

**The Department of Homeland Security
Funding Opportunity Announcement**

Community Assistance Program-State Support Services Element

OVERVIEW INFORMATION

Issued By

U.S. Department of Homeland Security, Federal Emergency Management Agency,
Federal Insurance & Mitigation Administration, Risk Reduction Division

Catalog of Federal Domestic Assistance Number

97.023

CFDA Title

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

Funding Opportunity Announcement Title

FY 2014 Community Assistance Program - State Support Services Element

Authorizing Authority for Program

The National Flood Insurance Act of 1968 (Pub. L. No. 90-448), as amended, (42 U.S.C. § 4001 et seq.).

Appropriation Authority for Program

The Department of Homeland Security Appropriations Act, 2014 (Pub. L. No. 113-76).

FOA Number

FEMA Region

1	DHS-14-MT-023-001-99
2	DHS-14-MT-023-002-99
3	DHS-14-MT-023-003-99
4	DHS-14-MT-023-004-99
5	DHS-14-MT-023-005-99

FEMA Region

6	DHS-14-MT-023-006-99
7	DHS-14-MT-023-007-99
8	DHS-14-MT-023-008-99
9	DHS-14-MT-023-009-99
10	DHS-14-MT-023-010-99

Key Dates and Time

Application Start Date:	10/01/2013
Application Submission Deadline Date:	07/01/2014 at 11:59:59 p.m. ET
Anticipated Funding Selection Date:	07/31/2014
Anticipated Award Date:	08/15/2014

Other Key Dates

Not Applicable

Intergovernmental Review

Pursuant to Executive Order 12372, an intergovernmental review may be required by applicable State law or regulation. Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at http://www.whitehouse.gov/omb/grants_spoc to ensure currency.

FOA EXECUTIVE SUMMARY

Program Type

Select the applicable program type: ☐ New ☒ Continuation ☐ One-time

Date of origin for Program:
1985

Funding Opportunity Category

Select the applicable opportunity category:

- ☒ Discretionary ☐ Mandatory
☒ Competitive ☐ Non-competitive
☐ Sole Source

Application Process

DHS makes all funding opportunities available through the common electronic “storefront” grants.gov, accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the grants.gov customer support hotline at (800) 518-4726.

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

Eligible Applicants

Only those State agencies that the State has designated by statute or Governor’s declaration as a National Flood Insurance Program State Coordinating Agency as described in 44 C.F.R. § 60.25 are eligible to apply.

Type of Funding Instrument

Select the applicable funding instrument: ☒ Cooperative Agreement ☐ Grant

There is substantial FEMA Regional Office involvement throughout the performance of the CAP-SSSE Cooperative Agreements. Overall, FEMA reserves the authority to manage and direct recipient actions. The FEMA Regional Office determines the appropriate levels of effort for each activity to ensure performance metrics are being met.

- FEMA retains final approval of State reviewed community submitted ordinances for communities to join the NFIP. FEMA requires a mandatory map adoption rate of 93% or higher into State agreements.
- FEMA collaborates with States, but retains final approval for which communities receive State provided training and technical assistance.
- FEMA requires all States to conduct Community Assistance Visits and through negotiation, approves the annual number States will conduct. FEMA retains final approval for the community locations for these visits, based on application of FEMA's priority list and after consultation with the States.
- FEMA approves compliance follow-up actions conducted by States and requires advance approval before any follow-up actions that lead towards probation or suspension from the NFIP.
- FEMA retains approval authority for States affected by Declared Disasters to provide assistance to communities and negotiates these levels with States.
- FEMA provides continuous technical assistance and feedback to States on the conduct of these activities.
- FEMA reserves the authority to stop a recipient's funded activity immediately if the recipient fails to meet at least the above conditions.
- FEMA requires detailed activity descriptions and approvals of recipient's selections for sub-contracts to achieve program goals.
- FEMA requires recipient close collaboration with Mitigation staff for the purpose of monitoring all aspects of the recipient's performance of program activities, including redirection of the work as performed.
- FEMA limits discretion of variances or substitutions of activities performed including staffing, overtime, and other management processes of the recipient.

Cost Share or Match

Select the applicable requirement: ☒ Cost Match ☐ Cost Share ☐ Voluntary

There is a 25 percent non-federal cost match required for all recipients of CAP-SSSE funds with no restrictions on the types of costs allowed (e.g., in-kind contribution).

For a cost match the recipient contribution is calculated based on the federal contribution as:

Percent recipient contribution multiplied by the value of the federal contribution in US dollars.

For example, if a program requires a 25% cost match and the federal contribution is:

\$100,000 the recipient contribution is calculated as $(0.25) \times \$100,000 = \$25,000$.

Maintenance of Effort

Is there a Maintenance of Effort (MOE) requirement? ☐ Yes ☒ No

Management and Administration

Management and Administration costs are NOT allowed under this program.

Indirect Cost

Indirect costs are allowable under this program, but only if the applicant has an approved indirect cost rate agreement with the cognizant Federal agency. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application.

FULL ANNOUNCEMENT

I. Funding Opportunity Description Program Overview and Priorities

a. Program Overview

The Community Assistance Program – State Support Services Element (CAP-SSSE) program provides funding to States to provide technical assistance to communities in the National Flood Insurance Program (NFIP) and to evaluate community performance in implementing NFIP floodplain management activities.

b. Program Priorities

In Fiscal Year 2014, the CAP-SSSE program will focus on compliance and enforcement. While map adoption, disaster activities, training and other assistance activities remain important components of the program's overall community assistance strategy, a credible compliance and enforcement program is essential to meet the program's goals of flood loss reduction.

CAP-SSSE Eligible Activities and Requirements

FEMA Regional Offices are to determine the appropriate levels of effort in each activity to ensure that performance metrics are being met. FEMA is requiring certain measures, and encouraging others, for some of the CAP-SSSE activities as described below.

1. Community Assistance Visits (CAV) and Community Assistance Contacts (CAC):

States participating in CAP-SSSE are **required** to conduct CAVs and CACs. States will be required to incorporate the risk-based prioritization as described in the National Flood Insurance Program Guidance for Conducting Community Assistance Contacts and Community Assistance Visits. The Regions will work with each State to determine the number of CAVs and CACs to be conducted and to ensure that selection is based on the risk-based approach described above. Regions and States are encouraged to make maximum use of the CAC process and other contacts with communities to identify potential compliance problems and needs for technical assistance. The document also provides guidance in planning for, conducting and providing follow-up for these activities. States must provide appropriate follow-up to CAVs and CACs by providing technical assistance to correct program deficiencies and remedy violations to the maximum extent possible. States must coordinate with Regions, as necessary, to clarify what follow-up is to be provided. States are expected to refer community compliance problems that they are unable to resolve to the Regional Office. Headquarters staff will also be available for training at Regional CAP Conferences. All CAVs and CACs must be entered into CIS so that FEMA can monitor this important floodplain management activity.

2. Ordinance Assistance: Assisting communities in reviewing local ordinances to ensure compliance with NFIP requirements and adoption before Flood Insurance Rate Maps (FIRMs) become effective is of paramount importance. This includes necessary ordinance revisions based upon new hazard data provided by FEMA, as well as incorporating any regulatory changes to meet minimum floodplain management criteria. State Cooperative Agreements shall include a performance measure relating to map adoption. The metric will measure the percentage of participating communities that have an adopted ordinance referencing the updated map by the FIRM effective date. States must include a mandatory map adoption rate of 93% or higher into their cooperative agreement.

3. Strategic Planning: Strategic Planning is an optional task and provides an opportunity to assess the current status of a State program and plan for future year demands, find efficiencies, and explore opportunities for expanded services. In cooperation with FEMA, the Association of State Floodplain Managers (ASFPM) has developed a guidance document for strategic planning within State floodplain management programs. The guidance document can be found at http://www.fema.gov/plan/prevent/floodplain/fema_cap-ssse.shtm and www.floods.org.

4. CAP Gap Analysis: States may **optionally** choose to conduct an annual gap analysis by using the CAP GAP tool provided at http://www.fema.gov/plan/prevent/floodplain/fema_cap-ssse.shtm. The data collected in the annual analyses has been used to create budget justifications for the current funding. States who believe they may benefit from providing a more refined or revised GAP analysis may optionally submit this to the Region for future year consideration. The GAP analysis is also an important part of the strategic planning process and can be utilized by States in their planning efforts.

5. State Model Ordinance Updates and Monitoring of State Regulatory Environment: Most States have developed a State model floodplain management ordinance containing the minimum requirements outlined in 44 CFR Section 60.3, as well as any State required floodplain management provisions. In addition, States are encouraged to offer their communities model ordinances that include higher regulatory standards and assist communities to update their model ordinances to include higher standards. States are also encouraged to monitor legal issues affecting floodplain management regulations and activities related to State building code adoption and modifications.

- a. **Model Building Codes:** Many States adopt a building code that is based on one or more of the model codes developed by the International Code Council (the I-Codes) or the National Fire Protection Association. Most States require all or some communities to enforce the code. Unless modified by a State, the model codes contain NFIP-consistent provisions for buildings and structures. FEMA and States must ensure an understanding of the implications that the enforcement of these codes have on the local regulatory environment in order to provide accurate technical assistance. States should review their model ordinances and work with communities to ensure that they understand the

implications of these codes and how they are enforced with respect to NFIP requirements. A model companion ordinance designed specifically to coordinate with building codes based on the I-Codes will be provided to the Regional Offices. State NFIP coordinators should coordinate with their counterparts in the State code commission or State agency that is responsible for the building code, especially with respect to interpretations that the code commission or State agency may be asked to issue. The Building Science Branch at FEMA Headquarters is available upon request to provide training on the flood provisions of the International Codes at Regional CAP Conferences.

6. Outreach, Workshops, and Other Training: States are encouraged to conduct outreach, workshops, and other training for local officials and other stakeholders, including insurance agents, lenders, adjustors, realtors, land surveyors, and design professionals to support implementation and enforcement of community floodplain management regulations, promotion of hazard identification, providing NFIP insurance training, and support of local and State planning initiatives. States should conduct workshops and other training and outreach opportunities on a schedule and at locations that are coordinated with the FEMA Region.

Other Training

- a. **ASFPM Activities and Credentialing:** FEMA encourages State floodplain management personnel to attain Certified Floodplain Manager (CFM) credentials. State employees that are involved in floodplain management activities may use CAP-SSSE funds for costs associated with the initial exam and biennial CFM renewal fees. States are further encouraged to sponsor and proctor CFM exams in coordination with the ASFPM. Note: CAP- SSSE funding cannot be used to reimburse Individual ASFPM membership fees.

At the discretion of the Region, States may use limited CAP-SSSE funding to allow local officials to attend and/or assist with the annual ASFPM conference held within their State. These costs must be negotiated with the Region as part of the annual agreement.

- b. CAP-SSSE funds may be used to reimburse travel costs associated with attendance by State floodplain management personnel at the ASFPM National Conference, FEMA Regional Office CAP-SSSE Coordination Meetings, and in-State Silver Jackets coordination meetings. Other national and regional meetings related to floodplain management may be considered for reimbursement if approved in advance by Regional Office CAP-SSSE staff.

7. General Technical Assistance: States should provide general technical assistance to communities and individuals to resolve floodplain management issues related to the NFIP.

8. Enrollment of Communities: States should assist communities in joining the NFIP by providing technical assistance to ensure the community meets the minimum eligibility requirements for participation.

9. Community Rating System (CRS) Support: States should assist communities in joining the NFIP Community Rating System (CRS) through providing general technical assistance, conducting entry CAVs and providing support for activities credited by CRS.

10. Mapping Coordination Assistance: As part of the Flood Map Modernization process and the FEMA Risk Map Initiative, States must work with the Regions to develop flood mapping priorities and participate in community meetings held as part of the mapping process. In addition to CAP-SSSE grants, States are eligible for Cooperating Technical Partner (CTP) Program Management funding to meet these responsibilities. The CAP- SSSE plans must be developed separately from, but in coordination with, the CTP Program Management plans to ensure that CTP is used to complement CAP-SSSE activities and that States will meet all of their responsibilities under Flood Map Modernization and Risk Map. Neither CTP Program Management nor CAP-SSSE funds can be used for conducting floodplain studies or developing floodplain maps. However, several activities are allowable under both grant programs, including map adoption, training, and outreach. Use of these resources should be closely coordinated to prevent duplication of effort.

11. Coordination with Other State Programs and Agencies: States are encouraged to coordinate with other State administered programs that impact floodplain management such as the Hazard Mitigation Assistance (HMA) that includes: Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program, and Flood Mitigation Assistance Program. Additional coordination may include the State Dam Safety Program, State land-use, building code and water resources programs, as well as State agencies that routinely conduct activities within floodplains, such as State Departments of Transportation or port authorities. Coordination with other State agencies on adoption and implementation of State Executive Orders and regulations that meet State NFIP requirements is also encouraged.

12. Assistance to Communities in Responding to Disasters: States are encouraged to provide post-disaster assistance and support to NFIP communities. Examples of these activities include: technical assistance implementing substantial damage requirements, including use of the Substantial Damage Estimating Software; assistance to communities enrolling into the NFIP; general floodplain management technical assistance; assistance with the promotion and use of the NFIP Increased Cost of Compliance coverage; and assistance with HMA programs. Generally, these activities are not included in the annual CAP-SSSE Agreement, but can be negotiated when a disaster occurs. The CAP-SSSE Agreement must be modified to reflect these changes when they occur.

Selection of CACs and CAVs

A risk based approach is intended to help ensure that limited staff resources are applied to the communities most in need of a CAV or CAC in each fiscal year in a cost-effective manner. The selection of CACs and CAVs to be conducted shall continue to use the CAV Tier 1 Prioritization Tool as guidance for determining which communities should receive a CAV. While Selection of CAVs using the Tier 1 tool is required, States and regions may, by exception, select Tier 2 communities for CAVs, with justification added to the CAV Comment Field in the Community Information System (CIS).

Special Attention to Mechanical, Electrical, and Utility Equipment and Flood Openings The NFIP Evaluation also concluded that the most common type of violation found in the Study's quantitative assessment of building compliance were mechanical and utility equipment located below the Base Flood Elevation (BFE) and openings that do not meet requirements at 44 CFR 60.3(c)(5). Between them, these two types of violations accounted for 50 percent of the violations found within the sample. To improve enforcement of these requirements, special consideration and attention should be paid to mechanical, utility and openings requirements during CAVs.

State CAVs

In coordination with the State NFIP Coordinator, Regional Offices may determine that a CAV of the State floodplain management program is appropriate. Regional staff may request assistance with coordination with State agencies or officials, the collection of data and other assistance in preparation of conducting the CAV.

c. Program Objectives

- To provide technical assistance to communities in the National Flood Insurance Program; and
- To evaluate community performance in implementing National Flood Insurance Program floodplain management activities

II. Funding Information

Award Amounts, Important Dates, and Extensions

Available Funding for the FOA:	\$10,400,000
Projected number of Awards:	52
Projected Award Start Date(s):	10/01/2013
Projected Award End Date(s):	09/30/2014
Period of Performance:	12 Months

Is an extension to the period of performance permitted? ☒ Yes ☐ No

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to the grantee's respective Regional Office and must contain specific and compelling justifications as to why an extension is required. Grantees are advised to coordinate with the Regional Office, when preparing an extension. All extension requests must address the following:

1. Grant Program, Fiscal Year, and award number;
2. Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-Federal;
7. Budget outlining how remaining Federal and non-Federal funds will be expended;
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Awardees should submit all proposed extension requests to DHS/FEMA for review and approval no later than 60 days prior to the end of the Period of Performance.

III. Eligibility Information

Eligibility Criteria

Only those State agencies that the State has designated by statute or Governor's declaration as a National Flood Insurance Program State Coordinating Agency as described in 44 C.F.R. § 60.25 are eligible to apply.

IV. Funding Restrictions

Restrictions on Use of Award Funds

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award.

Award funds may not be used for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

CAP-SSSE funds can only be used for activities that support the NFIP by fostering effective floodplain management programs in participating communities and providing assistance to non-participating communities to enroll in the NFIP.

CAP-SSSE funds cannot be used for: conducting floodplain studies, developing floodplain maps, supporting/maintaining web-based digital mapping platforms, Association of State Floodplain Managers (ASFPM) or other professional association dues/memberships.

Grantees are encouraged to have at least one full-time person dedicated to CAP-SSSE and other floodplain management activities to help maintain this expertise and capability. If a grantee does not have the necessary expertise and capability to conduct CAP-SSSE activities, the Region and grantee are required to develop a remedial plan. If the necessary expertise and capability has not been developed by the grantee, the following year's CAP-SSSE funding may be reduced or withheld.

i. Pre-award costs

Pre-award costs are NOT allowed.

ii. Direct Costs

Planning

Planning related costs are allowed under this program.

Training

Training related costs are allowed under this program.

Exercises

Exercise related costs are NOT allowed under this program. .

Equipment

Equipment costs are allowed under this program.

Support for Enhanced Information Technology (IT) equipment

CAP-SSSE encourages the purchase and use of IT tools including computers (Desktops and Laptops), cameras, and printer/scanners for performing all aspects of State Coordinator duties related to the Community Assistance Program. The goal is to move away from printing paper products (including printed maps), to using and transferring products digitally. For example, FEMA encourages a grantee to use a Laptop with National Flood Hazard Layer (NFHL) mapping overlay onto Google Earth (or other platform) when conducting a CAV, rather than using printed paper maps. A Desktop and Laptop hardware and software configuration to seamlessly manage these and other activities is an approved expense subject to justification of reasonableness.

Travel

Domestic

Domestic travel costs are allowed under this program.

International

International travel is not an allowable cost under this program unless approved in advance otherwise by the managing Federal agency.

Construction and Renovation

Construction and renovation costs are NOT allowed under this program.

iii. Other Cost Requirements

Environmental Planning and Historic Preservation (EHP) Compliance

As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Grantees and sub-grantees proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project.

V. Application Review Information and Selection Process

Application Review Information

Applications will be reviewed to ensure conformance with the Eligibility Criteria in Section III of this FOA and Application Submission in Section X. Applicants that do not meet eligibility or application submission requirements will be removed from consideration.

Application Selection Process

FEMA Regional Offices staff, professionally and technically qualified in floodplain management will evaluate applications and select applicants for funding. Applicants are encouraged to review CAP-SSSE requirements and eligible activities available at http://www.fema.gov/plan/prevent/floodplain/fema_cap-ssse.shtm.

Applicants will be evaluated and selected for funding based on the following:

- Community Assistance Visits (CAVs) and Community Assistance Contacts (CACs). Reviewers will determine the appropriate levels of effort for each activity to ensure performance metrics are met.
- The applicant demonstrates

- o Expertise in floodplain management or the ability to attain expertise in floodplain management through participation in the CAP-SSSE program;
- o The ability to develop, implement and manage floodplain management activities;
- o Proposed projects are compatible with CAP-SSSE priorities and requirements; and
- o Proposed costs are complete, reasonable and cost-effective in relation to proposed projects and tasks.

VI. Post-Selection and Pre-Award Guidelines

Notice of Award

Notification of award approval is made by the Regional Office to the Grants recipient. The awardee should follow the directions in the notification to accept the award.

Grantees must accept their awards no later than 60 days from the award date. The grantee shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the grantee accepts the award. Failure to accept the grant award within the 60 day timeframe may result in a loss of funds.

Administrative and Federal Financial Requirements

Before accepting the award the authorized official should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal awards. Grantees must accept all conditions in this FOA as well as any Special Terms and Conditions in the Award notice to receive an award under this program.

i. Standard Terms and Conditions

A complete list of Federal Financial Requirements is available at: http://www.whitehouse.gov/omb/grants_forms. All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are enumerated in the DHS Chief Financial Officer *Financial Management Policy Manual* and are available online at: <http://www.dhs.gov/sites/default/files/publications/Proposed%20FY%2014%20Standard%20TC%202013-12-04.pdf>

ii. Payment

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information can be obtained at <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form.

Program Performance Reporting Requirements

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

i. Financial and Compliance Audit Report:

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6>.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend \$500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

ii. Financial and Program Reporting Periods and Due Dates

The following reporting periods and due dates apply:

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

iii. Federal Financial Report (FFR).

Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425) and must be filed electronically using PARS. The SF-425 form is available at http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf. An FFR report must be submitted for quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

iv. Program Performance Reporting Requirements

Awardees are responsible for providing updated quarterly performance reports. The narrative reports must be submitted within 30 days after the end of the reporting

period electronically or in paper form to the grantees Regional CAP-SSSE Program Coordinator.

Community Information System (CIS)

The CIS must be used to enter and update information on ordinance adoption, CAVs and CACs, training, general technical assistance, and updating all other fields they are authorized to update. Updates within the CIS are to be made as tasks are accomplished.

v. Monitoring

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

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

vi. Close Out

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, grantees must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. As part of the final report, grantees must also submit the Tangible Personal Property Report (SF-428), available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428.pdf, to provide an inventory of all tangible personal property acquired using CAP-SSSE funds.

After these reports have been reviewed and approved by Regional CAP-SSSE Program Coordinator, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

The grantee is responsible for returning any funds that have been drawn down, but remain as unliquidated on grantee financial records.

**VII. DHS – FEMA - Contact Information
Contact and Resource Information**

For Program Questions

Contact information for each Region can be found at:

http://www.fema.gov/plan/prevent/floodplain/fema_cap-ssse.shtm

For Financial and Administrative Questions

Contact information for each Region can be found at:

http://www.fema.gov/plan/prevent/floodplain/fema_cap-ssse.shtm

Environmental Planning and Historic Preservation

OEHP provides guidance and information about the EHP review process to FEMA programs and its grantees and sub-grantees. All inquiries and communications about EHP compliance for FEMA grant projects or the EHP review process should be sent to emily.blanton@fema.dhs.gov.

VIII. Other Critical Information Additional Information

Not Applicable

IX. How to Apply Application Instructions

The steps involved in applying for an award under this program are:

1. Applying for, updating or verifying their DUNS Number
2. Applying for, updating or verifying their EIN Number
3. Updating or verifying their SAM Number
4. Submitting an application in grants.gov

1. Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number

The applicant must provide a DUNS number with their application. This number is a required field for all subsequent steps in the application submission. Applicants should verify they have a DUNS number, or take the steps necessary to obtain one.

Applicants can receive a DUNS number at no cost by calling DUNS number request line at (866) 705-5711. FEMA cannot assist applicants with questions related to obtaining a current DUNS number.

2. Obtain an Employer Identification Number (EIN)

FEMA requires both the EIN and a DUNS number prior to the issuance of a funding award and, for grant award payment; both are also required to register with SAM (see below). The EIN base for an organization is the IRS Tax ID number, for individuals it is their social security number, both of which are nine-digit numbers. Organizations and individuals submitting their applications must correctly identify the EIN from the DUNS since both are 9-digit numbers. If these numbers are not correctly identified in the application, this may result in a delay in the issuance of the funding award and/or incorrect payment to a grantee organization.

Organization applicants applying for an EIN should plan on a minimum of 2 full weeks to obtain an EIN.

If you need assistance registering an EIN, please go to

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an->

[Employer-Identification-Number-\(EIN\)-Online](#). FEMA cannot assist applicants with questions related to obtaining a current EIN.

3. Register with the System for Award Management (SAM)

Payments are contingent on the information provided in SAM and must be completed by the applicant at <http://www.sam.gov>. It is imperative that the information provided by the applicant is correct and current. Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards.

SAM registration is a multi-step process including validating your EIN with the Internal review Service (IRS) to obtain a Commercial and Government Entity (CAGE) code. The CAGE code is only valid for one year after issuance and must be current at the time of application. If you need assistance registering with SAM, please go to <https://www.fsd.gov/> or call 866-606-8220. FEMA cannot assist applicants with questions related to obtaining a current CAGE code.

4. Final Application Submission in Grants.gov

All applicants submit their application through Grants.gov. Applicants may need to first create a grants.gov user profile by visiting the Get Registered section of the grants.gov website. Application forms and instructions are available at grants.gov.

To access these materials, go to <http://www.grants.gov>, select *Apply for Grants*, enter the CAP-SSSE CFDA number (97.023) or the appropriate Opportunity ID Number for the FEMA region of the applicant, then select *Download Application Package*, and follow the prompts to download the application package. If you need assistance applying through grants.gov, please go to <http://www.grants.gov/web/grants/applicants/grant-application-process.html>, contact support@grants.gov, or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with grants.gov.

X. Application and Submission Information

Application and Submission Information

The application and submission information required in grants.gov is:

- Standard Form 424 (SF424), Application for Federal Assistance, and
- Grants.gov (GG) Form Certification Regarding Lobbying Form.
- Standard Form 424A, Budget Information (Non-construction);
- Standard Form 424B, Standard Assurances (Non-construction);
- Standard Form LLL, Disclosure of Lobbying Activities
- Program Work Plan
- Detailed budget
- Indirect Cost Agreement.

Hard copies of the FOA

Hard copies of the FOA can be downloaded from the common electronic “storefront” grants.gov or

http://www.fema.gov/plan/prevent/floodplain/fema_cap-ssse.shtm

Telephone Device for the Deaf (TDD)

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