

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Cooperating Technical Partners (CTP) Program**

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html>. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

A. Program Description

1. Issued By

U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Federal Insurance and Mitigation Administration (FIMA)

2. Assistance Listings (formerly Catalog of Federal Domestic Assistance (CFDA) Number)

97.045

3. Assistance Listings Title (formerly CFDA Title)

Cooperating Technical Partners

4. Funding Opportunity Title

Fiscal Year 2020 (FY 2020) Cooperating Technical Partners

5. Funding Opportunity Number

CTP – Headquarters	DHS-20-MT-045-00-01
CTP Region 2	DHS-20-MT-045-02-01
CTP Region 3	DHS-20-MT-045-03-01
CTP Region 4	DHS-20-MT-045-04-01
CTP Region 5	DHS-20-MT-045-05-01
CTP Region 6	DHS-20-MT-045-06-01
CTP Region 7	DHS-20-MT-045-07-01
CTP Region 8	DHS-20-MT-045-08-01
CTP Region 9	DHS-20-MT-045-09-01
CTP Region 10	DHS-20-MT-045-10-01

6. Authorizing Authority for Program

Section 1360 of the National Flood Insurance Act of 1968 ([Pub. L. No. 90-448](#)), as amended ([42 U.S.C. § 4101](#)) and The Biggert-Waters Flood Insurance Reform Act of

2012 ([Pub. L. No. 112–141](#)), 126 Stat. 916 as amended ([42 U.S.C. 4101b](#))

7. Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2020, [P.L. 116-93](#)

8. Announcement Type

Initial

9. Program Overview, Objectives, and Priorities

The Cooperating Technical Partners (CTP) Program exists to strengthen and enhance the effectiveness of the National Flood Insurance Program (NFIP). The CTP Program supports Strengthening National Preparedness and Resilience, one of five basic missions of the DHS [2014 Quadrennial Homeland Security Review](#). Additionally, the program supports the National Mitigation Investment Strategy, a supporting document to Presidential Policy Directive (PPD-8) on National Preparedness and Strategic Goal One and Two of [FEMA's Strategic Plan](#), Building a Culture of Preparedness and Readyng the Nation for Catastrophic Disaster. It helps achieve these goals by fostering strong federal, state, tribal, regional and local partnerships to identify flood risks, reduce flood losses and promote community resiliency.

The goals of the CTP Program are to primarily support the mission and objectives of the NFIP's Flood Hazard Mapping Program through FEMA's flood hazard identification and risk assessment programs, including the Risk Mapping, Assessment and Planning (Risk MAP) initiative. The vision for Risk MAP is to deliver quality data that increases public awareness of flood hazard risk and leads to action that reduces flood risk to life and property. The CTP supports Risk MAP to develop flood hazard data and maps for communities that have never had identified risks as well as building on effective flood hazard data and flood insurance rate maps (FIRMS); increase public awareness of risk and potential mitigation options to reduce risk and better inform mitigation planning.

Additional information about Risk MAP (including goals, strategies, progress and success stories), can be found on FEMA's website at <https://www.fema.gov/risk-mapping-assessment-and-planning-risk-map>.

For additional information on the CTP Program, please visit the CTP Program website located at <https://www.fema.gov/cooperating-technical-partners-program>.

The CTP program supports the FY 2020 Risk MAP Program Objectives as they continue to sharpen focus on advancing mitigation actions and prioritizing the technical credibility of its data and community engagement throughout the Risk MAP lifecycle. Furthermore, Risk MAP's FY 2020 approach will continue to focus on:

- Initiating new projects in watersheds with high risk; significant flood hazard data update needs;
- Integrating data developed by mapping partners and data provided by other stakeholders into mitigation planning, risk assessments as well as informing development of actionable mitigation strategies;

- Helping create the potential to generate community actions to reduce flood risk; and
- Partnering to maximize funds spent at local, state and federal level and ensure they are used in concert reducing duplication.

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

The CTP helps achieve the Risk MAP measures and targets for FY 2020 which are provided in Table 1 below. The Regional Targets for the Risk MAP measures below were developed in partnership with the Regional Offices. Any changes to these established targets will be based on joint Headquarters – Regional discussions.

Table 1: Fiscal Year 2020 Targets for Risk MAP Measures

FY20 Regional Targets				
Region	New, Validated, and Updated Engineering (NVUE) Initiated (Riverine)	Levee Systems		
		Expected		
		Initiated	Prelim	Effective
1	3,800	4	3	-
2	6,700	0	-	1
3	3,000	5	6	7
4	21,800	0	-	-
5	2,500	9	4	12
6	21,774	6	13	2
7	22,500	0	6	10
8	9,000	9	-	-
9	200	6	7	1
10	575	0	-	10
National Targets	85,000 79.5%	39	39	43

10. Performance Metrics

The CTP program supports the establishment or update of flood-risk zone data in areas being updated via Risk MAP projects and makes estimates with respect to the rates of probable flood caused loss for the various flood risk zones for these projects. The program added the requirement for Performance Measures in 2015, which help track and quantify the effectiveness of the program. They ensure that FEMA has better visibility on the timeliness, adherence to standards, fiscal responsibility and quality issues associated with projects. Please refer to **Appendix D: Performance Measure References** for the suggested CTP performance metrics that are required to be integrated into each Scope of Work and Mapping Activity Statement.

B. Federal Award Information

1. **Available Funding for the NOFO:** \$102,500,000

2. **Projected number of Awards:** 95

3. **Period of Performance:**

27 Months for Program Management, Community Outreach and Mitigation Strategies, Letter of Map Revision (LOMR) Review Projects and Special Projects as defined in **Appendix C: CTP Project Categories and Requirements**

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

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

4. **Projected Period of Performance Start Date(s):** 07/01/2020

5. **Projected Period of Performance End Date(s):** 09/30/2022 and 09/30/2024

6. **Funding Instrument Type:** Cooperative Agreement

The CTP Program provides federal assistance through a cooperative agreement to eligible recipients to perform various projects and activities that stimulate and support the ability of NFIP state coordinating agencies and NFIP- participating communities (as defined in 44 C.F.R. § 59.1) to continue their ongoing regulatory NFIP responsibilities as well as support the ability of states, communities and the public and private sector to mitigate flood risk.

CTP awards are cooperative agreements due to the level of substantial involvement required by FEMA, which is detailed below. FEMA will be substantially involved in the activities of the recipient beyond the level involved with typical award administration activities.

CTP Program activities, especially mapping-related activities, have a direct and

substantial impact on the success and sustainability of the NFIP, e.g., the development of map data which is used to determine insurance and floodplain management requirements. Additionally, these activities provide for a significant benefit to recipients and the communities they serve by having improved data and resources to implement the NFIP program.

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

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

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

FEMA will participate in cooperative agreements by:

- Identifying community training, outreach and development needs, and ensuring activities undertaken to address needs are mutually beneficial, comply with NFIP requirements and are performed appropriately with qualified personnel.
- Coordinating and approving technical assistance activities provided to communities to advance mitigation activities.
- Collaborating with the recipient to align and integrate state and local mapping needs with national mapping needs for prioritization (as defined in 44 C.F.R. Parts 59 and 60) as well as any Congressional priorities related to mapping.
- Confirming that communication with local governments is executed according to statutory and regulatory program requirements.
- Collaborating with the recipient to develop, and/or review and approve, project-related communications and messaging that is considered sensitive or high-profile (such as media inquiries or congressional inquiries).
- Coordinating efforts among project team members to identify due dates, maintain schedules and ensure communication and collaboration.
- Performing National Quality Review checks (QR1-QR8) per Standard 508 in FEMA's Flood Hazard Mapping Standards (<https://www.fema.gov/media-library/assets/documents/35313>) to ensure products and deliverables comply with programmatic policies and standards, including audits through FEMA's Independent Verification and Validation (IV&V) process for mapping products.
- Providing the base Hazards US (HAZUS) Level 1 National Average Annualized Loss (AAL) risk assessment for the project area and reviewing and assessing the recipient's enhanced annualized loss risk assessments and HAZUS model run results.
- Attending community meetings and performing certain statutory or regulatory

- processing requirements, such as publication of Federal Register notices, Scientific Review Panel activities (as necessary), and distribution of final determination documents.
- Performing activities associated with the post-processing of a Letter of Map Revision (LOMR), including processing activities as a result of FEMA's final determination on a LOMR request such as distribution of final determination documents, publication of Federal Register and newspaper notices, and regulatory appeal period processing.
 - Processing regulatory fees associated with Conditional Letters of Map Revision (CLOMRs) and LOMRs that recipients receive for review (note: recipients must forward the fee to FEMA for processing).

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

C. Eligibility Information

1. Eligible Applicants

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

- City or township governments
- County governments
- Federally recognized Native American tribal governments
- Nonprofits with 501(c)(3) IRS status, other than institutions of higher education
- Institutions of higher education as defined by section 101 of the Higher Education Act of 1965 (20 U.S.C. § 1001)
- Public Housing Authorities/Indian housing authorities
- Special district governments
- Territories
- State governments, including the District of Columbia

2. Applicant Eligibility Criteria

The recipient and any subrecipients must comply with all applicable statutes and regulations regarding the National Flood Insurance Program, including specifically:

- The National Flood Insurance Act of 1968 ([42 U.S.C. 4001](#) et seq.), the Flood Disaster Protection Act of 1973 ([42 U.S.C. 4001](#) et seq.).
- The Biggert-Waters Flood Insurance Reform Act of 2012 ([Public Law 112-141](#), 126 Stat. 916).
- The Homeowner Flood Insurance Affordability Act of 2014 ([Public Law 113-89](#)).
- The Code of Federal Regulations, [Title 44](#), Parts 59 through 72.

Potential recipients must have also entered into a signed Partnership Agreement (Memorandum of Agreement) with FEMA confirming they are a partner in FEMA's

Cooperating Technical Partners Program to receive funds under the CTP Program. The details for how to enter into a Partnership Agreement with FEMA are described under **Appendix B: Establishing a Partnership Agreement**.

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

- The capability to comply with all applicable statutes, regulations and terms and conditions for accepting and managing grants or cooperative agreements, including the systems and processes necessary for appropriate management of federal funds;
- Demonstrated capability and capacity to perform, implement, or contract the activities for which it is applying. This demonstrated ability may be indicated through (but not limited to) a FEMA review of the products or support previously prepared or provided by the recipient and the existing processes or systems the recipient intends to use for program-related activities. If the work for any portion of an activity is contracted, the recipient of the award must have in-house staff with the technical capability to monitor the contractor(s) and approve the product(s) developed by the contractor(s). For the purpose of these awards: “capability” means demonstrated experience in the performance of, or management through contracting of, similar activities;
- Evidence of continued maintenance, through non-federal funds, of the processes or systems in place to support the collection, development, evaluation, dissemination and communication of flood hazard and risk assessment data and mapping (e.g., continued data collection related to changes in flood hazards and development in flood-prone areas; continued upgrades to data collection or mapping capabilities to incorporate new technologies; preparation of multiple-year mapping or data collection plans; maintenance of hardware, software, licenses and certifications, etc., necessary to complete, review, monitor and report on the work; etc.).
- The ability to achieve CTP Program performance metrics outlined in **Appendix D: Performance Reporting References**, Federal Award Administration Information of this NOFO and provide timely and accurate reports to FEMA documenting performance and achievements; and
- The recipient must perform and manage work, when applicable, in FEMA’s Mapping Information Platform (MIP) and update the activities within the MIP every 30 days in the Studies Workflow and more frequently within the Revisions Workflow. Where the award activities are not capable of being performed and managed within a MIP workflow, the recipient is expected to develop and report on cost and performance schedules.

3. Other Eligibility Criteria

Environmental Planning and Historic Preservation (EHP) Compliance

As a federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with federal EHP regulations, laws and Executive Orders as applicable. FEMA has prepared a Memo for Record; dated 1/28/2020 that documents EHP compliance for the range of activities (see **Appendix C: CTP Project Categories and Requirements**) eligible for funding under this NOFO pursuant to FEMA's Instruction On Implementation of the Environmental Planning and Historic Preservation Responsibilities and Program requirements, FEMA Instruction 108-1-1.

4. Maintenance of Effort (MOE)

There is no Maintenance of Effort (MOE) requirement.

5. Cost Share or Match

Cost Share or Match is not required.

D. Application and Submission Information

1. Key Dates and Times

- | | |
|---|---|
| a. Application Start Date: | 03/02/2020 |
| b. Application Submission Deadline: | 05/01/2020 at 5:00:00 PM
(Eastern Daylight Time) |
| c. Anticipated Funding Selection Date: | No later than
07/30/2020 |
| d. Anticipated Award Date: | No later than 09/01/2020 |

All applications must be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of the full application. Applicant must confirm receipt of this message. If it is not received, the applicant must reach out to FEMA staff immediately and prior to the close of the application submission period. A list of FEMA contacts can be found in Section G: DHS Awarding Agency Contact Information. FEMA will not review applications that are not received by the deadline or consider them for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension is defined as technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If you experience technical issues, you must notify FEMA as soon as possible. Failure to timely notify FEMA of the issue that prevented the filing of the application within the required timeframe will preclude consideration of the cooperative agreement. "Timely notification" of FEMA

means the following: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

e. Other Key Dates

Event	Suggested Deadline for Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline
Submitting complete and final application in ND Grants	By applications submission deadline

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>.

Hard copies of this NOFO can be downloaded from the common electronic “storefront” at grants.gov or via email from the Awarding Office point of contact listed in Section G: DHS Awarding Agency Contact Information of this NOFO.

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: 1 (800) 462-7585

Applications will be processed through the Grants.gov portal

4. Steps Required to Submit an Application, Unique Entity Identifier, and System for Award Management (SAM)

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission.

Applicants are encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. Please review the table above for estimated deadlines to complete each of the steps listed.

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

- a. Apply for, update, or verify their Data Universal Numbering System (DUNS) Number from Dun & Bradstreet (D&B) and Employer ID Number (EIN)

- b. In the application, provide a valid Data Universal Numbering System DUNS number, which is currently the unique entity identifier;
- c. Have an account with login.gov;
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Create a Grants.gov account;
- f. Add a profile to a Grants.gov account;
- a. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
- b. Submit an initial application in Grants.gov;
- g. Submit the final application in ND Grants; and
- h. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

Applicants are advised that DHS/FEMA may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS/FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, DHS/FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

5. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, FEMA requires applicants to submit applications through Grants.gov.

6. How to Register to Apply through Grants.gov

- a. Registering in Grants.gov is a multi-step process. Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

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

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

apply for grants. If individual applicants are eligible to apply for this grant funding opportunity, then you may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but, as noted above, DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

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

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

- 2) *Register with SAM:* All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

For more detailed instructions for registering with SAM, refer

to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

- 3) *Create a Grants.gov Account:* The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: <https://www.grants.gov/web/grants/applicants/registration.html>

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

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

- 5) *EBiz POC Authorized Profile Roles:* After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log

in to Grants.gov and authorize the appropriate roles, which may include the AOR (Authorized Organization Representative) role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:
<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

- 6) *Track Role Status*: To track your role request, refer to:
<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>
- 7) *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

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

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NOFO, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

- a. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- b. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
- c. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

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

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

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

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

8. Submitting the Final Application in ND Grants

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

Applicants needing assistance registering for the ND Grants system should contact ndgrants@fema.dhs.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see <https://www.fema.gov/non-disaster-grants-management-system>.

Additional materials required for submission under this NOFO are described under Section C.10: Content and Form of Application Submission.

9. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the AOR role who submitted the application in Grants.gov will receive an acknowledgement of receipt, a tracking number (GRANTXXXXXXXXX) from Grants.gov, and an Agency Tracking Number (EMX-2020-XX-XXXX) with the successful transmission of its initial application. This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants.

All applications must be received in ND Grants by 05:00 PM ET on the application deadline. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

10. Content and Form of Application Submission

Funding in FY 2020 for CTP cooperative agreements in support of Risk MAP measures includes the following project categories, which are explained in more detail in

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

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

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

In [ND Grants](#), applicants will be prompted to submit the standard application information as described below. The Standard Forms are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the [SF-424 family on Grants.gov](#). Applicants should review these forms before applying to ensure they have all the information required:

- SF-424A, Budget Information (Non-construction)
- SF-424B, Standard Assurances (Non-construction)
- SF-LLL, Disclosure of Lobbying Activities

- Indirect Cost Rate Agreement or Proposal, submitted as an attachment in ND Grants if the budget includes indirect costs. See further information below regarding allowability of indirect costs and documentation requirements, including if the applicant does not have or is not required to have an indirect cost rate agreement or proposal.

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

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

In addition, there are two formal agreements involved in the CTP Program that need to be attached in ND Grants in order to receive a cooperative agreement:

- a) Partnership Agreement; and
- b) Mapping Activity Statement (MAS) or Statement of Work (SOW).

a) Partnership Agreement

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

b) Mapping Activity Statement (MAP)/Scope of Work (SOW)

For all project categories, recipients are encouraged to work with FEMA in advance of the application to understand FEMA program priorities, objectives and measures, and to identify specific tasks to undertake in FY 2020. In support of program objectives, FEMA may provide technical assistance, training, and/or data to a recipient to enhance the activities within the project categories outlined above. Any funds FEMA provides through a cooperative agreement to complete project activities are in addition to the leveraged resources and data, which may be provided by the recipient to complete the tasks agreed upon in the SOW or MAS. When awarded a cooperative agreement through the CTP Program in support of program objectives and to advance program measures, the recipient must comply with the requirements outlined in this announcement, the terms and conditions of the award (previously referred to as the Articles of Agreement), as well as the Partnership Agreement and the associated FEMA-approved SOW or MAS.

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

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

The application must include a copy of the draft SOW and/or MAS which will be finalized prior to actual award if award is made. The SOW and/or MAS is used as a supplement to the Partnership Agreement and defines the activities that will be accomplished for a particular project, including the responsible entity(is), how the proposed activities are funded, and the nature of the working partnership between FEMA and the recipient. The SOW and MAS specifically define the project scope as well as the roles and responsibilities of the recipient, the role of FEMA and, if applicable, the role of FEMA's contractors involved in a particular project and/or particular tasks. The national SOW and MAS templates, may be viewed and downloaded from the FEMA web site at <https://www.fema.gov/cooperating-technical-partners-program>. The recipient must work directly with the appropriate FEMA office when developing a SOW and MAS, preferably prior to application, to ensure that any regional or local modifications to the template are incorporated as appropriate. For additional information and details regarding these activities for each SOW or MAS, see **Appendix C: Project Categories and Requirements**.

The application must include a detailed budget for the funds requested. The budget must be complete, reasonable, and cost-effective in relation to the proposed project, and must identify any anticipated leverage or cost share/match. The budget must provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of Indirect or Management and Administrative (M&A) costs.

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

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

11. Other Submission Requirements

None

12. Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (POC) to comply with the state's process under Executive Order 12372.

13. Funding Restrictions

Federal funds made available through this award may only be used for the purposes set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

The recipient is prohibited from transferring award funds to agencies or organizations other than those identified in the approved SOW or MAS without prior approval from FEMA.

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

Explanation of Cost restrictions associated with the CTP Program:

- Organization costs are not allowable under the CTP Program.
- Training: Costs associated with training provided by the recipient as part of the project scope are allowable in accordance with the approved scope and budget of the award. Funding to address training requests or needs of the recipient is allowable at the discretion of FEMA's awarding office. Training requests or needs must be fully identified in the draft SOW or MAS submitted with the application. The recipient must also identify if the training will be direct cost or indirect cost. For instance, funding may be allowable as a direct cost for the recipient to attend or deploy training provided by FEMA associated with risk analysis tools such as HazardsUS (HAZUS). However, training for finance personnel to attend grants management courses would not be allowable as a direct cost under this award but may be allowable as part of the indirect cost rate agreement.
- Mitigation Planning Technical Assistance: Funding in this cooperative agreement shall not be used to update all or any portion of a mitigation plan or develop actual construction designs for specific projects. However, technical assistance in support of mitigation planning is an allowable cost under the CTP Program.
- Equipment and software costs are not allowable under the CTP Program.
- Exercise costs are not allowable under the CTP Program.
- Domestic travel costs are allowable under this program.
- International travel is not an allowable cost under this program unless otherwise approved in advance by the Federal Insurance and Mitigation Administration Deputy Associate Administrator via the FEMA HQ CTP Program Lead.
- Operational overtime costs are not allowable under this program.
- Construction and renovation costs are not allowable under this program.

14. Allowable Costs

a. Pre-Award Costs

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

Applicants seeking pre-award costs must clearly articulate this request in the budget narrative and justification and must include details regarding the costs, such as the

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

b. Management and Administration (M&A) Costs

Management and Administration costs are allowed under this program. Management and Administration costs are activities directly related to implementing the award. FEMA will allow recipients to use up to 4 % of the amount of the award for their M&A and sub recipients may use up to 4% of the amount they receive for M&A. Funding levels for these costs must be negotiated on a per-project basis with the appropriate awarding office and should include an itemized listing of specific costs associated with M&A

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

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

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

c. Indirect Facilities & Administrative (F&A) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. Applicants with a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

FEMA evaluates applications and CTP partnerships for performance, effectiveness, merit, and risk. FEMA bases its evaluation of the partner's demonstrated performance on the following criteria:

- Commitment to and continued support of flood hazard identification and mapping activities and other program activities (such as risk assessments, risk communication and technical assistance for mitigation action) conducted with and by FEMA.
- Uniqueness and value of the national, state, regional or local relationships maintained, including ability to effectively cooperate and coordinate with NFIP stakeholders as well as other whole community stakeholders affected by program activities.
- Adherence to program specific statutory and regulatory requirements as well as program standards for timeliness, completeness and quality of project activities and deliverables submitted to FEMA and/or provided to the public.
- Demonstrated quality of product(s) submitted to FEMA and/or provided to the public.
- Advancement of program metrics and/or accomplishment of project performance measures, as well as other measures identified by FEMA Regions and provided to all applicants prior to application submission.
- Ability to cooperate and coordinate with the staff from the following organizations during all phases of project activities, as needed: FEMA Regional Offices; the Federal Insurance and Mitigation Administration in the FEMA Headquarters Office in Washington, DC; and designated FEMA contractors.
- Adherence to statutory and regulatory requirements for grants management, and cooperation and coordination with appropriate FEMA grants management staff.

b. Financial Integrity Criteria

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- 1) Financial stability.
- 2) Quality of management systems and ability to meet management standards.
- 3) History of performance in managing federal award.

- 4) Reports and findings from audits.
- 5) Ability to effectively implement statutory, regulatory, or other requirements.

c. Supplemental Financial Integrity Criteria and Review

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91, OMB Memorandum M-18-18 at <https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>):

- 1) FEMA is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM, which is currently the [Federal Awardee Performance and Integrity Information System](#) (FAPIIS) and is accessible through the [SAM](#) website.
- 2) An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- 3) FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205.

2. Review and Selection Process

FEMA Regional program staff review applications to ensure compliance with program eligibility criteria and the program priorities detailed in Section A: Program Description in this NOFO.

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

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

Qualified FEMA programmatic staff (regional and/or headquarters), with sufficient program knowledge and expertise in floodplain mapping, flood risk assessment, flood

risk communication and floodplain management, review and select recipient projects for funding. FEMA considers the following elements when prioritizing funding for and selecting recipients for FY 2020 awards:

A. Program Priorities

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

B. Past Performance

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

C. Technical Capability and Capacity

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

D. Partner Contributions

While there is no financial matching requirement under the CTP Program, in order to support the Risk MAP vision and collaboration with stakeholders, FEMA will prioritize funding for recipients that have a strong record of working effectively with FEMA on CTP Program activities and demonstrate their ability to leverage funding received from FEMA through partner contributions. For the purpose of these awards, "partner contributions" refers to the amount of leveraged data and resources, which allows FEMA

to maximize limited public funds to the fullest extent possible in support of National and Regional program priorities and objectives.

To determine the acceptable types and value of partner contributions, use FEMA's publication, "Estimating the Value of Partner Contributions to Flood Mapping Projects" (Blue Book), Version 4.1 or any revisions thereto, which may be downloaded from <http://www.fema.gov/library/viewRecord.do?id=2473>. For those efforts where there is no Blue Book value or unit cost provided, actual costs may be used and documented. Recipient contributions must be reasonable, allowable, allocable and necessary under the cooperative agreement and must comply with all federal requirements and regulations.

E. Specific Criteria for the LOMR Review partners tasks are as follows

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

As a prerequisite to complete LOMR Review activities, pre-approved project partners must:

- Ensure the cost effectiveness of their review and recommendation process. Be able to demonstrate how costs are in line with those the federal government would incur if doing the work completely at the federal level.
- Have demonstrated the ability to perform technical aspects of the LOMR process.
- Have demonstrated the ability to manage contractors and oversee the products produced by contractors (if applicable).
- Have demonstrated the ability to deliver recommendations to FEMA for determination within the regulatory timeframe that meet FEMA specifications.
- Provide evidence they have received training in necessary FEMA tools prior to application for a cooperative agreement to perform tasks associated with the LOMR Review and recommendation to FEMA.
- Agree to use FEMA workflow, tools and templates

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

- Benefits to local stakeholders, FEMA, and the recipient.
- Significant past or potential future cost-sharing and cost-effectiveness.
- Participation in other fundable FY 2020 Flood Risk Project MAS activities as listed in **Appendix C: CTP Project Categories and Requirements**.

F. Special Considerations for Non-Profits

Non-profit associations must request approval from the FEMA Regional Office (if applicable) and FEMA HQ CTP Program Lead (in coordination with the appropriate FEMA HQ Program Manager) prior to applying to these projects. To be eligible for the FEMA-Approved Special Projects as detailed in **Appendix C: CTP Project Categories and Requirements**, applicants must show proof acceptable request packets that were reviewed by FEMA and included:

- Documentation of the capabilities of the potential partner.

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

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards.

Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.

Notification of award approval is made through the ND Grants system through an automatic e-mail to the recipient point of contact (the “authorized official”) listed in the initial application. The date FEMA approves the award is the “award date.” The recipient should follow the directions in the notification to accept the award.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award or provide a notice of intent to decline through the ND Grants system. For Instructions on how to accept or decline an award in the ND Grants system, please see the ND Grants Grantee Training Manual located here: <https://www.fema.gov/media-library/assets/documents/25949>. Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the cooperative agreement award within the 90-day timeframe may result in a loss of funds.

Before award funds can be obligated and drawn down, applicants must have a signed Partnership Agreement, an approved and signed SOW and/or MAS, and an approved budget. In circumstances when time does not permit the SOW and/or MAS and/or the budget to be finalized prior to issuing an award, the award may be conditionally issued but recipients will be restricted from starting activities or drawing down funds until the budget is approved, and the final SOW and/or MAS is signed.

2. Administrative and National Policy Requirements

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#) and the CTP Programmatic Terms and Conditions that can be found in **Appendix A: 2020 CTP Cooperative Agreement Terms and Conditions**.

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

Depending on the outcome of FEMA's risk review, FEMA may impose special terms and conditions or restrictions as a condition of the award as described in 2 C.F.R. § 200.207. These special conditions or restrictions may include:

- Payment on a reimbursement basis.
- Withholding authority to proceed to the next project phase until receipt of evidence of acceptable performance within a given funding period.
- Requiring additional, more detailed financial reports.
- Additional project monitoring.
- Requiring the recipient or subrecipient to obtain technical or management assistance.
- Establishing additional prior approvals.

FEMA will notify the recipient of any special conditions or restrictions placed on the award as outlined in 2 C.F.R. § 200.207.

3. Reporting

a. Federal Financial Reporting Requirements

Federal Financial Report (FFR)

Recipients must report obligations and expenditures on a quarterly basis through the FFR (SF-425) to DHS/FEMA. Recipients must file the FFR quarterly, using the Payment and Reporting System (PARS), throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. The final FFR is due 90 days after the end of the performance period. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

The FFR is available online at: [SF-425 OMB #4040-0014](#)

The following reporting periods and due dates apply for the FFR:

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

b. Programmatic Performance Reporting Requirements

Performance Reporting is due on the same report due dates as the FFR.

Recipients will be monitored programmatic and financially on an annual and as needed basis by FEMA staff to ensure that the activities and project goals, objectives,

performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

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

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

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

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

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

c. Additional Performance Reporting Requirements

Performance reporting will be reviewed based on the five following major criteria. These criteria will be further defined based on the type of project initiated by the applicant and in coordination with the FEMA project officer. Full details of each of

these criteria will be provided within the MAS and/or SOW utilizing the recommendations in the attached **Appendix D: Performance Measure References**.

- Updated Flood Hazard Data
- Public Awareness/Outreach
- Hazard Mitigation Planning
- Enhanced Digital Platform
- Alignment and Synergies

d. Closeout Reporting Requirements

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, recipients must submit the following:

- 1) The final request for payment, if applicable;
- 2) The final FFR (SF-425);
- 3) The final progress report detailing all accomplishments;
- 4) A qualitative narrative summary of the impact of those accomplishments throughout the period of performance; and
- 5) Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance.

After these reports have been reviewed and approved by FEMA, a closeout 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 record retention period may be longer, 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. § 200.333.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. § 200.343. Recipients acting as pass-through entities must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to FEMA during the closeout of their prime grant award.

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

e. Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- 1) Are presently excluded or disqualified;
- 2) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals 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 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.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

f. Reporting of Matters Related to Recipient Integrity and Performance

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds \$10,000,000 for any period of time during the period of performance of an award under this funding opportunity. Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

4. Monitoring

Per 2 C.F.R. § 200.336, FEMA through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems to review project accomplishments and to provide any required technical assistance. During site visits, FEMA will review recipients' files related to the grant award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

GPD's Grant Operations Division Business Office and the Grants Management Divisions within Regional offices provide financial support and technical assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de-obligation and award amounts. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov.

Grants Management Specialists within each FEMA awarding office manage, administer and conduct application budget review, create the award package, approve, amend and close out awards, as well as conduct cash analysis, financial monitoring, and audit resolution for this program. In order to get in contact with your grants management

specialist, or program specialist use the following table of points of contact.

The following table lists regional and headquarters CTP Program points of contact:

CTP Regional Coordinators	CTP Regional Coordinators
Region I John Grace 99 High Street, 6th Floor Boston, MA 02110 Telephone: (617) 832-4715 E-mail: john.grace@fema.dhs.gov	Region II Gary Monitz 26 Federal Plaza, Room 1337 New York, NY 10278 Telephone: (212) 680-8585 E-mail: gary.monitz@fema.dhs.gov
Region III Darlene Messina One Independence Mall 615 Chestnut Street, 6th Floor Philadelphia, PA 19106 Telephone: (215) 873-5303 E-mail: darlene.messina@fema.dhs.gov	Region IV Derek Fellows 3003 Chamblee Tucker Road Atlanta, GA 30341 Telephone: (770) 220-8767 E-mail: derek.fellows@fema.dhs.gov
Region V Greg Tatara 536 South Clark Street, 6th Floor Chicago, IL 60605 Telephone: (312) 408-5236 E-mail: greg.tatara@fema.dhs.gov	Region VI Diane Howe Federal Regional Center 800 North Loop 288 Denton, TX 76210 Telephone: (940) 898-5171 E-mail: diane.howe@fema.dhs.gov
Region VII Dane Bailey 11224 Holmes Road, Kansas City, MO 64131 Telephone: (816) 283-7013 E-mail: dane.bailey@fema.dhs.gov	Region VIII Margaret Doherty Denver Federal Center Bldg. 710, Box 25267 Denver, CO 80225 Telephone: (303) 235-4838 E-mail: margaret.doherty2@fema.dhs.gov
Region IX Patrick Clancey 1111 Broadway, Suite 1200 Oakland, CA 94607 Telephone: (510) 627-7261 E-mail: patrick.clancey@fema.dhs.gov	Region X Rynn Lamb Federal Regional Center 130 228th Street SW Bothell, WA 98021 Telephone: (425) 487-4539 E-mail: rynn.lamb@fema.dhs.gov
HQ – CTP Lead Laura Algeo 3003 Chamblee Tucker Road, Hollins Bldg. Atlanta, GA 30341 Telephone: 404-909-5258 E-mail: laura.algeo@fema.dhs.gov	

H. Additional Information

1. Period of Performance Extensions

Extensions to this program are allowed.

Extensions to the period of performance may be granted when, due to circumstances beyond the control of the recipient, activities associated with the award cannot be completed within the stated performance period.

Extensions to the period of performance identified in the award will be considered only through formal, written requests to the recipient's FEMA Project Officer and implemented through ND Grants. Requests will not be granted automatically and must be supported by specific and compelling justifications as to why an extension is required. Requests for time extensions will not be considered unless performance and financial reports are current. Recipients are advised to coordinate with the Project Officer as needed when preparing an extension. All extension requests must address the following:

- Grant Program, Fiscal Year, and award number.
- Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent completion of scoped activities by the existing period of performance end date.
- Current status of the activity/activities.
- Period of performance termination date and new project completion date approved by the FEMA Project Officer.
- Amount of funds drawn down to date.
- Remaining available funds, both federal and non-federal.
- Budget outlining how remaining federal and non-federal funds will be expended.
- Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion.
- Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work/Mapping Activity Statement approved by FEMA.

Recipients must submit all proposed extension requests to the appropriate FEMA awarding office for review and approval for within the final year of award at least 30 days in advance of the end of the period of performance.

2. Conflict of Interest

Use of Contractors: Recipients may use contractors for FEMA-funded activities but must comply with the applicable requirements of 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. 2 C.F.R. §§ 200.317 through 200.326 provides the procurement standards that all non-federal entities must follow to obtain and manage contractors for mapping-related activities. Guidance provided in these parts includes, but is not limited to, contract administration and record

keeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis, and conflicts of interest. 2 C.F.R. Part 200 may be viewed electronically from the [U.S. Government Printing Office](#).

Conflict of Interest: To eliminate and reduce the impact of conflicts of interest in the sub award process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making sub awards. Recipients and pass-through entities are also required to follow any applicable state, local, or tribal statutes or regulations governing conflicts of interest in the making of sub awards.

The recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to their NFA Program Analyst within five days of learning of the conflict of interest. Similarly, sub recipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable state, local, or tribal statutes or regulations.

3. Appendices

Appendix A: 2020 CTP Cooperative Agreement Terms and Conditions

Appendix B: Establishing a Partnership Agreement

Appendix C: CTP Project Categories and Requirements

Appendix D: Performance Reporting References

APPENDIX A

2020 CTP Cooperative Agreement Terms and Conditions

Programmatic Cooperative Agreement Terms and Conditions

Data Entry in the Mapping Information Platform (MIP)

Recipients must meet certain performance progress standards based on the anticipated and actual cost and schedule of a particular project, as documented in the MAS and/or SOW. The MIP was developed in part to track the earned value of mapping projects, which represents one of the performance standards (outlined in Section F: Federal Award Administration Information of this NOFO) to which a recipient must adhere. This information is automatically calculated by the MIP, using the actual cost and schedule of work performed, or “actuals”, and comparing them to the expected cost and schedule of work performed, or “baseline.”

Once FEMA has issued a cooperative agreement, the baseline for the project will be established in the MIP using the cost and schedule information for each task as agreed upon by FEMA and the recipient. The MIP study workflow generally allows a mapping partner to enter data on the status of these projects at a task level. The cost and schedule information, updated monthly by the recipient for each task, is compared to the baseline established for those tasks. This information is rolled up on a project level basis and monitored by FEMA to assess progress and earned value.

The Cost Performance Index (CPI) and the Schedule Performance Index (SPI) in MIP will be used to monitor a recipient’s earned value performance and to determine future funding eligibility. Recipients must adhere to the performance requirements by maintaining a 0.92 score for both CPI and SPI. The recipient is required to report on the earned value of projects that are in the MIP on a monthly basis and must give explanations for variances outside of the tolerance defined above. FEMA Regional Offices must implement a Corrective Action Plan (CAP) when a CTP partner is outside of the tolerance for reasons other than third-party delay. A CAP must define the reason for the variance and the intended resolution. FEMA Regional Offices must coordinate with FEMA Headquarters when CAPs are developed.

Quality Assurance and Control

Recipients will coordinate with FEMA to maintain quality assurance and control of deliverables and ensure accountability for appropriate use of CTP Program funds. Recipients are required to develop and provide a quality assurance and control management plan or other performance documentation as described and agreed to in the MAS and/or SOW. All work must meet the requirements as defined by FEMA’s *Guidelines and Standards Policy Memo* located at <http://www.fema.gov/media-library/assets/documents/35313>, and any updates or revisions thereto. Additional information, along with links to guidance, technical references, templates and other resources that support these standards, may be accessed and/or downloaded from the FEMA Flood Hazard Mapping website at <http://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping> and are also provided and updated through FEMA’s Knowledge Sharing Site (<https://rmd.msc.fema.gov/kss/SitePages/Home.aspx>) .

FEMA is in the process of updating existing guidance. In the meantime, recipients may refer to historical documents for assistance. Additionally, recipients and their sub recipients must comply with all applicable federal regulations, including 2 C.F.R. Part 200. Recipients shall also coordinate with their Regional office to determine additional standards that should be met.

To ensure compliance with quality standards and performance metrics, FEMA may require the recipient to use the reimbursement method of payment. Where FEMA determines it necessary to do so, payments will be placed on hold in PARS until progress reports are current and FEMA has confirmed deliverables comply with National Quality Standards.

Changes to the Award Document

In the event that FEMA determines that changes are necessary to the award document after an award has been made, including changes to the period of performance or terms and conditions, recipients will be notified of the changes in writing. Once Notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.

Exceptions

Exceptions to tasks not able to be conducted or tracked in the MIP:

LOMR Review

Cost information is not available within the MIP for activities within the Revisions workflow for processing Letter of Map Revision requests under the LOMR Review MAS. However, schedule information in the form of reports showing case status and other performance requirements is available through the MIP. For partners participating in the LOMR Review activity, status reports must be submitted on a monthly basis, at a minimum. Cost and schedule performance measures must be defined and reported on a quarterly basis. LOMR Review recipients should coordinate with the FEMA Regional and HQ Project Officer to develop appropriate performance measures which will be used to monitor partner performance and determine future funding eligibility are identified in the MAS/SOW.

Program Management

As program management tasks are not tracked with earned value calculations in the MIP, cost and schedule performance measures must be defined and documented in the SOW. These measures must be reported quarterly and will be used to monitor the recipient's performance and to determine future funding eligibility. At such time as program management tasks are added to the MIP, the recipient will need to begin tracking the tasks within the MIP.

Special Projects

As special projects are not conducted in the MIP, cost and schedule performance measures must be defined and documented in the SOW or MAS. These measures must be reported quarterly and will be used to monitor the recipient's performance and to determine future funding eligibility.

APPENDIX B

Establishing a Partnership Agreement

The Partnership Agreement recognizes the fundamental importance of flood hazard identification and risk assessment in the successful reduction of future flood losses and the recipient's commitment to the effort.

FEMA, through the CTP Program, seeks to build upon and enhance the existing capabilities of recipients to increase local involvement in, and ownership of flood hazard identification, flood map maintenance, risk assessment, and risk communication to encourage responsible floodplain management and support their jurisdictional responsibilities as participating members of the NFIP. Recipients assist in the development and maintenance of flood risk data and Flood Insurance Rate Maps (FIRMs) and other risk related products, and further advance the goals and objectives of Risk MAP and the NFIP program. Partnerships developed through FEMA's CTP Program are in the best interest of State and local communities, the NFIP and the general public. FEMA is responsible for establishing and updating minimum Federal criteria and holds the final decision-making responsibility for issuing FIRMs and any revisions/updates.

There are several mutually beneficial reasons for partnering to help produce risk identification and assessment data, and other products in support of the NFIP:

- Local capabilities in hazard identification, risk assessment, risk communication and mitigation – the foundation for building disaster-resilient communities – are enhanced through technical assistance, experience, standards, and funding provided by FEMA.
- The data used for local permitting and planning is often also used as the basis for the FIRMs, facilitating more efficient and effective floodplain management.
- Recipients have an opportunity to interject a tailored, local focus into a national program; thus, where unique conditions may exist, special approaches that may be necessary for flood risk assessment, flood hazard identification and flood risk communication can be taken.
- The partnership mechanism provides the opportunity to pool resources and extend the productivity of limited public funds while maintaining essential NFIP standards.
- Contributions made by recipients can enhance flood hazard information and risk assessment data and may allow FEMA to provide information in a timely manner.
- Contributing partners have the potential to be fully engaged in the mapping process, with designated responsibilities to support FEMA's implementation of the program.
- Recipients receive training and technical assistance related to flood hazard analysis and mapping, flood risk communication, and flood risk mitigation activities.
- The CTP Program facilitates mentoring to increase the capability of existing and potential partners.

Establishing a Partnership Agreement

Partnership Agreements are established based on statutory criteria, as well as other program criteria including:

- The potential partner must meet the definition of an eligible applicant per Section C of the NOFO.

In general, eligible partners fall into one of three groups:

- NFIP-participating communities, as defined in 44 CFR 59 (typically this includes state, Tribal, special districts, territorial and local governments), that are in good standing with the NFIP (i.e., not on probation or suspended);
 - State, and regional governmental agencies, such as water management districts, river authorities, municipal utility districts, and State Universities, whose activities support floodplain management and flood mitigation actions within the NFIP communities they serve; and
 - Non-profit organizations whose primary mission is to support the ability of NFIP communities to more effectively understand and manage their flood risk.
- The recipient must have existing processes and/or systems in place to support the collection, development, evaluation, dissemination and communication of flood hazard and risk assessment data and mapping. Non-Federal funding must support these processes and/or systems, including acquisition, development and maintenance. This includes, but is not limited to, the equipment and certain supplies (such as hardware, software, licenses and certifications) that are necessary to complete, review, monitor and report project work.

FEMA will enter into an MOA with an eligible entity once the entity has demonstrated its ability to perform certain functions in flood risk analysis, flood hazard identification, flood risk communication and mitigation processes in States, tribal and local communities to reduce flood losses and protect life and property from the risk of future flood damage.

Partnerships are also based on the expertise of the partner, including the partner's knowledge of the NFIP, experience completing programmatic activities, and unique relationship to the communities and other individuals who benefit from the activities and products developed and delivered through the NFIP.

FEMA has the discretion to deny or restrict eligibility of recipients who do not meet the eligibility and evaluation criteria stated in this NOFO or who have a history of poor performance. Additionally, FEMA has the discretion to refuse or limit eligibility or future funding until satisfactory resolution of performance issues is provided and documented. Conversely, when deemed to be in the best interest of the government, FEMA has the discretion to provide limited funds to assist a recipient in developing the capability and capacity to meet the eligibility criteria and/or improve performance.

Partnership Agreement Application Process

Once an applicant has met the requirements for eligibility, they must complete the following process of becoming a partner in the CTP Program.

1. The first step toward becoming a recipient is to participate in a training course provided by the relevant FEMA Awarding Office (Region or HQ) that describes the CTP Program, the requirements and benefits of becoming a recipient, and explains FEMA's mitigation programs and activities. Interested parties should contact the appropriate FEMA office (Region or HQ) for training dates and information.
2. After attending a training session, the potential partner must request approval to participate in the CTP Program from the appropriate FEMA office. This request should outline the capabilities of the potential partner; the benefit to FEMA, the potential partner, the public, and various NFIP stakeholders; the activities the potential partner wishes to perform; and the available leverage or partner contributions.
3. FEMA will review the submitted participation request based on potential partner capability, capacity, and experience with earned value management systems as well as experience with performing and/or managing the specific activities that are within the request. Potential partners who express a desire to cooperate with FEMA, and provide evidence that they have sufficient technical capability and will dedicate resources necessary to perform CTP Program activities in support of the NFIP, may be chosen to enter into a Partnership Agreement with the appropriate FEMA office (Region or HQ). As a recipient, they can work together to create, maintain and/or communicate accurate, up-to-date flood hazard and risk assessment data. If the request is denied, the potential partner may resubmit the request once requested improvements are made.

The Partnership Agreement need only be signed once, but an updated agreement can be signed between the partner and FEMA if needed. If the applicant is making a sub-award to a sub-recipient, the sub-recipient must meet all the eligibility requirements of the program. However, the sub-recipient does not need to have a Partnership Agreement in place to receive the sub-award.

In order to end a Partnership Agreement either the CTP partner and/or FEMA need to send written notification to the other party signifying a termination of the Partnership. This will remove the CTP as an eligible applicant for future grants.

APPENDIX C

CTP Project Categories and Requirements

Because FEMA's budget varies annually, the total amount of funding awarded to recipients for program-related activities will vary accordingly. Each FEMA Regional Office will determine how much of its annual mapping budget will be allocated to the above-listed project categories. FEMA HQ priorities will determine the amount of funding available for HQ-funded program support activities such as LOMR Review and Special Projects.

FEMA may provide limited federal assistance in accordance with annual priorities to complete partnership activities outlined in a Mapping Activity Statement (MAS) or Statement of Work (SOW). Due to the length and complexity of projects, FEMA may administer assistance for a project in a phased approach (i.e., funding the project in stages). Once a comprehensive MAS/SOW is signed and in place, FEMA may prioritize the funding required for completing the first stage of the project. Following successful completion of the stage, FEMA may consider prioritizing funding for subsequent stages in future years. This phased approach for funding prioritization does not in any way guarantee funding to a recipient to continue project activities, as funding availability and priorities vary each fiscal year.

The Period of Performance (PoP) of funding awards varies based on grant type as described in Section B: Federal Award Information.

Specific CTP Program tasks related to eligibility, performance monitoring and maintenance requiring substantial FEMA involvement are as follows:

- Trainings led by FEMA that are required for all potential applicants. FEMA regularly updates and validates its Guidelines and Standards, and as such must provide training, assistance and oversight to RECIPIENTS in completion of tasks within the cooperative agreement to ensure viability of the NFIP program.
- Review of eligibility criteria for all potential applicants by the appropriate FEMA office.
- Review of all potential applicants' capability, capacity and experience related to fundable activities under the CTP Program.
- Review and quality control of all deliverables developed by applicant prior to release to the general public.
- Review, issuance and documentation of a Partnership Agreement between FEMA and the potential applicant (the Partnership Agreement is a requirement for all fundable activities under the CTP Program).
- Oversight of Cooperative Agreements, specific activities related to those Cooperative Agreements and performance of the Cooperative Agreement.
- Monitoring and evaluation of performance and effectiveness of activities outlined in the Partnership Agreement and Cooperative Agreement
- Tracking and evaluation (if necessary) of poor performance and corrective action plans. FEMA is required to meet certain Earned Value Metrics for its Risk MAP program. The Schedule Performance Index (SPI) and Cost Performance Index (CPI) of projects are required to be between 0.92 and 1.08. Therefore, FEMA coordinates with the recipient to

ensure projects fall within the appropriate ranges for earned value.

Allowable Activities

Listed below are the categories of activities for which an award can be made under the CTP program. For any work under which an award is made, the responsible FEMA office shall document poor performance and resolutions through Corrective Action Plans. If FEMA determines that the partnership has proven insufficient to achieve the goals of the partnership or complete an established project, FEMA's funding of existing activities may be terminated and/or future funding denied.

All FY 2020 MAS and SOW templates described below can be found at <https://www.fema.gov/media-library/assets/documents/6741>.

Category 1 - Program Management

Program Management (PM) is the active process of managing multiple projects. Eligible recipients applying for a Program Management award must submit a draft SOW/MAS ensuring all the information described in the FY 2020 template is addressed. The Program Management (PM) SOW is generally designed for State-level and certain multi-jurisdictional recipients that are engaged in supporting or completing multiple flood risk projects within their jurisdiction to supplement and support their ability to strategically plan and manage projects and activities. Activities within the FY 2020 PM SOW do not result in the production of a floodplain map. National nonprofits and their local/regional chapters are not eligible for PM activities.

Table 1 describes Fundable Program Management Tasks associated with the FY 2020 PM SOW that may be performed under a cooperative agreement. Contact the respective FEMA Regional Office for additional details regarding the tasks generally described below.

Table 1: Fundable Program Management Tasks

Tasks	Descriptions
Business Plan	Document prepared by recipients and used by Regional Offices in support of Risk MAP Multi-year Planning. * Note: a Business Plan (and/or update) is required as a condition of PM funding. See the paragraph below for details about the Business Plan.
Global Program Management	Align and integrate efforts toward the accomplishment of Risk MAP goals. This task is to account for the need to manage multiple projects and do global program management activities to ensure the smooth completion of all tasks in the MAS. * Note: this task is required under the PM SOW when the recipient is also funded to perform tasks under the Flood Risk Project MAS.
Tasks	Descriptions

Global Outreach for Mapping	Create a climate of understanding and ownership of the Risk MAP flood risk study process among stakeholders. * Note: this does not include the individual outreach activities for a specific flood risk project.
Training	Develop and provide technical training to State and Local Officials throughout the course of a flood risk project (at the discretion of the Regional Office). A minimal amount of funding may also be available to address training needs of the recipient. * Note: see below for additional information regarding this task.
Mitigation Planning Technical Assistance	Encourage hazard mitigation plan implementation and advance community hazard mitigation actions through technical assistance that supports the Mitigation Planning Process and Risk MAP projects. *Note: see below for additional information regarding this task.
Staffing	Maintain and/or utilize personnel to support CTP program activities (such as attending regional mapping meetings hosted by FEMA Regions). Funding levels allowable for staffing may be defined and/or limited at the discretion of the FEMA Regional Office in accordance with annual priorities and/or identified CTP activities.
Technical Pilot Projects	Special technical projects as defined by the FEMA Regional Office.
Mentoring	Share CTP program experience and related information with peer participants regarding best practices and process improvements.
Minimal Map Panel Printing	Up to \$5,000 to print copies of maps for CTP jurisdictions (must not be covered under another FEMA grant program)
Coordinated Needs Management Strategy (CNMS)	Data collection and population of the Geographic Information System (GIS) data model used to assess FEMA's inventory of floodplain studies and support flood map revision and production planning.
Programmatic QA/QC Plans	Minimal funding to develop and implement a programmatic plan for quality assurance and quality control of products funded under the Flood Risk Project MAS.

Business Plans

The recipient is required to complete a Business Plan (or update) for each year they are awarded funding for the PM SOW. Plans must:

1. Document the capabilities and accomplishments of the partner.

2. Explain the recipient's vision for implementing or participating in Risk MAP, such as describing how the partner's activities advance the vision, goals and objectives of Risk MAP (including encouraging communities to take action to mitigate risk).
3. Include updates from previous years' activities (if applicable).
4. Identify flood hazard mapping needs based on physical, climatological, or engineering methodology changes and document these mapping needs to be included in the CNMS GIS data model.
5. Provide recommendations to FEMA regarding future Risk MAP projects within the State or local jurisdiction.

Recipients must work with the respective FEMA Regional office for additional details and requirements of Business Plans, including due dates.

Training

Where recipients lack the capabilities to perform the above Global Program Management activity in its entirety, FEMA may provide a minimal amount of funding for Program Management and Earned Value training to address specific CTP training needs. (For additional information on allowable cost associated with training refer Section D of the NOFO, Funding Restrictions)

Mitigation Planning Technical Assistance

Activities funded under this task are to assist local governments in preparing to undertake or plan for some mitigation activity. They must be coordinated with the appropriate FEMA office to ensure that the technical assistance provided in support of mitigation planning is not duplicated in other tasks within the CTP program or other mitigation planning grants provided by FEMA.

Category 2 - Community Outreach and Mitigation Strategies

Community Outreach and Mitigation Strategies (COMS) focus on building risk awareness and understanding at the local level, increasing a community's ability to communicate flood risk to their citizens, supporting local efforts to reduce natural hazard risk within a community or watershed area, and keeping communities and stakeholders engaged throughout the Risk MAP process. Table 2 describes Fundable COMS Tasks associated with FY 2020 COMS SOWs that may be performed under a cooperative agreement. Contact the respective FEMA Regional Office for additional details regarding the tasks generally described below.

Table 2: Fundable Community Outreach and Mitigation Strategies Tasks

Tasks	Descriptions
COMS Engagement Plan	Document prepared by recipients and used by Regional Offices in support of Risk MAP Multi-year Planning. * Note: a COMS Engagement Plan is required to receive COMS funding. See the paragraph below for details about the COMS Engagement Plan.
Strategic Planning for Community Outreach and Engagement	Prepare for engagement with watershed communities and stakeholders, to strengthen and focus project discussions towards communities taking mitigation action to reduce their natural hazard risk. * Note: this does not include the individual

	engagement activities for a specific flood risk project.
Meetings and Process Facilitation	Planning and presenting at Risk MAP meetings to facilitate decision making processes regarding flood risk awareness and mitigation
Mitigation Support	Leverage Risk MAP data, analyses, products and/or processes to support communities to advance mitigation action.
Communication and Outreach to Communities	Develop, promote and deliver resources and services to communities for risk awareness and mitigation action, such as developing messages and products to implement strategic outreach campaigns. * Note: this does not include outreach activities for a specific Flood Risk Project.
Training and Community Capability Development	Develop and provide training to State and Local Officials throughout the course of a flood risk project (at the discretion of the Regional Office) that promotes awareness and mitigation action. * See below for additional information regarding this task.
Mitigation Planning Technical Assistance	Encourage hazard mitigation plan implementation and advance community hazard mitigation actions through technical assistance that supports the Mitigation Planning Process and Risk MAP projects. * See below for additional information regarding this task.
Staffing	Maintain and/or utilize personnel to support COMS activities (such as attending Risk MAP meetings or meetings hosted by FEMA Regions). Funding levels allowable for staffing may be defined and/or limited at the discretion of the FEMA Regional Office in accordance with annual priorities and/or identified CTP activities.
Pilot Projects	Special COMS projects as defined by the FEMA Regional Office.
Mentoring	Share CTP program experience and related information with peer participants regarding best practices and process improvements related to COMS activities.

COMS Engagement Plans

Recipients eligible for and receiving an award for COMS activities are required to complete a COMS Engagement Plan. Plans must:

1. Document the capabilities and accomplishments of the partner related to Community Outreach and Mitigation Strategies.
2. Explain the recipient's vision for implementing or participating in Risk MAP, specifically

describing how the partner's activities advance the vision, goals and objectives of Risk MAP for encouraging communities to take action to mitigate risk.

3. Include examples or updates from previous years' activities (if applicable).
4. Provide recommendations to FEMA regarding action and outreach potential for future Risk MAP projects within the State, regional or local area.

Recipients that are also completing activities under the PM SOW may combine Business Plan and the COMS Engagement Plan for these two SOWs into a comprehensive Business Plan that includes the required elements for both the PM SOW Business Plan and the COMS SOW Engagement Plan. Recipients must work with their FEMA Regional Office for additional details and requirements of Business/Engagement Plans, including due dates, for the State and/or Local Business Plans.

Training

Funding for training must be coordinated by the FEMA Regional Office with FEMA Headquarters. Proposed training projects must be fully identified in the SOW submitted with the application, including a description of how training will benefit the public and accomplish the Risk MAP goals of awareness and action. The recipient must identify if the training will be conducted by in-house staff or through contracted services. (For additional information on allowable cost associated with training refer Section D, Funding Restrictions)

Mitigation Planning Technical Assistance

Activities funded under this task are to assist local governments in preparing to undertake or plan for some mitigation activity. They must be coordinated with the appropriate FEMA office to ensure that the Technical assistance provided in support of mitigation planning is not duplicated in other tasks within the recipient program or other mitigation planning grants provided by FEMA. recipients must ensure that technical assistance activities proposed in the COMS SOW are focused on support related to community engagement, risk communication and identifying and/or advancing mitigation action, and that these activities are not duplicated in the Program Management SOW.

Category 3 - Letter of Map Revision (LOMR) Review

The LOMR Review activity is restricted to existing bi-annually pre-approved project partners. LOMR Review is not an eligible activity for non-profit recipients under this NOFO.

Current pre-approved recipients in the LOMR Review pilot seeking to continue activities must submit a draft MAS using the FY 2020 LOMR Review MAS Template. This version allows a recipient to Partner with FEMA to review and assist in processing Letters of Map Revision (LOMRs) and Conditional Letters of Map Revision (CLOMRs). The FY2020 application should continue to be treated as a business case and must include a narrative addressing a minimum, the following topics:

1. Staff capabilities and knowledge of the applicable Federal regulations, including regulatory timelines for completing activities.
2. Description of proposed projects, including process, quality assurance, performance measures and tracking, communication, violation handling, training strategy and other general process management topics.

3. Coordination with other recipients in jurisdiction (if applicable).
4. Benefits to local stakeholders, FEMA and the recipient.
5. Demonstrated significant past or potential future cost-sharing and cost-effectiveness.
6. Demonstrated organizations technical capabilities and processes for LOMR Review work.
7. Immediate ability to perform funded activities upon award notification.
8. Evidence of no conflict of interest, or how potential conflicts will be addressed.

Category 4 - Special Project(s)

Non-profit associations that participate in the Risk MAP program as a recipient with FEMA HQ are expected to perform work that has national programmatic benefits as described in Section A. This work cannot result in the production of a floodplain map.

Periodically, FEMA Regional offices may fund local and regional non- profit associations to complete special projects within the Region. Local non-profit association recipients are eligible for special projects at a regional level with approval from the FEMA HQ CTP Program Lead.

For FY 2020, FEMA-approved special project applications will be selected and funded based on annual priorities and available funding. In collaboration with FEMA, eligible tasks within the FEMA-Approved special projects SOW will be developed in a collaborative effort that defines where both the recipient and FEMA will contribute funding, data and units of work to maximize the extent, accuracy, and usability of flood hazard studies and/or activities to best met Federal, State, Tribal and local NFIP stakeholder needs, while minimizing costs for all parties. The FEMA project Officer will be responsible for coordinating with the recipient to review and finalize the SOW and/or MAS prior to award. Task may include, but are not limited to, the following:

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

Category 5 - Technical Hazard Identification, Risk Analysis and Mapping

The objective of this category is to develop flood hazard and risk assessment data for a flood risk project and support Risk MAP program goals and measures by completing technical risk analysis and mapping activities outlined in the FY 2020 Flood Risk Project MAS. These activities may include producing non-regulatory risk assessment data, regulatory flood hazard data and Flood Insurance Rate Maps, and supporting project-specific outreach and risk communication. Table 3 describes Fundable Flood Risk Project MAS Tasks associated with a FY 2020 Flood Risk Project MAS that may be performed by eligible recipients. Contact the respective FEMA Regional Office for additional details regarding the tasks generally described below.

Table 3: Fundable Flood Risk Project MAS Tasks

Tasks	Descriptions
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Discovery	Collect and survey available data, such as collecting and analyzing data for communities within a watershed to understand the communities' needs and inform the purpose of community engagement, completing first order approximation analysis, participating in Discovery meetings, updating database(s) and refining project recommendations.
Project Level Outreach	Provide technical assistance and expertise to support outreach activities of the flood risk project (up to 10% of the total estimated project funding identified in the MAS).
Project Level Community Engagement	Provide technical assistance and expertise to support the specific elements and activities for community engagement within the flood risk project area (up to 10% of the total estimated project funding identified in the MAS).
Base Map	Prepare the base map data to support a FIRM update (limited funding provided at the discretion of the Regional Project Officer). * See below for additional information and restrictions regarding this task.
Digital Topographic Data Development	Develop digital topographic data for flood hazard identification purposes.
Riverine Floodplain Analyses and Floodplain Mapping	Develop digital engineering data and floodplain mapping using GIS-based or traditional hydrologic and hydraulic modeling. This task involves many different levels of floodplain analysis.
Coastal Flood Hazard Analyses and Floodplain Mapping	Develop digital engineering data and floodplain mapping using GIS-based or traditional coastal flood hazard analysis methods.
Digital FIRM Preparation	Prepare a FIRM that meets FEMA specifications (may include activities for both preliminary and final stages of FIRM preparation and delivery, or only a single stage).
Independent QA/QC Review	Perform the independent QA/QC review of specific products and activities.
Post-preliminary Processing	Perform post-preliminary processing activities for flood map studies.
Risk Assessment	Perform a flood risk assessment for the area(s) of the Flood Risk Project where adequate elevation data is available. In conjunction with a flood risk project, a multi hazard analysis may also be applicable dependent on Regional concurrence and approval. * See additional information below.

Risk MAP Non-regulatory Products	Risk MAP non-regulatory products must be included with all Risk MAP Flood Risk Projects. * See appropriate guidance documents for specific products/activities and requirements.
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Base Map Data

The acquisition (i.e., purchase) or collection of base map data is not an allowable cost under the CTP Program. However, recipients may report the value of the base map data acquired or collected for the project area as leverage as long as it has not already been used for an existing FIRM. To determine the acceptable types and value of partner contributions and leveraged data, use FEMA’s publication, “Estimating the Value of Partner Contributions to Flood Mapping Projects” (Blue Book), Version 4.1, <http://www.fema.gov/library/viewRecord.do?id=2473>. For those efforts where there is no Blue Book value or unit cost provided, actual costs may be used and documented. Recipient contributions must be reasonable, allowable, allocable and necessary under the cooperative agreement and must comply with all Federal requirements and regulations.

Risk Assessment

The recipient must use FEMA’s HAZUS-MH program or similar algorithms to determine potential losses. If another methodology is proposed, it must be approved by the FEMA Regional office in advance of work being completed. The results must be reviewed with FEMA and an analysis must be performed on the results. Additionally, the results must be tied to the mitigation planning efforts within the jurisdiction. Funding may also be allowed under this activity for the recipient to attend training provided by FEMA associated with HAZUS (however, funding would not be allowable if already funded under the Training task within the Program Management (PM SOW) Award).

- Supporting curriculum development or execution of recipient training.
- Conducting flood risk communication and outreach to State, Tribal, regional, and local stakeholders.
- Creating and disseminating audio-web conferences, national and state conference sessions, and professional floodplain, planning and other related conferences.
- Developing training workshop curriculum (complete with designated trainers) on planning for post-disaster recovery and reconstruction, targeted at practicing planners.
- Developing and conducting specialized workshops targeted to FEMA and state emergency management and planning staff, as well as closely related professionals such as floodplain and coastal resource managers.
- Developing graduate school level course curriculum for planning made available for use by professors and planning schools.

CTP Performance Measures Matrix							Applicable Activities (Y=Yes/recommended; N=No/not recommended; R=required)				
Overarching Risk MAP Goals	Outcomes: CTP Implementation of Risk MAP Goals <i>Observable and measurable change of knowledge, behavior, skills, and/or efficiency due to CTP project</i>	Output Measures <i>Direct, specific, & quantifiable products of CTP activities that lead to /indicate success of the intended Outcomes</i>	Output Measurement <u>Options</u> <i>Units of measure that enable quantifiable recording of performance (not all will be required to report)</i>	Recorded Metric Unit/Scale <i>(Drop down menu 1)</i>	Additional Detail on Recorded Metric <i>(where applicable)</i> <i>(Drop down menu 2)</i>	Source or System of Record	PM SOW	Special Project SOW	Flood Risk Project MAS	LOMR Review MAS	COMS SOW
1. Updated Flood Hazard Data Address gaps in flood hazard data to form a solid foundation for risk assessment, floodplain management, and actuarial soundness of the NFIP.	1a. Risk MAP project funds/validates/updates a target number of engineering study miles through the funding / issuance of a map	NVUE	1. Net NVUE mileage 2. \$ investment in new or updated flood studies	# of Miles (Initiated) # of Miles (Achieved) USD\$	N/A	P4/CNMS	N	N	Y	N	N
	1b. Valuable services are provided by CTPs to the implementation of Risk MAP and the NFIP.	Leverage	1. Leverage target identified in MAS/SOW in Dollars 2. Quarterly progress towards meeting Leverage goal	Achieved / Not achieved	1. Blue book value dollars (final/total leverage target) 2. Blue book value dollars (quarterly progress)	MAS or SOW MIP / P4	Y	Y	Y	Y	Y
	1c. Management and commitment to LOMR flood hazard identification and mapping activities and other program activities conducted with and by FEMA	LOMR turn around time	Internal turnaround time of “active” processing = less than 140 days	Achieved / Not achieved	[Average] "active" processing time If not achieved, more details on which cases did not meet	NA	N	N	N	R	N
	1d. Adherence to statutory and regulatory requirements for timeliness and completeness of LOMR project activities and deliverables submitted to FEMA and/or provided to the public	LOMR case completion	All cases completed within 90 days	Achieved / Not achieved	[total #] of days for cases [average #] of days for cases	NA	N	N	N	R	N
	1e. Adherence to LOMR program standards for timeliness, completeness and quality of project activities and deliverables submitted to FEMA and/or provided to the public	MT-2 application completion (# of 316-AD Letters Produced per Case)	Produce 2 or less 316-AD letters requesting additional data from the applicant while processing MT-2 applications.	Achieved / Not achieved	[#] of AD letters produced	NA	N	N	N	R	N
	1f. CTPs deliver high quality Engineering and Mapping Deliverables	Initial Quality Review 3 Quality Tracker Percentage Result	1. Total # of Studies without Errors / Total # of Studies in the Process 2. Recycle rate	1. Excellent=97% or better average percentage score Satisfactory= 91-96% or better average percentage score Unsatisfactory=less than 91% average percentage score 2. Excellent=Recycle rate of 0 or 1; Good=Recycle rate of 2 or 3 Unsatisfactory=Recycle rate of 4 or greater	If unsatisfactory, provide [%] score and explanation.	RSC	N	N	Y	N	N
		Quality Review 5 Recycle Rate	1. Total # of Studies without Errors / Total # of Studies in the Process 2. Recycle rate	1. Excellent=97% or better average percentage score Satisfactory= 91-96% or better average percentage score Unsatisfactory=less than 91% average percentage score 2. Excellent=Recycle rate of 0 or 1; Good=Recycle rate of 2 or 3 Unsatisfactory=Recycle rate of 4 or greater	If unsatisfactory, provide [%] score and explanation.	PTS	N	N	Y	N	N
		Post Preliminary Processing: Due Process, Final Mapping & Administration and / or Revised Preliminary or Other Post-Preliminary Rework (additional field required to identify metric as revised prelim)	[#] (or fewer) of the following avoidable administrative issues within CTP control: 1. 90-day appeal period is not initiated within the Federal Register 90-day comment period. 2. LFD letter is mailed out late (less than 6 months prior to FIRM effective date) or prior to the study passing QR5 and QR7 without FEMA concurrence. 3. 90-Day Suspension Letter mailed out late (less than 90 days prior to FIRM effective date). 4. FEDD file or TSDN is incomplete and/or not archived at the FEMA Library/MIP for studies that initiated QR6 (as per PM42 and PM62). 5. Errors in the information included or referenced in the Proposed Flood Hazard Determination notice published in the Federal Register (e.g. community name or contact information, Preliminary FIRM/FIS weblink, data hosted on Preliminary FIRM/FIS web link, etc.) results in a correction notice or 2nd appeal period. 6. Valid LOMRs (i.e., effective and/or issued prior to the QR5/7 submission date as defined in per PM42) were not incorporated into a study that passes QR5/7.	Excellent = no LFDs rescinded and greater than or equal to 97% of studies are free from administrative errors. Satisfactory = no LFDs rescinded and greater than or equal to 91% to 96% of studies are free from administrative defects. Unsatisfactory = 1 or more LFDs rescinded and/or less than 91% of studies are free from administrative errors.	If unsatisfactory, provide [%] score and explanation.	PTS	N	N	Y	N	N

2. Public Awareness/Outreach Ensure that a measurable increase in the public's awareness and understanding of flood risk results in a measurable reduction of current and future vulnerability.	2a. Improved Public Awareness and understanding of flood risk	Website Activity	1. Increase of [#/%] website hits within [# of days] after mapping update 2. Increase of [%] of viewership to site within [# of days] after meeting or outreach opportunity 3. Update website by posting new data or information within [#] days of new data completion. 4. Share State Risk MAP prioritization list, Business Plan, and Risk MAP Strategy on organization's website within [#] days of completion.	Achieved / Not achieved	[# or %] change in website activity # of days	CTP	Y	Y	Y	N	Y
		Pre/post Survey Scores	[%] improvement gained between pre and post survey	Achieved / Not achieved	[%] improvement between surveys	CTP	Y	Y	Y	N	Y
		Exit Survey	1. Average scores from exit surveys. 2. [%] surveys completed by community officials/residents (# of completed surveys divided by # of public meeting participants who are community official/residents, not contractors)	Achieved / Not achieved	1. Exit survey scores: Scale 1 to 5 (1=most positive feedback; 5=most negative feedback) 2. [%] achieved	CTP	Y	Y	Y	N	Y
		Outreach and Education to the Public	1. Draft products require less than [#] revisions from FEMA or its contractors. 2. Risk MAP products will be provided to the appropriate entity within [# of days] of final product. 3. Final project data will be uploaded to the MIP within [# of days] of completion. 4. [# of] training participants.	Achieved / Not achieved	1. [#] Revisions 2. [#] of days 3. [#] of days 4. [#] of training participants	CTP	Y	Y	Y	N	Y
		Other Regional and CTP identified measure	TBD	TBD	N/A	TBD	Y	Y	Y	N	Y
	2b. Meetings / Trainings are held where Risk MAP is represented and Risk MAP objectives are discussed / advanced.	Attendance	[%] of key stakeholders attended ([#] of people invited divided by [#] of people attended)	Achieved / Not achieved	[%] of Meeting Attendance from key stakeholders	CTP	Y	Y	Y	N	Y
		Partnerships	1. [#] planned versus completed engagement(s) (% completed: completed engagements/plann engagements) with other project stakeholders 2. [#] of different partners invited/coordinated with in advance (diversity)	Achieved / Not achieved	1. [#] of meetings/engagements 2. [#] unique stakeholders invited	CTP	Y	Y	Y	N	Y
3. Hazard Mitigation Planning Lead and support states, localities, and Tribes to effectively engage in risk-based mitigation planning resulting in sustainable actions that reduce or eliminate risks to life and property from natural hazards.	3a. Public awareness leads to action that reduces current and future vulnerability.	Mitigation Actions	1. CTP generates at least [#] action(s) per Risk MAP Project within 1 month of discovery and resilience meetings that is added to the Hazard Mitigation Plan or advanced the action. 2. CTP coordinates annually with post resilience and post discovery communities on any actions that have been advanced. Aim to see progress on [#] action(s) during time. Update action tracker accordingly. 3. Coordinate with State Hazard Mitigation officer or Risk MAP Coordinator to develop or update [#] action(s) and progress annually. 4. Generates at least [#] action(s) from the project added to the Hazard Mitigation Plan or advanced the action.	Achieved / Not achieved (mitigation action initiated) Achieved / Not achieved (mitigation action performed/achieved)	[#] of actions reported		Y	Y	Y	N	Y
		Community Rating System Eligible Actions	1. CTP identifies [#] CRS eligible activities/actions taken by communities as a result of the Risk MAP project. 2. CTP generates [#] CRS eligible action(s) per Risk MAP project that is/are added to the Hazard Mitigation Plan or advanced the action. 3. CTP holds CRS meeting to encourage CRS participation and/or additional actions that can be taken as a result of the Risk MAP project that could result in improved (lower) CRS class.	Achieved / Not achieved	1. [#] actions identified 2. [#] actions generated 3. [#] CRS meetings	CTP	Y	Y	Y	N	Y
4. Enhanced Digital Platform Provide an enhanced digital platform that improves management of Risk MAP, stewardship of information produced by Risk MAP, and communication and sharing of risk data and related products to all levels of government and the public.	4a. Earned Value	SPI and CPI Threshold (final)	0.92 to 1.08	SPI score (EV/planned value) CPI score (EV/actual cost)	N/A	MIP/MARS	R	Y	R	N	R
	4b. Avoidance of Change Requests	Change Requests (CRs)	1. Grant amendments that are not outside the CTPs span of control will be evaluated and documented. 2. Excessive CRs that are due to project management issues within the CTP's control will require additional discussion and possible development of a quality performance plan to identify a continued path to improved project and program management. 3. Reporting within specified timelines throughout the project.	# of CRs 0=no CRs 1=amendment needed outside of control 2=amendment needed within control 3=multiple amendments needed within control		FEMA/CTP	Y	Y	Y	N	Y
5. Alignment and Synergies Align risk analysis program and develop synergies to enhance decision-making capabilities through effective risk	5a. Evidence of continued maintenance of the processes/systems to support collection, development, evaluation, dissemination, and communication of flood hazard and risk assessment data and mapping	Continued maintenance (using non-federal funds)	[%] of non-federally funded maintenance activities for CTP agreement. Examples below: 1. Continued data collection related to changes in flood hazards and development in flood-prone areas 2. Continued upgrades to data collection or mapping capabilities to incorporate new technologies 3. Preparation of multiple-year mapping or data collection plans 4. Maintenance of equipment and supplies, such as hardware, software, licenses, certifications, etc. that are necessary to complete, review, monitor and report on the work	Achieved / Not achieved	[%] non-federally funded maintenance activities achieved with accompanying narrative of ongoing maintenance for the agreement	CTP	R	R	R	R	R
	5b. Maintain high quality CTP partnerships	Project participation, issue awareness and resolution, proactive adaptability, level of coordination/collaboration or value of additional data collected from local communities, response time	[Rating] of quality partnerships through quarterly survey with FEMA staff	Scale of 1 to 5, 1=objectives not achieved; 5=excelled at achieving objectives		quarterly survey with FEMA staff	Y	Y	Y	N	Y

communication and management	5c. Maintain effective and efficient messaging and project management	Touch points with communities	[#] Regularly scheduled meetings/touchpoints above the level required in Risk MAP project	Achieved / Not achieved	[#] Meetings/Touchpoints	CTP	Y	Y	Y	N	Y
		Timely MIP Management (required for all projects in MIP)	Monthly updates for all cases, including (%) of active tasks per case	Achieved / Not achieved		Supplemental EV Report	Y	N	Y	N	Y
	5d. Enhanced Planning and Coordination Activities	Working group feedback required	1. Encourage participation in regularly scheduled meetings (for example an annual watershed/community prioritization meeting) 2. Ongoing and regular coordination with other state/local offices to discuss agency's prioritization process for Risk MAP projects as well as schedules, meetings, strategy development and stakeholder engagement.	Achieved / Not achieved	As needed: [#] meetings (provide meeting invite and notes for annual State discussion of Risk MAP priorities)	CTP	Y	Y	Y	N	Y