technical Assistance, Regulation Assistance, or Workshops. Grantees and the FEMA Regional Coordinator will negotiate "Expected" and "Excellence" targets for the percentage of communities that will be engaged during the period of performance.
- *Higher Standards Adoption*. Grantees must commit to a designated number of communities that will adopt higher floodplain management standards (i.e., standards that are more stringent than those required by the National Flood Insurance Program) as a result of the state or territory's efforts. Grantees and the FEMA Regional Coordinator will negotiate "Expected" and "Excellence" targets for the number of communities adopting a higher standard during the period of performance. These targets will be documented in the Statement of Work. A national Excellence target of 75% is in place.
- *Community Compliance Improvement*. Grantees must commit to a designated number of communities in which they will conduct community audits, opening new and closing existing community audits. Grantees and the FEMA Regional Coordinator will negotiate annual "Expected" and "Excellence" targets for the number of audits that will be conducted and closed during the period of performance. Annual targets will be documented in the Statement of Work and will roll-up into the five-period of performance compliance tracking period.

## D. Federal Assistance Type

### Cooperative Agreement

Each state or territory receiving a CAP-SSSE award will sign a cooperative agreement with FEMA describing the terms of the award, including the responsibilities of the recipient. The relevant FEMA Regional Office coordinates throughout the performance period of this cooperative agreement. FEMA retains the authority to manage and direct recipient performance in support of CAP-SSSE objectives. The FEMA Regional Office determines the appropriate number of activities and ensures performance metrics are being met.

FEMA maintains full approval authority of grantees' proposed annual statement of work and all included

activities, as well as any amendments to the approved statement of work. Expectations of NFIP participation are outlined in 44 C.F.R. § 60.25. FEMA may exercise its authority to require a remedial plan, assign corrective actions, and/or stop a state or territory's funded activity immediately if the state or territory fails to meet these conditions.

## E. Program-Specific Unallowable Costs

The following cost types are unallowable for all grantees, for both federal and state shares:

- Non-floodplain management exercise related costs
- Construction and renovation costs
- International travel, unless approved in advance otherwise by the managing federal agency
- Conducting floodplain studies or developing floodplain maps
- Activities covered under other federal grants (such as Cooperative Technical Partners), such as supporting/maintaining web-based digital mapping platforms
- Professional association dues/memberships
- Duplication/reimbursement for state or territory-required and state or territory-funded (through appropriation or permit fee income) review activities, such as state or territory permitting
- Purchase of vehicles or office furniture/furnishings
- Activities directly chargeable to disaster funding

**Note:** The above may not be exhaustive. Please consult the applicable terms and conditions and with FEMA for more information.

## F. General Funding Requirements

Costs charged to federal awards (including federal and non-federal cost share funds) must comply with applicable statutes, rules and regulations, policies, this NOFO, and the terms and conditions of the federal award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered within the budget period (see [2 C.F.R. § 200.403\(h\)](#)).

Recipients may not use federal funds or any cost share funds for the following activities:

1. Matching or cost sharing requirements for other federal grants and cooperative agreements (see [2 C.F.R. § 200.306](#)).
2. Lobbying or other prohibited activities under [18 U.S.C. § 1913](#) or [2 C.F.R. § 200.450](#).
3. Prosecuting claims against the federal government or any other government entity (see [2 C.F.R. § 200.435](#)).

## G. Prohibition on Covered Equipment or Services

FEMA provides additional resources regarding the prohibition on covered telecommunications equipment and services in its policy titled [Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services](#) (FEMA Policy #405-143-1). This policy outlines specific requirements related to the prohibition. Additionally, FEMA's [Contract Provisions Guide](#) offers sample language for the required contract provisions.

Recipients, subrecipients, and their contractors or subcontractors must comply with the prohibitions set forth in [Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019](#), which

restrict the purchase of covered telecommunications and surveillance equipment and services. See [2 C.F.R. §§ 200.216, 200.327, 200.471](#), and [Appendix II to 2 C.F.R. Part 200](#) for more information.

### Prohibition on Covered Foreign Unmanned Aircraft Systems (UAS)

Recipients, subrecipients, and their contractors or subcontractors must also comply with Section 1825 of the American Security Drone Act of 2023, enacted as part of the [National Defense Authorization Act for Fiscal Year 2024](#) (Pub. L. No. 118-31 §§ 1821-33, 41 U.S.C. 3901 note prec.). This provision mandates that, beginning December 22, 2025, no federal funds awarded through a contract, grant, or cooperative agreement, or otherwise made available may be used to procure a covered unmanned aircraft system (UAS) that is manufactured or assembled by a covered foreign entity. Significantly, no funds may be used in connection with the operation of such a drone or UAS. For more information, refer to [Public Law 118-31](#) and [OMB Memorandum M-26-02, Ensuring Government Use of Secure Unmanned Aircraft Systems and Supporting United States Producers](#).

## H. Beneficiary and Participant Eligibility

### Beneficiary

There are no program requirements for beneficiary eligibility.

### Participant

There are no program requirements for participant eligibility.

This NOFO and any subsequent federal awards create no rights or causes of action for any beneficiary or participant. Please consult the DHS Standard Terms and Conditions, your awarding agency's terms and conditions, and your awarding documents for more details.

## I. Indirect Costs

Indirect costs are allowed for recipients.

Indirect costs (IDC) are costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to specific cost objectives without disproportionate effort. Applicants with a current negotiated IDC rate agreement who desire to charge indirect costs to a federal award must provide a copy of their IDC rate agreement with their applications. Not all applicants are required to have a current negotiated IDC rate agreement. Applicants that are not required to have a negotiated IDC rate agreement, but are required to develop an IDC rate proposal, must provide a copy of their proposal with their applications. Applicants without a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to FEMA for further instructions. Applicants who wish to use a cost allocation plan in lieu of an IDC rate proposal must reach out to FEMA for further instructions. As it relates to the IDC for subrecipients, a recipient must follow the requirements of [2 C.F.R. §§ 200.332](#) and [200.414](#) in approving the IDC rate for subawards.

## J. Budget Period

There will be only a single budget period with the same start and end dates as the period of performance.

## K. Pre-Award Costs

The following pre-award costs are allowable: Pre-award costs directly related to developing the application 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 Detailed Budget and justification and must include details regarding the costs, such as the activities to which costs are related, when costs were (or will be) incurred and whether they are included as direct or indirect costs. The FEMA Regional Office will review the Detailed Budget and negotiate the pre-award costs as appropriate.

## L. Management and Administration Costs

Management & Administration costs are allowed per 2 C.F.R. § 200. Management & Administration costs are those defined as directly relating to the management and administration of CAP-SSSE funds, such as financial management, monitoring, and reporting. Recipients only may use up to 5% of the amount for the award for Management & Administration activities.

Management & Administration activities are not overhead costs but are necessary direct costs incurred in direct support of the federal award or as a consequence of it, such as travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program. As such, these costs can be itemized in financial reports.

## M. Authorizing Authority

The National Flood Insurance Act of 1968, ([Public Law 90-448](#)), as amended, (42 U.S.C. § 4001 et. seq.).

## N. Appropriation Authority

Full-Year Continuing Appropriations and Extensions Act, 2025, Pub. L. No. 119-4, Section 1101.



## Step 2: Get Ready to Apply

### In this step

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# Submission Requirements and Application Deadlines

## A. Registration

You must have an active [SAM.gov](https://sam.gov) account which includes having a UEI. SAM.gov registration can take several weeks. Begin that process today.

For more detailed instructions for obtaining a UEI number or to register, go to [SAM.gov Entity Registration](https://sam.gov) and click “Get Started.” From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

You must also have an active account with [Grants.gov](https://grants.gov). You can see step-by-step instructions see the [Quick Start Guide for Applicants](https://grants.gov).

## B. Requesting the Application Package

The application package is accessible in the FEMA Grants Outcomes (FEMA GO) system. To access the system, go to <https://go.fema.gov/>.

## C. Application and Submission Instructions

To apply for an award under this program, all applicants must:

1. Apply for, update, or verify their UEI number and EIN from the Internal Revenue Service;
2. Provide their UEI number in the application;
3. Have an account with [login.gov](https://login.gov);
4. Register for, update, or verify their [SAM.gov](https://sam.gov) account and ensure the account is active before submitting the application;
5. Register in FEMA GO, add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization’s electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see the [FEMA GO Startup Guide](https://fema.gov);
6. Submit the complete application in FEMA GO; and
7. Always maintain an active SAM registration with current information during which the applicant has an active federal award, an application, or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant’s immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Per [2 C.F.R. § 25.110\(a\)\(2\)\(iv\)](https://www.ecfr.gov/current/title-25/chapter-I/subchapter-A/part-25.110/section-25.110(a)(2)(iv)), if an applicant is experiencing exigent circumstances that prevents it from obtaining an UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible. Contact [fema-grants-news@fema.dhs.gov](mailto:fema-grants-news@fema.dhs.gov) and provide the details of the exigent circumstances.

## D. How to Register to Apply

### General Instructions

Registering and applying for an award under this program is a multi-step process and requires time to complete. Below are instructions for registering to apply for FEMA funds. Read the instructions carefully and prepare the requested information before beginning the registration process. Gathering the required information before starting the process will alleviate last-minute searches for required information.

**The registration process can take up to four weeks to complete.** To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission. Organizations must have a UEI number, EIN, and an active SAM registration.

### Obtain a UEI Number

All entities applying for funding, including renewal funding, must have a UEI number.

### Obtain Employer Identification Number

In addition to having a UEI number, all entities applying for funding must provide an EIN. The EIN can be obtained from the IRS at [Get an employer identification number](#).

### Create a login.gov account

Applicants must have a [login.gov](#) account to register with SAM or update their SAM registration. Applicants can create a login.gov account at [Create an account](#).

Applicants only have to create a login.gov account once. For existing SAM users, use the same email address for both login.gov and SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to [SAM.gov](#).

### Register with SAM.gov

In addition to having a UEI number, all organizations must register with SAM.gov. Failure to register with SAM.gov will prevent your organization from applying through FEMA GO. SAM.gov registration must be renewed annually and must remain active throughout the entire grant life cycle.

For more detailed instructions for registering with SAM.gov, refer to [Register with SAM.gov](#).

**Note:** per [2 C.F.R. § 25.200](#) applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance, applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the past three years, if applicable.

### Register in FEMA GO, Add the Organization to the System, and Establish the AOR

Applicants must register in [FEMA GO](#) and add their organization to the system. The organization's electronic business point of contact (eBiz POC) from the SAM.gov registration may need to be involved in this step. For step-by-step instructions, see the [FEMA GO Startup Guide](#).

**Note:** FEMA GO will support only the most recent major release of the following browsers:

- Google Chrome;
- Mozilla Firefox;
- Apple Safari; and
- Microsoft Edge.

Applicants using tablet type devices or other browsers may encounter issues with using FEMA GO.

## E. Submitting the Final Application

Applicants will be prompted to submit the standard application information, and any program-specific information required in FEMA GO.

After submitting the final application, FEMA GO will provide either an error message or send an email to the submitting AOR confirming the transmission was successfully received.

## F. Application Deadline

August 11, 2026 5:00 p.m. Eastern Time.

## G. Pre-Application Requirements Deadline

The following requirements must be completed by the deadlines given below:

Complete draft Activity Planning & Pricing Tools including both base and discretionary activities, are submitted to FEMA Regional Coordinators one week prior to application submission.

## H. Post Application Requirements Deadline

Not applicable.

## I. Effects of Missing Deadlines

All applications must be completed in FEMA GO by the application deadline. FEMA GO automatically records proof of submission and generates an electronic date/time stamp when FEMA GO successfully receives an application. The submitting AOR will receive an email with an official date/time stamp and a FEMA GO tracking number to serve as proof of timely submission prior to the application deadline.

**Applicants experiencing system-related issues have until 3 p.m. ET on the date applications are due to notify FEMA.** No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.



# Step 3: Write Your Application

## In this step

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# Application Contents and Format

## A. Application Requirements

The following forms or information are integrated into the application package in FEMA GO. Applicants should review these forms at [SF-424 Family | Grants.gov](#) before applying to ensure they are providing all required information.

1. SF-424, Application for Federal Assistance
2. Grants.gov Lobbying Form, Certification Regarding Lobbying
3. SF-424A, Budget Information (Non-Construction)
  - If construction is permitted under the program, submit SF-424C, Budget Information (Construction), instead of SF-424A
4. SF-424B, Standard Assurances (Non-Construction)
  - If construction is permitted under the program, submit SF-424D, Standard Assurances (Construction), instead of SF-424B
5. SF-LLL, Disclosure of Lobbying Activities

## B. Required Documents, Content, and Formatting

Applicants are required to utilize the Activity Planning & Pricing Tool to develop a reasonable, defensible proposal based in actual financial information. The Activity Planning & Pricing Tool produces appropriately formatted Statement of Work and a Detailed Budget PDFs to be included in the application. There is no limit on the number of pages, and only one copy of each should be provided. FEMA Regional Coordinators will review, provide feedback, and ultimately approve proposals prior to application submission.

Complete, draft Activity Planning & Pricing Tools, including base and discretionary activities are due to FEMA Regional Coordinator for review one week prior to application submission.

The final version of the Activity Planning & Pricing Tool should be provided to the FEMA Regional Coordinator. The Detailed Budget and Statement of Work should be uploaded as .pdf files in FEMA GO, along with an Indirect Cost Rate Agreement or Proposal if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. See Indirect Costs for more information.

## C. Program-Specific Required Documents and Information

The following program-specific forms or information are required to be submitted in FEMA GO:

1. Statement of Work: The applicant's proposal for cooperative agreement funding that identifies the eligible activities (see [Appendix 1](#)) and performance metrics that the state proposes to achieve during the period of performance. The Statement of Work shall be produced using the State Activity Planning & Pricing Tool which is provided annually by e-mail from the Program Manager. The Statement of Work should also include the applicant's most recent validated Tiered State Framework Assessment which will be provided by the FEMA Regional Office.

2. Detailed Budget: The budget must be complete, reasonable, and cost-effective in relation to the proposed activities. The budget should provide the basis of computation of all activity-related costs, and any appropriate narrative. The budget shall be produced using the Activity Planning & Pricing Tool.

Applicants are required to have a valid Tiered State Framework Assessment to apply for the grant.

## **D. Post-Application Requirements for Successful Applicants**

States and territories are required to enter floodplain management activities into Community Information System (CIS), FEMA's system of record. States and territories are also expected to participate in programmatic trainings and meetings, as offered, to ensure understanding of requirements, expectations, and updates. If changing the statement of work or budget is needed during the negotiation process (discussions between FEMA and Applicant following the submission of the application), these documents may be re-submitted directly by email to the appropriate FEMA Regional Program Manager and Grants Specialist. This review and negotiation process may continue until the applicant's proposed Statement of Work and supporting budget is approved by the FEMA Regional Program Manager and Grants Specialist. Final, approved versions of the Statement of Work and Detailed Budget should be uploaded to FEMA GO.

Recipients must request prior approval for budget and program plan revisions in accordance with 2 C.F.R. § 200.308.

CAP-SSSE funds can only be used to reimburse state or territory staff for negotiated, eligible activities that they complete within the period of performance. If a recipient does not maintain the necessary expertise and capability to conduct CAP-SSSE activities, the FEMA Region and recipient will develop a remedial plan. If the recipient does not agree to implementing the remedial plan or fails to develop the necessary expertise and capability required by the region, the state or territory's CAP-SSSE funding may be reduced or withheld.



## Step 4: Learn about the Award Review Process

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# Application Review Information

## A. Threshold Criteria

Applicants must be designated NFIP Coordinating Agencies who develop and submit a reasonable, defensible Fiscal Year 2026 application using the Activity Planning & Pricing Tool. As noted in the [Additional Restrictions](#) section of this funding opportunity, applicants must have a valid Tiered State Framework assessment and have earned at least the minimum score for eligibility.

All applicants, except for Insular Areas, must include at least a 25% state match to be eligible. All activities included in the Activity Planning & Pricing Tool must be eligible activities, as listed in [Appendix 1](#) and as reviewed and approved by the Regional Coordinators.

## B. Application Criteria

Applications will be reviewed to ensure conformance with the [eligibility criteria](#) and [application submission requirements](#) in this funding opportunity. Applicants that do not meet eligibility or application submission requirements will be removed from consideration.

Applicants will be evaluated and selected for funding based on their ability to demonstrate the following:

- The capability to perform the duties and responsibilities set forth in [44 C.F.R. § 60.25\(b\)](#);
- Adherence to qualified funding levels determined by funding methodology described in [Appendix 2](#);
- A reasonable and achievable application outlining planned floodplain management activities, inclusive of annual performance measure targets, and discretionary activities as applicable.

## C. Financial Integrity Criteria

Before making an award, the awarding agency is required to review OMB-designated databases for applicants' eligibility and financial integrity information. This is required by the Payment Integrity Information Act of 2019 ([Pub. L. No. 116-117, § 2 \(2020\)](#), [41 U.S.C. § 2313](#), and the "Do Not Pay Initiative" ([31 U.S.C. § 3354](#))). For more details, please see [2 C.F.R. § 200.206](#).

Thus, the Financial Integrity 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.
5. Ability to effectively implement statutory, regulatory, or other requirements.

## D. Supplemental Financial Integrity Criteria and Risk Review

Before making an award expected to exceed the simplified acquisition threshold, defined at 41 U.S.C. § 134, over the period of performance:

1. The awarding agency is required by [41 U.S.C. § 2313](#) to review or consider certain information found in SAM.gov. For details, please see [2 C.F.R. § 200.206\(a\)\(2\)](#).
2. An applicant may review and comment on any information in the responsibility/qualification records available in [SAM.gov](#).
3. Before making decisions in the risk review required by [2 C.F.R. § 200.206](#), the awarding agency will consider any comments by the applicant.

## E. Reviewer Selection

FEMA Regional Office staff who are professionally and technically qualified in floodplain management will evaluate applications and select applications for funding.

## F. Merit Review Process

NFIP Coordinating Agencies with valid Tiered State Framework Assessments are eligible on an annual basis as long as their proposals are approved, and they meet the other requirements set forth in this funding opportunity. Proposals are reviewed and approved by FEMA Regional Office staff to align to program priorities, eligible activities, and allowable costs. Available Base Funding amounts are set prior to application development. More information on the Funding Methodology can be found in [Appendix 2](#).

There is competitive Discretionary Funding available for additional FEMA-funded NFIP activities. FEMA sets annual priorities and Regional Coordinators have the authority to review and determine which discretionary activities they will fund for states and territories in their region.

## G. Final Selection

Applications are pre-approved by FEMA Regional Office staff prior to submission to ensure that submitted applications are reasonable, focusing on outlined priorities, and achievable in the 12-month period of performance.

# Intergovernmental Review

## A. Requirement Description and State Single Point of Contact

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372. No further action is needed if you do not find a contact for your state in the [latest version of the SPOC list](#).

**Note:** This requirement does not apply to tribal governments.



# Step 5: Learn What Happens After Award

## In this step

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# Award Notices

## A. Notice of Award

The AOR should carefully read the federal award package before accepting the federal award. The federal award package includes instructions on administering the federal award as well as terms and conditions for the award.

By applying, applicants agree to comply with the prerequisites stated in this NOFO and the material terms and conditions of the federal award, should they receive an award.

FEMA will provide the federal award package to the applicant electronically in FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligating Document. An award package notification email is sent by the grant application system to the submitting AOR.

Recipients must accept their awards no later than 30 days from the award date. Recipients shall notify FEMA of their intent to accept the award and proceed with work in the FEMA GO system.

Funds will remain on hold until the recipient accepts the award in FEMA GO and all other conditions of the award have been satisfied, or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds.

## B. Pass-Through Requirements

Pass-through awards are not allowed.

## C. Note Regarding Pre-Award Costs

Even if pre-award costs are allowed, beginning performance prior to award is at the applicant or sub-applicant's own risk.

## D. Obligation of Funds

The grant funds are obligated in accordance with applicable laws, and no later than upon award.

## E. Notification to Unsuccessful Applicants

Efforts will be made to rectify any application issues to ensure successful submission. Unsuccessful applicants will be contacted by their FEMA Regional Coordinator.

# Post-Award Requirements and Administration

## A. Administrative and National Policy Requirements

### Presidential Executive Orders

Recipients must comply with the requirements of Presidential Executive Orders related to grants (also known as federal assistance and financial assistance), the full text of which are incorporated by reference.

Pursuant to the preliminary injunction order issued on November 21, 2025, in County of Santa Clara et al. v. Noem, et al., No. 25-cv-08330-WHO (N.D. Cal.), this requirement does not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect. If the preliminary injunction is extended to cover additional plaintiffs, this provision will also not apply to any awards or subawards issued to those plaintiffs. If the preliminary injunction is stayed, vacated, or extinguished, this requirement will immediately become effective. Also, pursuant to the preliminary injunction order issued on November 21, 2025, in City of Chicago et al. v. Noem, et al., No. 25-CV-12765 (N.D. Ill.), this requirement does not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect. If the preliminary injunction is extended to cover additional plaintiffs, this provision will also not apply to any awards or subawards issued to those plaintiffs. If the preliminary injunction is stayed, vacated, or extinguished, this requirement will immediately become effective.

In accordance with [Executive Order 14305, Restoring American Airspace Sovereignty \(June 6, 2025\)](#), and to the extent allowed by law, eligible state, local, tribal, and territorial grant recipients under this NOFO are permitted to purchase unmanned aircraft systems, otherwise known as drones, or equipment or services for the detection, tracking, or identification of drones and drone signals, consistent with the legal authorities of state, local, tribal, and territorial agencies. Recipients must comply with all applicable federal, state, and local laws and regulations, and adhere to any statutory requirements on the use of federal funds for such unmanned aircraft systems, equipment, or services.

### Subrecipient Monitoring and Management

Pass-through entities must comply with the requirements for subrecipient monitoring and management as set forth in [2 C.F.R. §§ 200.331-333](#).

### Termination of a Federal Award

1. The termination condition below applies to the grant award and the “Termination of a Federal Award” term and condition in the FY 2026 DHS Standard Terms and Conditions does not.
2. Termination of the federal award by FEMA  
FEMA, in its sole discretion, may terminate the federal award in whole or in part for one of the following reasons consistent with [2 C.F.R. § 200.340](#):
  - a. If the recipient or subrecipient fails to comply with the terms and conditions of the federal award.
  - b. With the consent of the recipient, in which case FEMA and the recipient must agree upon the termination conditions. These conditions include the effective date and, in the case of partial termination, the portion to be terminated.
  - c. If the federal award no longer effectuates the program goals or agency priorities. Under this provision, FEMA may terminate the award for these purposes if any of the following reasons apply:
    - i. FEMA determines that a specific award objective is ineffective at achieving program goals as described in this NOFO;

- ii. FEMA determines that an objective of the award as described in this NOFO will be ineffective at achieving program goals or agency priorities;
      - iii. FEMA determines that the design of the grant program is flawed relative to program goals or agency priorities;
      - iv. FEMA determines that the grant program is not aligned to either the DHS Strategic Plan, the FEMA Strategic Plan, or successor policies or documents;
      - v. FEMA changes or re-evaluates the goals or priorities of the grant program and determines that the award will be ineffective at achieving the updated program goals or agency priorities; or
      - vi. For other reasons based on program goals or agency priorities described in the termination notice provided to the recipient pursuant to [2 C.F.R. § 200.341](#).
    - d. For convenience, including if the award no longer advances the national interest. Termination for convenience only applies to discretionary awards, as that term is defined at [2 C.F.R. § 200.1](#). The term “discretionary award” does not include grants where legislation establishes an entitlement to the funds on the part of the recipient, such as block grants or those awarded based on a statutory formula.
3. Termination of a Subaward by the Pass-Through Entity
  - a. The pass-through entity may terminate a subaward in whole or in part for one of the following reasons identified in [2 C.F.R. § 200.340](#):
    - i. If the subrecipient fails to comply with the terms and conditions of the federal award.
    - ii. With the consent of the subrecipient, in which case the pass-through entity and the subrecipient must agree upon the termination conditions. These conditions include the effective date and, in the case of partial termination, the portion to be terminated.
  - b. If the pass-through entity’s award has been terminated the pass-through entity must terminate its subawards.
4. Termination by the Recipient or Subrecipient

The recipient or subrecipient may terminate the federal award in whole or in part as identified in [2 C.F.R. § 200.340](#) upon sending FEMA or pass-through entity a written notification of the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if FEMA or pass-through entity determines that the remaining portion of the federal award will not accomplish the purposes for which the federal award was made, FEMA or pass-through entity may terminate the federal award in its entirety.
5. Impacts of Termination
  - a. When FEMA terminates the federal award in whole or in part before the end of the period of performance due to the recipient’s or subrecipient’s material failure to comply with the terms and conditions of the federal award, FEMA will report the termination in SAM.gov in the manner described at [2 C.F.R. § 200.340\(c\)](#).
  - b. When the federal award is terminated in part or its entirety, FEMA or pass-through entity and recipient or subrecipient remain responsible for compliance with the requirements in [2 C.F.R. §§ 200.344](#) and [200.345](#).

6. Notification requirements  
FEMA or the pass-through entity must provide written notice of the termination in a manner consistent with [2 C.F.R. § 200.341](#). The federal award will be terminated on the date of the notification unless stated otherwise in the notification.
7. Opportunities to Object and Appeals  
Where applicable, when FEMA terminates the federal award, the written notification of termination will provide the opportunity and describe the process to object and provide information challenging the action, pursuant to [2 C.F.R. § 200.342](#).
8. Effects of Suspension and Termination  
The allowability of costs to the recipient or subrecipient resulting from financial obligations incurred by the recipient or subrecipient during a suspension or after the termination of a federal award are subject to [2 C.F.R. § 200.343](#).

## B. DHS Standard Terms and Conditions

A recipient under this funding opportunity must comply with the DHS Standard Terms and Conditions in effect as of the federal award, unless a term and condition specifically indicates otherwise. The DHS Standard Terms and Conditions are available online and can be found at [DHS Standard Terms and Conditions | Homeland Security](#). For continuation awards, the terms and conditions for the initial federal award will apply unless otherwise specified in the terms and conditions of the continuation award. The specific version of the DHS Standard Terms and Conditions applicable to the federal award will be in the federal award package.

A recipient under this funding opportunity must comply with the FY 2026 Department of Homeland Security Standard Terms and Conditions, with the following exceptions. The term titled “Communication and Cooperation with the Department of Homeland Security and Immigration Officials” and paragraph (2)(a)(ii) of the term titled “Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the False Claims Act” do not apply to any federal award under this funding opportunity.

Pursuant to the preliminary injunction order issued on November 21, 2025, in County of Santa Clara et al. v. Noem, et al., No. 25-cv-08330-WHO (N.D. Cal.), the following terms and conditions do not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect: (1) The DHS Standard Term and Condition titled "Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the False Claims Act"; and (2) the DHS Standard Term and Condition titled "All Executive Orders Related to Grants". If the preliminary injunction is extended to cover additional plaintiffs, this provision will also not apply to any awards or subawards issued to those plaintiffs. If the preliminary injunction is stayed, vacated, or extinguished, both terms will immediately become effective. As stated above, Paragraph (2)(a)(ii) of the DHS Standard Term and Condition titled “Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the False Claims Act” will not apply even if the preliminary injunction is stayed, vacated, or extinguished.

Pursuant to the preliminary injunction order issued on November 21, 2025, in City of Chicago et al. v. Noem, et al., No. 25-CV-12765 (N.D. Ill.), the following terms and conditions do not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order

remains in effect: (1) the DHS Standard Term and Condition titled " Federal Anti-Discrimination Laws Material to the Government's Payment Decisions Under the False Claims Act"; and (2) the DHS Standard Term and Condition titled " All Executive Orders Related to Grants". If the preliminary injunction is extended to cover additional plaintiffs, this provision will also not apply to any awards or subawards issued to those plaintiffs. If the preliminary injunction is stayed, vacated, or extinguished, both terms will immediately become effective. As stated above, paragraph (2)(a)(ii) of the DHS Standard Term and Condition titled "Federal Anti-Discrimination Laws Material to the Government's Payment Decisions Under the False Claims Act" will not apply even if the preliminary injunction is stayed, vacated, or extinguished.

Pursuant to the preliminary injunction order issued on October 31, 2025, in *City of Seattle v. Trump, et al.*, No. 2:25-cv-01435-BJR (W.D. Wa.), the following terms and conditions do not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect: the DHS Standard Term and Condition titled " Federal Anti-Discrimination Laws Material to the Government's Payment Decisions Under the False Claims Act ". If the preliminary injunction is extended to cover additional plaintiffs, this provision will also not apply to any awards or subawards issued to those plaintiffs. If the preliminary injunction is stayed, vacated, or extinguished, the term will immediately become effective. As stated above, paragraph (2)(a)(ii) the DHS Standard Term and Condition titled "Federal Anti-Discrimination Laws Material to the Government's Payment Decisions Under the False Claims Act" will not apply even if the preliminary injunction is stayed, vacated, or extinguished.

**Note:** While not a requirement in the DHS Standard Terms and Conditions, as a best practice, entities receiving funds through this program should ensure that cybersecurity is integrated into the design, development, operation, and maintenance of investments that impact information technology (IT) and/ or operational technology (OT) systems.

Additionally, the recipient and subrecipient must take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information per [2 C.F.R. § 200.303\(e\)](#).

## C. Financial Reporting Requirements

Recipients must report obligations and expenditures through a federal financial report. The Federal Financial Report (FFR) form, also known as SF-425, is integrated in FEMA GO but, for reference, is available online at [Post-Award Reporting Forms](#).

Recipients must submit the FFR quarterly throughout the period of performance (POP) as detailed below:

Reporting Period	Report Due Date
July 1 – September 30	October 30
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30

The final FFR is due within 120 calendar days after the end of the POP.

FEMA may withhold future federal awards and cash payments if FFRs are not timely, complete, detailed, and accurate. FFRs showing inadequate progress may also cause future federal awards and cash payments to be withheld.

## D. Programmatic Performance Reporting Requirements

1. A Performance Report must be submitted quarterly throughout the POP, using the Quarterly Report Template from the Activity Planning & Pricing Tool. This template allows for summarization of completed work activities against the approved Statement of Work and tracks progress against Performance Measure targets.
2. A Performance Report must include:
  - Quarterly Report Cover: Narrative information describing any risks or issues in completing planned activities, potential amendments, and progress, risks or issues with Other Costs, Contracts, or Travel.
  - Quarterly Report Activity Tracking: Detailed progress on the quantity of activities completed, with notes for each activity. Grantees may include progress against hours allocated to activities, but this is optional.
  - Quarterly Report Performance Targets: Detailed progress against annual Performance Measure targets.
  - Incomplete submissions will be returned for revision.
3. The Progress Report must be submitted through FEMA GO.
4. Performance Report Due Dates are as detailed below:

Reporting Period	Report Due Date
July 1 – September 30	October 30
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30

## E. Closeout Reporting Requirements

Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a federal award, recipients must submit the following:

1. The final request for payment, if applicable.
2. The final FFR.
3. The final progress report detailing all accomplishments.
4. A qualitative narrative summary of the impact of those accomplishments throughout the period of performance.
5. Other documents required by this NOFO, terms and conditions of the federal award, or other DHS Component guidance.

After the awarding agency approves these reports, it will issue a closeout notice. The notice will indicate the period of performance as closed, list any remaining funds to be de-obligated, and address the record

maintenance requirement. Unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in [2 C.F.R. § 200.334](#), this maintenance requirement is three years from the date of the final FFR.

Also, pass-through entities are responsible for closing out those subawards as described in [2 C.F.R. § 200.344\(e\)](#); subrecipients are still required to submit closeout materials within 90 calendar days of the subaward period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions in time for the recipient to submit all necessary documentation and information to the awarding agency during the closeout of their prime award.

The recipient is responsible for returning any balances of unobligated or unliquidated funds that have been drawn down that are not authorized to be retained per [2 C.F.R. § 200.344\(e\)](#).

### Administrative Closeout

Administrative closeout is a mechanism for FEMA to unilaterally execute closeout of an award. FEMA will use available award information in lieu of final recipient reports, per [2 C.F.R. § 200.344\(h\)-\(i\)](#). It is an activity of last resort, and if FEMA administratively closes an award, this may negatively impact a recipient's ability to obtain future funding.

## F. Additional Reporting Requirements

If the final Federal Financial Report and performance report periods coincide with the end of the period of performance, FEMA has discretion under 2 C.F.R. Part 200 to waive the Quarter 4 report and only require the final Federal Financial Report and performance report for closeout purposes. The recipient is responsible for returning any balances of unobligated or unliquidated funds that have been drawn down that are not authorized to be retained per 2 C.F.R. § 200.344(d).

CAP-SSSE grantees should use the provided Payment Request Template and associated guidance to ensure compliance with requirements in the Payment Information section of this funding opportunity.

Anytime there is a change in personnel for any of the awardees or if applicable, subrecipients, their information needs to be submitted for approval (all the previous personal information identified).

## G. Disclosing Information per 2 C.F.R. § 180.335

Before entering into a federal award, the applicant must notify the awarding agency if it knows that the applicant or any of the principals (as defined by [2 C.F.R. § 180.995](#)) for the federal award:

1. Are presently excluded or disqualified;
2. Have been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with the commission of any of the offenses listed in [2 C.F.R. § 180.800\(a\)](#);  
or

4. Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

This requirement is fully described in [2 C.F.R. § 180.335](#). Additionally, [2 C.F.R. § 180.350](#) requires recipients to provide immediate notice to the awarding agency at any time after entering a federal award if:

1. The recipient learns that either it failed to earlier disclose information as required by [2 C.F.R. §180.335](#);
2. Due to changed circumstances, the applicant or any of the principals for the federal award now meet the criteria at [2 C.F.R. §180.335](#) listed above.

## H. Reporting of Matters Related to Recipient Integrity and Performance

[Appendix XII to 2 C.F.R. Part 200](#) states the terms and conditions for recipient integrity and performance matters used for this funding opportunity.

If the total value of all active federal grants, cooperative agreements, and procurement contracts for a recipient exceeds \$10 million at any time during the period of performance:

1. The recipient must maintain the currency of information reported in SAM.gov about civil, criminal, or administrative proceedings described in [paragraph \(b\)](#) of Appendix XII;
2. The required reporting frequency is described in [paragraph \(d\)](#) of Appendix XII.

## I. Single Audit Reports

A recipient expending \$1 million or more in federal awards (as defined by [2 C.F.R. § 200.1](#)) during its fiscal year must undergo an audit. This may be either a single audit complying with [2 C.F.R. § 200.514](#) or a program-specific audit complying with [2 C.F.R. §§ 200.501](#) and [200.507](#). Audits must follow [2 C.F.R. Part 200, Subpart F, 2 C.F.R. § 200.501](#), and the U.S. Government Accountability Office (GAO) [Generally Accepted Government Auditing Standards](#).

## J. Monitoring and Oversight

Per [2 C.F.R. § 200.337](#), DHS and its authorized representatives have the right of access to any records of the recipient or subrecipient pertinent to a federal award to perform audits, site visits, and any other official use. The right also includes timely and reasonable access to the recipient's or subrecipient's personnel for the purpose of interview and discussion related to such documents or the federal award in general.

Pursuant to this right and per [2 C.F.R. § 200.329](#), DHS may conduct desk reviews and make site visits to review and evaluate project accomplishments and management control systems as well as provide any required technical assistance. Recipients and subrecipients must respond in a timely and accurate manner to DHS requests for information relating to a federal award.

## K. Program Evaluation

Title I of the [Foundations for Evidence-Based Policymaking Act of 2018](#) (Evidence Act), Pub. L. No. 115-435 (2019), urges federal agencies to use program evaluation as a critical tool to learn, improve delivery, and

elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act, § 101 (codified at 5 U.S.C. § 311). OMB A-11, Section 290 (Evaluation and Evidence-Building Activities) further outlines the standards and practices for evaluation activities. Federal agencies are required to specify any requirements for recipient participation in program evaluation activities ([2 C.F.R. § 200.301](#)). Program evaluation activities incorporated from the outset in the NOFO, and program design and implementation allow recipients and agencies to meaningfully document and measure progress and achievement towards program goals and objectives, and identify program outcomes and lessons learned, as part of demonstrating recipient performance ([2 C.F.R. § 200.301](#)).

As such, recipients and subrecipients are required to participate in a Program Office (PO) or a DHS Component-led evaluation, if selected. This may be carried out by a third party on behalf of the PO or the DHS Component. Such an evaluation may involve information collections including but not limited to, records of the recipients; surveys, interviews, or discussions with individuals who benefit from the federal award, program operating personnel, and award recipients; and site visits or other observation of recipient activities, as specified in a DHS Component or PO-approved evaluation plan. More details about evaluation requirements may be provided in the federal award, if available at that time, or following the award as evaluation requirements are finalized. Evaluation costs incurred during the period of performance are allowable costs (either as direct or indirect) in accordance with [2 C.F.R. § 200.413](#).

Recipients and subrecipients are also encouraged, but not required, to participate in any additional evaluations after the period of performance ends, although any costs incurred to participate in such evaluations are not allowed and may not be charged to the federal award.

## L. Payment Information

Recipients will submit payment requests in FEMA GO under this program.

### Instructions to Grant Recipients Pursuing Payments

FEMA is instituting additional reviews on all grant payments and obligations to ensure allowability in accordance with [2 C.F.R. § 200.305](#). These measures will ensure funds are disbursed appropriately while continuing to support and prioritize communities who rely on FEMA for assistance. Once a recipient submits a payment request, FEMA will review the request. If FEMA approves a payment, recipients will be notified by FEMA GO and the payment will be delivered pursuant to the recipient’s SAM.gov financial information. If FEMA disapproves a payment, FEMA will inform the recipient.

### Processing and Payment Timeline

FEMA must comply with regulations governing payments to grant recipients per [2 C.F.R. § 200.305](#). For grant recipients other than States, [2 C.F.R. § 200.305\(b\)\(3\)](#) stipulates that FEMA is to make payments on a reimbursement basis within 30 days after receipt of the payment request, unless FEMA reasonably believes the request to be improper. For state recipients, [2 C.F.R. § 200.305\(a\)](#) instructs that federal grant payments are governed by Treasury-State Cash Management Improvement Act (CMIA) agreement ("Treasury-State agreement") and default procedures codified at [31 C.F.R. part 205](#) and Treasury Financial Manual 4A-200, "Overall Disbursing Rules for All Federal Agencies."

Treasury-State agreements generally apply to "major federal assistance programs" that are governed by [31 C.F.R. Part 205, subpart A](#) and are identified in the Treasury-State agreement in [31 C.F.R. §§ 205.2, 205.6](#). Where a federal assistance (grant) program is not governed by subpart A, payment and funds transfers from FEMA to the state are subject to [31 C.F.R. Part 205, subpart B](#). Subpart B requires FEMA to "limit a funds transfer to a state to the minimum amounts needed by the state and must time the disbursement to be in accord with the actual, immediate cash requirements of the state in carrying out a federal assistance program or project. The timing and amount of funds transfers must be as close as is administratively feasible to a state's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs" per [31 C.F.R. § 205.33\(a\)](#). Nearly all FEMA grants are not "major federal assistance programs." As a result, payments to states for those grants are subject to the "default" rules of [31 C.F.R. Part 205, subpart B](#).

If additional information is needed, a request for information will be issued by FEMA to the recipient; recipients are strongly encouraged to respond to any additional FEMA request for information inquiries within three business days. If an adequate response is not received, the request may be denied, and the entity may need to submit a new reimbursement request; this will re-start the 30-day timeline.

### Submission Process

All non-disaster grant program reimbursement requests must be reviewed and approved by FEMA prior to drawdowns.

For all non-disaster reimbursement requests (regardless of system), please ensure submittal of the following information:

1. Grant ID / Award Number
2. Total amount requested for drawdown
3. Purpose of drawdown and timeframe covered (must be within the award performance period)
4. Subrecipient Funding Details (if applicable).
  - Is funding provided directly or indirectly to a subrecipient?
    - If **no**, include statement "This grant funding is not being directed to a subrecipient."
    - If **yes**, provide the following details:
      - The name, mission statement, and purpose of each subrecipient receiving funds, along with the amount allocated and the specific role or activity being reimbursed.
      - Whether the subrecipient's work or mission involves supporting aliens, regardless of whether FEMA funds support such activities.
      - Whether the payment request includes an activity involving support to aliens.
      - Whether the subrecipient has any diversity, equity, and inclusion practices.<sup>1</sup>

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<sup>1</sup> Pursuant to the preliminary injunction order issued on November 21, 2025, in *County of Santa Clara et al. v. Noem, et al.*, No. 25-cv-08330-WHO (N.D. Cal.), the DHS Standard Term and Condition titled "Federal Anti-Discrimination Laws Material to the Government's Payment Decisions Under the False Claims Act" does not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect. If the preliminary injunction is extended to cover additional plaintiffs, this provision will also not apply to any awards or subawards issued to those plaintiffs. If the preliminary injunction is stayed, vacated, or extinguished, the term will immediately become effective.

- Supporting documentation to demonstrate that expenses are allowable, allocable, reasonable, and necessary under [2 C.F.R. part 200](#) and in compliance with the grant's NOFO, award terms, and applicable federal regulations.

## Other Information

### A. Period of Performance Extension

Extensions to the period of performance are allowed but may adversely impact a state or territory's Tiered State Framework score or tier. Extensions to the period of performance identified in the award will only be considered through formal, written requests to the recipient's FEMA Regional Office and must contain the following:

- The grant program, fiscal year, and award number;
- Reason for the delay – including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;
- Current status of the activity(ies);
- Approved period of performance termination date and new project completion date;
- Amount of funds drawn down to date;
- Remaining available funds, both federal and, if applicable, non-federal;
- Budget outlining how remaining federal and, if applicable, non-federal funds will be expended; and
- Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion.

Extension requests will be granted only due to compelling legal, policy, operational challenges or other extenuating circumstances. Recipients should submit all proposed extension requests to FEMA for review and approval at least 60 days prior to the end of the period of performance (April 30) to allow sufficient processing time.

Recipients should consult with their FEMA point of contact for requirements related to a performance period extension.

### B. Environmental Planning and Historic Preservation (EHP) Compliance

FEMA is required to consider effects of its actions on the environment and historic properties to ensure

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Pursuant to the preliminary injunction order issued on November 21, 2025, in *City of Chicago et al. v. Noem, et al.*, No. 25-CV-12765 (N.D. Ill.), the DHS Standard Term and Condition titled "Federal Anti-Discrimination Laws Material to the Government's Payment Decisions Under the False Claims Act" does not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect. If the preliminary injunction is extended to cover additional plaintiffs, this provision will also not apply to any awards or subawards issued to those plaintiffs. If the preliminary injunction is stayed, vacated, or extinguished, the term will immediately become effective.

Pursuant to the preliminary injunction order issued on October 31, 2025, in *City of Seattle v. Trump, et al.*, No. 2:25-cv-01435-BJR (W.D. Wa.), the DHS Standard Term and Condition titled "Federal Anti-Discrimination Laws Material to the Government's Payment Decisions Under the False Claims Act" does not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect. If the preliminary injunction is extended to cover additional plaintiffs, this provision will also not apply to any awards or subawards issued to those plaintiffs. If the preliminary injunction is stayed, vacated, or extinguished, the term will immediately become effective.

As stated above, Paragraph(2)(a)(ii) of the DHS Standard Term and Condition titled "Federal Anti-Discrimination Laws Material to the Government's Payment Decisions Under the False Claims Act" will not apply even if any of these preliminary injunctions are stayed, vacated, or extinguished.

that activities, grants and programs funded by FEMA comply with federal Environmental Planning and Historic Preservation (EHP) laws, Executive Orders, regulations, and policies.

Recipients and subrecipients proposing projects with the potential to impact the environment or cultural resources, such as the modification or renovation of existing buildings, structures, and facilities, either new construction or replacement of buildings, structures, and facilities, must participate in the FEMA EHP review process. This includes conducting early engagement to help identify EHP resources, such as threatened or endangered species, and historic properties; submitting a detailed project description with supporting documentation to determine whether the proposed project has the potential to impact EHP resources; and, identifying mitigation measures, alternative courses of action, or both that may lessen impacts to those resources.

FEMA is sometimes required to consult with other regulatory agencies and the public to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies. FEMA may recommend mitigation measures, alternative courses of action, or both to lessen impacts to EHP resources and bring the project into EHP compliance. If a proposed project has been evaluated by another federal agency, FEMA may be able to streamline portions of the EHP review by adopting or supplementing previous analyses performed under the National Environmental Policy Act. If a proposed project has previously been reviewed by another federal agency, please provide those documents for FEMA's consideration.

EHP guidance is found at [Environmental Planning and Historic Preservation](#). The site contains links to documents identifying agency EHP responsibilities and program requirements, such as implementation of the National Environmental Policy Act and other EHP laws, regulations, and Executive Orders. DHS and FEMA EHP policy is also found in the [EHP Directive & Instruction](#).

All FEMA actions, including grants, must comply with National Flood Insurance Program (NFIP) criteria or any more restrictive federal, state, or local floodplain management standards or building code ([44 C.F.R. § 9.11\(d\)\(6\)](#)). For actions located within or that may affect a floodplain or wetland, the following alternatives must be considered: a) no action; b) alternative locations; and c) alternative actions.

The EHP screening form is available at [Environmental & Historic Preservation Grant Preparation Resources](#).

## C. Procurement Compliance

When purchasing under a FEMA award, recipients and subrecipients must comply with the federal procurement standards in [2 C.F.R. §§ 200.317-200.327](#). To assist with determining whether an action is a procurement or instead a subaward, please consult [2 C.F.R. § 200.331](#).

For detailed guidance on the federal procurement standards, recipients and subrecipients should refer to various materials issued by FEMA's Procurement Disaster Assistance Team (PDAT). The [Procurement Under Grants Policy Guide \(PUGPG\)](#) and additional resources can be found on the PDAT website at [Procurement and Contracting](#).

When conducting procurement transactions under a federal award, states, Indian Tribes, the District of Columbia, U.S. territories, and their agencies must follow their own documented procurement policies and procedures as outlined in [2 C.F.R. § 200.317](#). They are also required to comply with rules for domestic preferences ([2 C.F.R. § 200.322](#)), the use of recovered materials ([2 C.F.R. § 200.323](#)), and ensure all necessary contract provisions are included ([2 C.F.R. § 200.327](#)). If these entities do not have documented procurement policies or procedures, they must follow the federal procurement rules listed in [2 C.F.R. §§ 200.318–200.327](#).

**Note:** Indian Tribes are exempt from the recovered materials requirements in [2 C.F.R. § 200.323](#).

Local government and nonprofit recipients or subrecipients must have and use their own documented procurement procedures that reflect applicable state, local, tribal, and territorial (SLTT) laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in [2 C.F.R. §§ 200.318–200.327](#).

### Important Changes to Procurement Standards in 2 C.F.R. Part 200

On April 22, 2024, OMB updated various parts of Title 2 of the Code of Federal Regulations, among them the procurement standards. These revisions apply to all FEMA awards with a federal award date or disaster declaration date on or after October 1, 2024, unless specified otherwise. The changes include updates to the Federal Procurement Standards, which govern how FEMA award recipients and subrecipients must purchase under a FEMA award.

More information on OMB’s revisions to the Federal Procurement Standards can be found in [Purchasing Under a FEMA Award: 2024 OMB Revisions Fact Sheet](#).

### Threshold Increases Effective October 1, 2025

Effective October 1, 2025, the United States Office of Management and Budget increased the federal micro-purchase threshold from \$10,000 to \$15,000 and the federal simplified acquisition threshold from \$250,000 to \$350,000. These updated thresholds now apply to recipient and subrecipient activities under [2 C.F.R. Part 200](#), including procurements and budget approval requests executed on or after October 1, 2025, for all open financial assistance awards.

### Procurement Standards: Competition and Conflict of Interest

All procurement transactions under a federal award must provide for full and open competition. To ensure compliance, recipients and subrecipients must avoid practices that restrict competition. Examples of restrictive practices include, but are not limited to:

- Placing unreasonable requirements on firms to qualify to do business;
- Requiring unnecessary experience or excessive bonding;
- Engaging in noncompetitive pricing practices between firms or affiliated companies;
- Awarding noncompetitive contracts to consultants on retainer;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered; and
- Taking arbitrary actions during the procurement process.

### Real Conflict of Interest

Under [2 C.F.R. § 200.318\(c\)\(1\)](#), local government and nonprofit recipients or subrecipients must maintain written standards of conduct to address conflicts of interest. Employees, officers, or agents involved in the selection, award, or administration of contracts are prohibited from participating if they have a real or apparent conflict of interest. A conflict arises when the individual, their immediate family, partner, or an organization they are affiliated with has a financial or other interest in, or stands to benefit from, a firm considered for a contract.

Additionally, officers, employees, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or subcontractors. However, recipients or subrecipients may establish standards for situations where the financial interest is not substantial, or the gift is an unsolicited item of nominal value. Violations of these standards must result in disciplinary actions as outlined in the recipient's or subrecipient's policies.

### Organizational Conflict of Interest

Under [2 C.F.R. § 200.318\(c\)\(2\)](#), recipients or subrecipients with a parent, affiliate, or subsidiary organization that is not a state, local, tribal, or territorial (SLTT) government must maintain written standards of conduct to address organizational conflicts of interest. An organizational conflict of interest occurs when a relationship with a parent company, affiliate, or subsidiary compromises, or appears to compromise, the recipient's or subrecipient's impartiality in conducting a procurement action.

Recipients or subrecipients must disclose any potential organizational conflicts of interest in writing to FEMA or the pass-through entity, as required by FEMA policy.

### Contractors Drafting Requirements

Per [2 C.F.R. § 200.319\(b\)](#), contractors that develop or draft specifications, statements of work, invitations for bids, or requests for proposals are prohibited from competing for those procurements. FEMA considers this an organizational conflict of interest and extends this restriction to contractors who assist recipients or subrecipients in developing grant applications, project plans, or budgets.

This prohibition also applies to former employees who worked on such activities while employed by the recipient or subrecipient. Unless the recipient or subrecipient solicits and awards a contract that explicitly includes both the development and execution of specifications (or similar elements), and the contract was procured in compliance with [2 C.F.R. §§ 200.317–200.327](#), federal funds cannot be used to pay the contractor to perform the work. This rule applies to all contracts funded with federal grant funds, including pre-award costs (e.g., grant writer fees) and post-award costs (e.g., grant management fees).

### Supply Schedules and Purchasing Programs

Generally, a recipient or subrecipient may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

Information on General Services Administration programs, including multiple award schedules, for states, Indian Tribes, and local governments, and their instrumentalities, can be found in [Purchasing Resource and Support for State and Local Government](#).

## Procurement Documentation

Per [2 C.F.R. § 200.318\(i\)](#), local government and nonprofit recipients or subrecipients are required to maintain and retain records sufficient to detail the history of procurement. These records must include, but are not limited to, the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and Indian Tribes are reminded that in order for any cost to be allowable, it must be adequately documented per [2 C.F.R. §200.403\(g\)](#).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

## D. Buy America Preference Requirements for Infrastructure

None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure project are produced in the United States.

Recipients and subrecipients provided funds under this program for an infrastructure project must comply with FEMA's implementation requirements of the Build America, Buy America Act, as detailed in [FEMA's Buy America Preference Policy](#). See also [2 C.F.R. Part 184, Buy America Preferences for Infrastructure Projects](#), and [Office of Management and Budget \(OMB\), Memorandum M-24-02, Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure](#).

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

For more information about FEMA's implementation of the Buy America Preference, please visit FEMA's Buy America Preference webpage at [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

### Waivers

When necessary, recipients (and subrecipients through their pass-through entity) may apply for a waiver

from these requirements.

A waiver of the domestic content procurement preference may be granted if FEMA determines that:

- Applying the domestic content procurement preference would be inconsistent with the public interest, or
- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality, or
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

The process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](#).

### Definitions

For definitions of the key terms of the Build America, Buy America Act, please visit [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

## E. Mandatory Disclosures

The non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award, [2 C.F.R. § 200.113](#).

## F. Adaptive Support

Pursuant to [Section 504, of the Rehabilitation Act of 1973](#), recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against qualified individuals with disabilities.

## G. Record Retention

### Record Retention Period

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted per [2 C.F.R. § 200.334](#). Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period may be longer than three years or have a different start date in certain cases.

### Types of Records to Retain

FEMA requires that recipients and subrecipients maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

## H. Actions to Address Noncompliance

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per [2 C.F.R. § 200.208](#) and [2 C.F.R. § 200.339](#). FEMA may place a hold on funds until the matter is corrected, or additional information is provided per [2 C.F.R. § 200.339](#), or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to [44 C.F.R. Part 7](#) and [44 C.F.R. Part 19](#) or other applicable regulations.

If the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA may take other remedies allowed under [2 C.F.R. § 200.339](#).

## I. Audits

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS Office of Inspector General (OIG), the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award.



# Contacts and Appendices

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# Contacts

## A. Program Office

Julie Grauer, Program Manager  
[Julie.Grauer@fema.dhs.gov](mailto:Julie.Grauer@fema.dhs.gov) or (202) 568-4396.

## B. FEMA Grants News

FEMA Grants News provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. FEMA Grants News is reachable at [fema-grants-news@fema.dhs.gov](mailto:fema-grants-news@fema.dhs.gov) or (800) 368-6498, Monday through Friday, 9 a.m. – 5 p.m. ET.

## C. Award Administration Division

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. AAD can be contacted at [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov).

## D. Procurement Under Grants Division

The Procurement Disaster Assistance Team (PDAT) and Buy America Branch (BAB) within GPD's Procurement Under Grants Division offer technical support to ensure compliance with federal procurement and domestic preference standards for FEMA awards. You can reach PDAT at [fema-gpd-pdat@fema.dhs.gov](mailto:fema-gpd-pdat@fema.dhs.gov) and BAB at [fema-grants-buyamerica@fema.dhs.gov](mailto:fema-grants-buyamerica@fema.dhs.gov). When reaching out, please include your FEMA grant program point of contact for reference.

## E. FEMA Regional Offices

FEMA Regional Offices also may provide fiscal support, including pre- and post-award administration and technical assistance. FEMA Regional Office contact information is available at [Regions, States and Territories](#).

## F. Civil Rights

Consistent with Executive Order 14173, Ending Illegal Discrimination & Restoring Merit-Based Opportunity, the FEMA Integration and Coordination Division (ICD) is responsible for ensuring compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA. They are reachable at [fema-ocr@fema.dhs.gov](mailto:fema-ocr@fema.dhs.gov).

## G. Environmental Planning and Historic Preservation

The FEMA Office of Environmental Planning and Historic Preservation (OEHP) provides guidance and information about the EHP review process to FEMA programs and recipients and subrecipients. Send any inquiries regarding compliance for FEMA grant projects under this NOFO to [FEMA-OEHP-NOFOQuestions@fema.dhs.gov](mailto:FEMA-OEHP-NOFOQuestions@fema.dhs.gov).

## H. Payment and Reporting

FEMA uses FEMA GO for financial reporting, invoicing, and tracking payments. The Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment is used for recipients. For any questions

about the system, contact the FEMA GO Helpdesk at [femago@fema.dhs.gov](mailto:femago@fema.dhs.gov) or (877) 585-3242, Monday through Friday, 9 a.m. – 6 p.m. ET.

## I. FEMA GO

For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at [femago@fema.dhs.gov](mailto:femago@fema.dhs.gov) or (877) 585-3242, Monday through Friday, 9 a.m. – 6 p.m. ET.

## J. FEMA Preparedness Toolkit

The FEMA Preparedness Toolkit (PrepToolkit) provides access to tools and resources needed to implement the National Preparedness System and provide a collaborative space for communities completing the Unified Reporting Tool (URT). Recipients complete and submit their Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR), and other required assessments using the PrepToolkit. For assistance, contact [support@preptoolkit.fema.dhs.gov](mailto:support@preptoolkit.fema.dhs.gov).

# Appendices

## Appendix 1. CAP-SSSE Eligible Activities

For CAP-SSSE, FEMA has prepared a Memo of Record, dated May 4, 2026, that documents Environmental and Historic Preservation compliance for the range of activities eligible for funding under this funding opportunity pursuant to FEMA's Instruction on Implementation of the Environmental Planning and Historic Preservation Responsibilities and Program requirements, [FEMA Instruction 108-1-1](#).

FEMA expects the activities described below, as applicable, to be performed by the NFIP Coordinating Agency as defined in the Statement of Work. The NFIP Coordinating Agencies propose quantities of activities to accomplish their desired flood risk reduction outcomes and Tiered State Framework tier, and the FEMA Regional Office reviews and approves to ensure activities are allowable, reasonable, and in compliance with terms, conditions, laws, and other FEMA guidance.

Starting in FY26, FEMA is only funding activities that directly align to NFIP compliance and implementation (Activities 0 – 3). Additional quantities of these activities can be state funded. Additional capacity and capability building activities (Activities 4 – 6) must be fully state funded (match/in-kind).

The activity numbers coincide with the eligible activity numbers listed in the Activity Planning & Pricing Tool. Some eligible activities are broken out more specifically in the Activity Planning & Pricing Tool.

### Federally (or additional State) Funded: Floodplain Management Activities

**Pre-award costs**, as defined in the [Pre-Award Costs section](#) of this funding opportunity.

**0. Management & Administration Costs:** States and territories may use up to 5% of their total award (federal and state share) towards grant [Management & Administration activities](#), including:

- [Payment Requests](#): Payment request preparation and submission.
- [Reporting](#): Preparing and submitting quarterly, financial, and closeout reports in FEMA GO.
- [Grant Management](#): Activity monitoring, extension submission, or other grant management tasks.

**1. FEMA Systems and Meetings:** States and territories are expected to participate in FEMA-directed activities, including program assessment, data sharing, and engagements about CAP-SSSE or the NFIP.

- [TSF Assessment](#): Tiered State Framework evidence compilation and tracking.
- [Data Sharing](#): Community data sharing and agreement management.
- [FEMA Meetings](#): FEMA NFIP coordination and support, including FEMA-provided meetings, training, and engagements about the NFIP or CAP-SSSE processes, tools, and upcoming changes.
- [CIS Entry](#): All CIS entry.

**2. Minimum NFIP Standards Support:** States and territories are expected to conduct activities to support compliance with minimum NFIP standards.

- [Enrollment](#): Enrollment of communities in the NFIP.
- [Community Selection](#): Selection of communities to enroll, engage, receive audits, etc., including using the Community Engagement Prioritization (CEP) Tool.
- [Community Compliance](#): NFIP compliance activities, including use of the Compliance Audit Tool and Compliance Audit Tool User Guide, conducting Phase 1 and Phase 2 audits (opened after July 1,

2026), closing existing audits, use of the National Violation Tracker, and any tailored technical assistance or support regarding compliance.

- **State-Owned Structure Compliance:** NFIP compliance activities for state or territory-owned and -managed development, including updating state regulations.
- **Federal Compliance:** NFIP compliance for federally owned and managed properties, including support for regulatory requirements, federal grant programs, floodplain management considerations, and project coordination, as well as activities to support compliance with any federal laws, statutes, or regulations (e.g., Endangered Species Act).
- **Community Disaster Support:** Community NFIP compliance and support activities before, during, after disaster events (that are not chargeable to other funding sources), including post-disaster audits, training (including Substantial Damage Administrative Procedures (SDAP)), or community coordination.
- **Community Regulations:** Regulation assistance to communities, including reviewing regulations, ensuring compliance with the NFIP, and adoption of new hazard data before the Flood Insurance Rate Map (FIRM) effective date.
- **State Regulations:** Regulation support for state land use authority, regulatory updates, and mitigating state-level legal inconsistencies with the NFIP.
- **Model Ordinances:** Development, update, and support for adoption of model regulations and model building codes consistent with NFIP minimum standards and, if applicable, inclusive of higher standards.
- **Mapping:** Mapping coordination and assistance, including developing mapping priorities, participating in mapping meetings, supporting community adoption, and coordination with Cooperating Technical Partners.

**3. NFIP Community Support:** States and territories are expected to provide basic engagement activities with NFIP communities to support their achievement of NFIP compliance.

- **Community Workshops and Training:** Workshops and training provided directly to local communities, including both basic/general NFIP, floodplain management, and insurance training (including materials available on [Floodsmart.gov](https://www.floodsmart.gov), including Direct to Customer (D2C) Flood Insurance Quoting Tool), as well as training on specific NFIP-related topics (e.g., Substantial Damage).
- **Community Higher Standards:** Support for higher standards adoption, including Community Rating System (CRS) entry, activities, and re-certification.
- **Community Technical Assistance:** Tailored, recipient-specific general technical assistance to communities and to the public.

#### State Funded Only: Capacity and Capability-Building Activities

#### 4. Communication and Promotion of Flood Topics

- **External Engagements:** Participation in external (not FEMA-provided) conferences, mentoring, coordination groups (e.g., state or territory Silver Jackets), interest groups, etc.
- **General Outreach:** General communication and outreach, including website management, newsletter distribution, public campaigns and events (including booth fees, purchase of “swag,” printing outreach materials), promotion of flood insurance, state-developed risk data dissemination, etc.

## 5. Coordination of Floodplain Management

- State Coordination: Coordination within the state or territory, including with the insurance commissioner, State Hazard Mitigation Officer, water resources or environmental programs, departments of transportation and port authorities, land use, permitting, or building code offices, or any other state or territory agencies that may be conducting or affecting activity in the floodplain.
- FEMA Coordination: Coordination with other FEMA grant programs, including Public Assistance Hazard Mitigation Assistance, Flood Mitigation Assistance, etc.
- Federal Coordination: Coordination and meetings with other federal agencies, including U.S. Departments of Transportation (DOT), Housing and Urban Development (HUD), and Agriculture (USDA), U.S. Army Corps of Engineers (USACE), U.S. Geological Survey (USGS), etc.
- Insurance Coordination: Coordination with insurance professionals and the Regional Flood Insurance Liaison (RFIL) and contribution to insurance initiatives.
- State Disaster Coordination: State-internal support and coordination before, during, and after disasters, including training, outreach, and planning; identification of grants, mitigation activities, and data sources; and coordination with the Emergency Management Office.
- Action Plans: Support for Hazard Mitigation Planning, substantial damage plan development, and other NFIP-related planning activities, including development of plans to provide to communities.
- Mitigation: Support for property mitigation strategies and funding prioritization.

## 6. Strategy and Long-Term Planning

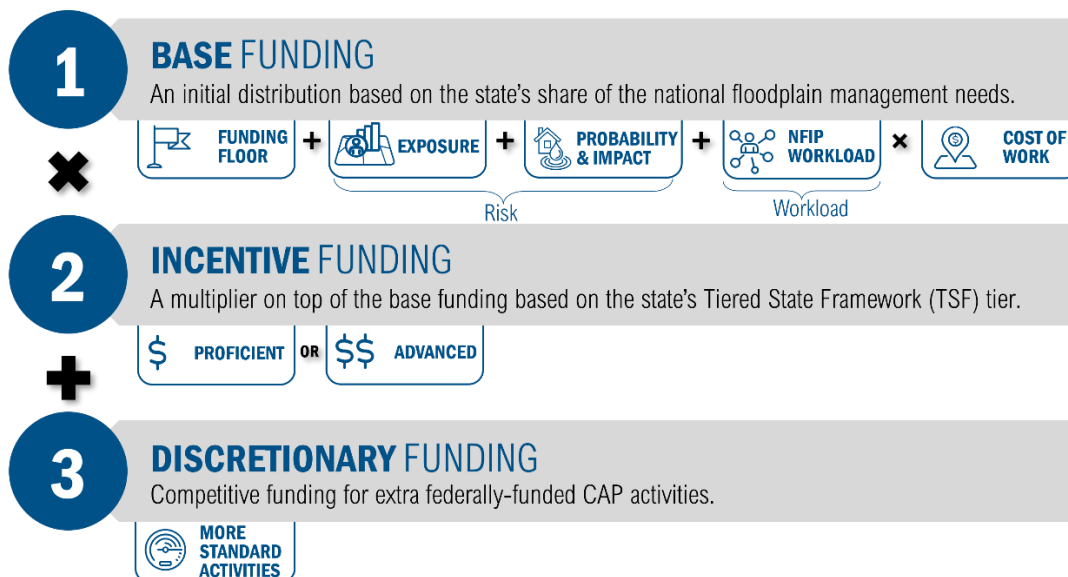
- Professional Development: Professional development of NFIP Coordinating Agency staff, including attending professional development training (e.g., program or grant management training), pursuing Certified Floodplain Manager certification or other certifications (including exam and renewal fees), or becoming a certified instructor. This includes both staff time and associated costs for registration, attendance, etc.
- Strategic Planning: Support for NFIP Coordinating Agency planning, including development of goals, plans (e.g., state-wide communications plan or substantial damage plan), comprehensive strategic plans, and support for other state or territory planning.
- Future Risk: Consideration for future risk in planning, initiatives, and activities.

## Appendix 2. Funding Methodology

The CAP-SSSE funding methodology is a multi-step process that makes funding available to states and territories based on relative risk and workload, Tiered State Framework tier, and competition. The Funding Methodology is “refreshed” with new data only after a required TSF Assessment to provide consistent and reliable funding for three Periods of Performance.

Grantees should only accept the amount they can reasonably spend during a period of performance given their staffing resources and planned activities. There is no penalty for not taking the full qualified (base and incentive) amount available.

There are three elements of the funding methodology as illustrated in the figure below.



1. **Base Funding:** An initial amount made available to each state or territory based on the share of the national floodplain management needs. The base funding made available to each state or territory is based on the following weighted formula:

$$[ \text{Funding Floor} + \text{Exposure Factor Allocation (25\%)} + \text{Probability \& Impact Factor Allocation (25\%)} + \text{NFIP Workload Factor Allocation (50\%)} ] \times ( 1 + \text{Cost of Work Multiplier} )$$

The Funding Floor – which all grantees start with – is \$55,000. The next three factors are Exposure, Probability & Impact (P&I), and National Flood Insurance Program Workload:

Factor	Data Used	% of Base Funding
<u>Exposure:</u> Relative risk to flood hazards	The estimated number of structures in the Special Flood Hazard Area (from Flood Insurance Directorate/National Structure inventory) and population growth projections (from the Community Engagement Prioritization Tool/ Environmental Systems Research Institute, estimated increase in structure in Special Flood Hazard Area dataset)	25%
<u>Probability &amp; Impact:</u> Most frequent/severe flood disasters	The number of declared flood disasters over the past ten years (from OpenFEMA) and the total amount of paid National Flood Insurance losses since 1978 (from the Community Information System)	25%
<u>National Flood Insurance Program Workload:</u> Most jurisdictions requiring support	The number of flood prone communities in the state or territory (from the Community Information System, adjusted to only those with identified flood hazard), the land area (from Census), and projected number of Flood Insurance Rate Maps going effective (from number of Community Identification numbers in Mapping Projects at post-preliminary or beyond)	50%

For Exposure, Probability & Impact, and NFIP Workload, these factors rank states and territories into one of four levels, and within each level, the funding is distributed evenly between the grantees:

- Top 10% for each factor split 35% of funding allocated to each factor.
- 50-90th Percentile for each factor split 45% of funding allocated to each factor.
- 10-50th Percentile for each factor split 20% of funding allocated to each factor.
- Bottom 10% receive no funding for that factor.

Cost of Work adds a multiplier to the base funding based on geographical wage differences. This is calculated based on the most recent Office of Personnel Management federal wage adjustment tables for the state or territory capital city where the NFIP Coordinating Agency is assumed to be physically located.

2. **Incentive Funding:** A multiplier on top of the base funding based on the state or territory's Tiered State Framework Tier.
  - Proficient grantees: An additional 15% of their base funding is made available.
  - Advanced grantees: An additional 30% of their base funding is made available.

For example, if a Proficient grantee qualifies for \$100,000 in Base Funding, an additional \$15,000 of Incentive Funding would be added to their total available funding for a total of \$115,000.

3. **Discretionary Funding:** Competitive funding for additional federally funded NFIP activities. Regions receive the same proportion of the national discretionary funding total as they receive in base funding (i.e., 15% of available base funding = 15% of available discretionary funding). Available discretionary funding varies year-to-year. Regions retain the authority to select proposed discretionary activities for funding. Discretionary funding is available to any state or territory and is awarded based on the alignment of the proposed activities to discretionary priorities.

It is critical to note that while the CAP-SSSE funding methodology establishes a framework for making funding available to state and territory programs, applications are still competitively evaluated, and awards are made in accordance with the [Application Criteria](#) section of this funding opportunity.