

Risk Analysis Branch

Fiscal Year 2007

Guidance for CTP & MMMS Activities & Reporting

A Compendium of Guidance Documents, Templates,
and Tools for FY 08 Activities

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1. Map Modernization Management Support Guidance Document - Fiscal Year 2007

1.1. Background

A key objective of the Department of Homeland Security's (DHS's) Federal Emergency Management Agency's (FEMA's) Flood Map Modernization effort is to increase local involvement in, and ownership of, the flood mapping process. One way to meet this objective is Map Modernization Management Support (MMMS). As technologies have improved and applications have expanded dramatically, many States and regional agencies have become technologically sophisticated and have invested significant resources in flood hazard identification. In addition to the flood hazard mapping activities that agencies may undertake, there is a need for management activities that will contribute to the overall goal of flood map adoption. The MMMS Fiscal Year (FY) 2004 guidance introduced the need, given the magnitude and complexity of National Flood Insurance Program (NFIP) floodplain mapping needs, to encourage partnerships with multi-jurisdictional entities, such as Urban Drainage Districts, Water Management Authorities, etc. MMMS partnerships are also encouraged for FY07 provided these regional entities, along with States, submit an approved business plan. (In the remainder of this document, States and regional entities participating in MMMS are referred to as *MMMS Partners*).

1.2. Mid-Course Adjustment

During the FY06 appropriations process, the House Appropriations Committee issued the following directive to FEMA in House Report 109-79:

The Committee understands that this 5-year, \$1,000,000,000 [Flood Map Modernization] program will not update all flood maps; some maps will merely be converted to a digital format. The Committee is concerned that this program was originally portrayed as a means to update all of the Nation's flood maps. Because this is not the case, the Committee directs EP&R to provide a report, no later than January 16, 2006, on the percentage of maps that will be updated, not merely transferred to a digital format, and the percentage of population that the updated maps cover.

As Flood Map Modernization reaches the halfway point, FEMA has performed a mid-program evaluation that considered input from Congress, the U.S. Government Accountability Office, the DHS's Inspector General, and other stakeholders. As a result of this evaluation, FEMA is implementing changes that will result in providing better-targeted and more accurate flood data, while also producing digital flood maps for a significant portion of the Nation. These changes respond to Congressional direction that the quality of the modernized maps not be sacrificed in order to produce a larger number of maps.

During the initial planning for Flood Map Modernization, FEMA determined that the first priority should be the full digitization of all flood maps in the Nation. The plan was that, during the initiative, those maps that required engineering updates first would be converted to a digital format. Then, during the planned maintenance phase that would follow the initiative, they would be updated with new engineering data. It has become necessary to slightly modify FEMA's approach to Flood Map Modernization.

Based on 2 years of program experience, Congressional input, requests for engineering updates submitted through annual State business plans, adoption of the 2005 Floodplain Boundary Standard, and feedback from stakeholders, FEMA has decided that a course adjustment is warranted. FEMA has determined that delaying the goal of developing a nationwide digital flood layer, in favor of ensuring compliance with the 2005 Floodplain Boundary Standard and providing additional resources for engineering analysis, will better meet the near-term needs of map users and the Nation.

Because the revised focus will free funds for engineering studies, it also will increase the percentage of mapped streams and coastal miles with new, updated, or validated engineering analyses, as well as the percentage of population covered by maps with new or revised engineering information. As a result of the adjustment, 92 percent of the Nation's population will be covered by digital maps. An estimated 65 percent of the Nation's continental land mass will be covered by digital maps by the end of Flood Map Modernization, rather than the 100 percent originally sought. Much of the land that will not be mapped, however, is more sparsely populated.

To accomplish this, FEMA is changing the way it prioritizes funding beginning in 2006, analyzing flood risk at the census block group level rather than at the county level. Census block groups are the smallest geographic units for which the U.S. Census Bureau develops data and will allow FEMA and the MOD team to focus more specifically on the areas that are more populated and do not meet the Floodplain Boundary Standard. The mid-course adjustment recognizes that the necessary quantity of new flood data and mapping far exceeds the scope originally envisioned. FEMA believes that delaying completion of digital mapping and increasing the amount of money available for engineering analysis will best meet the needs of the Nation.

1.3. Purpose

The purpose of MMMS is to provide, through a Cooperative Agreement, a means to ensure that MMMS Partners can support Flood Map Modernization through activities that do not directly result in production of a Flood Insurance Rate Map (FIRM). These support activities include administration and management activities (see table 4-1 for specific activities). MMMS funds are not used for conducting mapping projects or funding support from the National Service Provider (NSP).

The activities identified above are documented in the 5-year business plan and the MMMS Partner's description of its approach and capabilities for participation in Flood Map Modernization activities. MMMS involves developing a business plan and the implementation of the activities identified in the plan.

The purpose of this guidance document is to assist FEMA and MMMS Partners in preparing, developing, and managing the MMMS activities. This document is organized to assist the MMMS Partner and FEMA in administration, funded activities, eligibility and evaluation criteria, scoring criteria, reporting requirements, technical capabilities, contracting requirements, standards, certification, funding, and Cooperative Agreement management. A list of FEMA MMMS regional coordinators is also provided.

There are several reasons for partnering with State and regional organizations in the management of the modernization of NFIP maps:

- Management participation will help to ensure that the products resulting from Flood Map Modernization do not conflict and are complementary, not duplicative.
- MMMS provides a means to interject a tailored, local focus into a national program; thus, where unique conditions may exist, special approaches to communication, coordination, and compliance that may be necessary can be taken.
- The MMMS partnership mechanism provides the opportunity to combine resources and extend the productivity of limited public funds.

In support of MMMS, FEMA has committed to the following:

- Maximize the use of MMMS Partners' contributions as a means of leveraging limited public funds to the fullest extent, while maintaining essential NFIP standards.
- Fully integrate MMMS Partners into the flood map development process with the corresponding authorities and responsibilities.
- Provide training and assistance to the MMMS Partners when appropriate.
- Facilitate mentoring to increase capability for both existing and potential MMMS Partners.

2. MMMS and Multi-Year Flood Hazard Identification Plan

MMMS business plans are key mechanisms for providing input to the *Multi-Year Flood Hazard Identification Plan* (MHIP) updates. Specific input includes: map production sequencing, funding allocations, and factors and methods identified by the MMMS Partner in determining mapping priorities. The MHIP is a 5-year (FY05–FY09) sequence for nationwide Digital Flood Insurance Rate Map (DFIRM) production and provides a county-level look at planned mapping activities,

including proposed project budgets and schedules. The MHIP describes FEMA's strategy for updating flood maps used for NFIP purposes.

The MHIP (Version 1.6) amends MHIP (Version 1.5) dated June 2005 and adds a new appendix that reports on flood map production actions performed in FY05. The MHIP is available on FEMA's Flood Hazard Mapping web site at www.fema.gov/plan/prevent/fhm/mh_main.shtm.

As in FY05, the quality and consistency of the FY06 MMMS business plans, submitted this past year by MMMS Partners, varied greatly. FEMA received 32 plans, including both new and updated plans. Many of the Partners submitted either revised flood study sequencing only, or a moderately revised version of their FY04 or FY05 MMMS business plan. As stated above, MMMS business plans are key mechanisms for providing input to the MHIP updates and aid the FEMA Regional offices in preparing for upcoming flood study projects.

The MMMS business plans must be submitted to the FEMA Regional offices by August 31, 2006. The Regional business plans will be due to FEMA Headquarters on September 29, 2006. The MMMS business plans will cover activities that support Flood Map Modernization objectives that do not directly result in a FIRM. As stated previously, the funds for MMMS shall not be used for conducting mapping projects or to fund support from the NSP. **Plans should also comment on the mid-course adjustment, unmet needs, levee strategies, and other important topics.**

3. Administration

FEMA has elected to enter into Cooperative Agreements with its MMMS Partners and will administer activities under MMMS through close and frequent coordination. For plans that meet eligibility requirements, FEMA may award funds through the mechanism of a Cooperative Agreement. The Cooperative Agreement provides for the disbursement of Federal funds and defines the associated contractual responsibilities. This project anticipates a significant level of Federal involvement in the implementation of the proposed activities. FEMA will review and approve content and format of any deliverables produced in conjunction with this project in order to obtain desired outcomes and outputs.

The Key Performance Parameter (KPP), as depicted in table 3-1, measures the percentage of the Nation's population whose safety is improved through the availability of accurate flood risk data in a Geographic Information System (GIS) format. Four Key Performance Indicators (KPIs) contribute to this KPP, as shown in table 3-2. Due to the mid-course review, KPIs 1 and 2 have been adjusted. MMMS Partners should have a business plan with goals and performance measures. These plans should have a strong linkage to FEMA's performance measures.

Table 3-1. FY04-FY09 National Key Performance Parameter (KPP)

	Parameter	Threshold	Objective
KPP	Percent of the population whose safety is improved through availability of accurate flood risk data in GIS format	85%	100%

Table 3-2. FY04-FY09 National Key Performance Indicators (KPIs)

		Targets					
	Management Indicators	FY04	FY05	FY06	FY07	FY08	FY09
KPI 1	Percent of population with digital GIS flood data available online	20%	40%	50%	60%	70%	92%
KPI 2	Percent of population with adopted maps that meet quality standards	10%	20%	25%	35%	50%	85%
KPI 3	Percent of leverage contributions toward digital flood data	20%	20%	20%	20%	20%	20%
KPI 4	Percent of funds sent to Cooperating Technical Partners (CTPs)	20%	25%	33%	33%	33%	33%

KPI 3 and KPI 4 are national goals and are measured at a national level. Some regional statistics may exceed these KPIs and others may fall short; however, all regional statistics will roll up to the national KPIs.

4. Activities

The FEMA Regional Offices have evolved into strategic business units that determine the success of the mapping efforts. Accordingly, the information and metrics required are more extensive and detailed than requested previously. To more closely align the MMMS business plans with the FEMA regional business plans, MMMS Partners are asked to measure their activities under the broader measurement areas listed in column 1 of table 4-1, and provide a timeline detailing the description of activities listed in column 4 of table 4-1. (The timeline is used as a guide to both spending projections and completion of work products during the fiscal year. The timeline will also capture the need for project extensions, under spending, and overspending before the end of the budget cycle.) States can use table 4-2 to report the completed and proposed activities, the description of the activity and timeline, the number of hours, the cost of the activity, and the start and end dates.

As funding levels permit, the management activities and recommended performance measures, for which MMMS Partners may receive FY07 funding through a Cooperative Agreement with FEMA, are summarized in table 4-1. In order for activities to be fundable, the project must not duplicate any ongoing FEMA initiatives.

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Table 4-1. Description of MMMS Activities.

Measurement area	ACTIVITY	Minimum Performance Measures	DESCRIPTION
Operations	Digital Base Map Inventory	Number of communities contacted for base map information versus total communities within study area. Was all available information requested from all mapping partners? Did the MMMS Partner coordinate with studies in neighboring jurisdiction(s)?	The MMMS Partner performs an investigation and provides an inventory of base maps meeting FEMA specifications for NFIP communities in a particular region or State. Timeline:
Operations	Digital Base Map Data Sharing	How well did the tools or processes work for sharing base map information? Did the mapping information meet the minimum accuracy requirements as specified in FEMA's <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> and any subsequent Procedure Memorandums? (Procedure Memorandums can be found on FEMA's web site at http://www.fema.gov/plan/prevent/fhm/gs_memos.shtm .)	The MMMS Partner shares an existing base map for use in production. The base map will comply with FEMA minimum accuracy requirements and be distributable by FEMA to the public in hard copy and electronic formats. Timeline:
Operations	DFIRM Maintenance Management	Was the process for DFIRM maintenance management activities well documented? Did it address how this information would be uploaded to the Mapping Information Platform (MIP)?	The MMMS Partner assumes responsibility for long-term, periodic maintenance of the DFIRM. This can include base map and/or flood hazard information. Timeline:
Operations	Hydrologic and Hydraulic Review Management	Provide a copy of the QA/QC plan. The plan should address the technical and regulatory requirements contained in FEMA's <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> and appropriate Procedure Memorandums.	The MMMS Partner manages the reviews of hydrologic and hydraulic studies prepared for FEMA-funded flood data updates and/or map revisions processed under Part 65 of the NFIP regulations. The review focuses on compliance with the technical and regulatory requirements contained in <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> , the pertinent NFIP regulations, as well as standard accepted engineering practices and applicable Procedure Memorandums. Timeline:

Table 4-1 (cont). Description of MMMS Activities.

Measurement area	ACTIVITY	Minimum Performance Measures	DESCRIPTION
Operations	Assessment of Community Mapping Needs <i>(to support FEMA's Mapping Needs Update Support System - MNUSS)</i>	Percentage of communities within study area that had mapping needs input to MNUSS database or Scoping Tool. Was information entered into MNUSS or the Scoping Tool prior to scoping and updated following the scoping meeting? Were unmet needs discussed during the scoping meeting(s)?	<p>The MMMS Partner performs a detailed community-by-community assessment of mapping needs for every mapped (including flood data updates and map maintenance) and unmapped NFIP community within its jurisdiction. The MMMS Partner then submits the results of the assessment to FEMA for inclusion in the MNUSS/Scoping Tool database.</p> <p>Timeline:</p>
Operations	Managing Updates to the FEMA Levee Inventory System (FLIS)	Manage updates to the FLIS according to Procedure Memorandums 30, 32 and 34, any future Procedure Memorandums on this topic, and instructions available on the FLIS web site.	<p>The MMMS Partner assumes responsibility for ensuring that required updates to the FLIS are made in an accurate and timely manner. The FLIS can be found at http://flis.pbsjdfirm.com/.</p> <p>Timeline:</p>
Operations	Information Technology Systems	How effective were the developed systems or capabilities at archiving, organizing, distributing, or otherwise managing the DFIRM and/or underlying map data? Were the tools developed according to schedule and budget? How well were they integrated with the MIP, and were timely updates made to the MIP?	<p>The MMMS Partner develops and maintains an information technology system to archive, organize, distribute, and otherwise manage effective DFIRMs, preliminary DFIRMs, and/or underlying backup data such as DFIRM database, engineering models, etc). The system should distribute this data in an electronic format (e.g., web-based, CD-ROM, etc) to the public.</p> <p>Timeline:</p>

MMMS Guidance Document

Table 4-1 (cont). Description of MMMS Activities.

Measurement area	ACTIVITY	Minimum Performance Measures	DESCRIPTION
Operations	Quality Standards	Have the Floodplain Boundary Standards, as documented in Procedure Memorandum 38, been implemented? Are these standards being used in contracts?	The MMMS Partner participates in activities that support the implementation of the Floodplain Boundary Standards. Timeline:
Operations	Management Efforts	Has the CTP maintained or improved the project cost and schedule? What method is being used to track a project's cost and schedule? Has this been effective and beneficial and how?	The MMMS Partner participates in activities to assist CTP partnerships in the management of cost and schedule. Timeline:
Operations	Levee Certification Strategy	Has a strategy for levee certification been developed and implemented for studies within FY07 and FY08? What is this strategy?	The MMMS Partner identifies a strategy for levee certification for up-coming studies. This includes the methods that will be used to certify levees or identifying the consequences of not certifying the levees and a strategy to combat these consequences. Timeline:

Table 4-1 (cont). Description of MMMS Activities.

Measurement area	ACTIVITY	Minimum Performance Measures	DESCRIPTION
Customers and Stakeholders	Outreach	<p>Were outreach activities described in detail? Were they initiated at the beginning of the project and carried through to the end? What were the key points when contact was needed with local communities? What number of outreach activities were completed versus proposed? How well did the activities satisfy the applicable standards from FEMA's <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> and appropriate Procedural Memorandums? Were activities completed according to schedule and budget?</p>	<p>Informational Mailing - Identify recipients; procure brochures from FEMA; print mailing labels; affix proper postage; and mail.</p> <p>Community Meetings/Open Houses - Plan meeting; identify roles and responsibilities; advertise; prepare agenda and presentation materials; provide meeting support; provide opportunities for involvement, and feedback methods; develop evaluation form, distribute, and assess results.</p> <p>Web site Posting - Develop a web site to provide information geared towards the general public, technical audiences, and other stakeholder groups provide an overview of the mapping project; access to preliminary and final FIRMs; contacts and links for further information on FEMA, State, and other local web sites.</p> <p>Multi-media Promotional Activities - Develop press release; contact local media to place press release; follow up with media contacts periodically; cover key events through live footage of community meetings; contact radio and TV stations to request meeting announcements; provide interview opportunities to radio and/or television talk shows; write articles and publish existing publications available to the public; develop fact sheets, announcements, or brochures to distribute through public libraries, schools, and/or locally-sponsored public events.</p>

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Table 4-1 (cont). Description of MMMS Activities.

Measurement area	ACTIVITY	Minimum Performance Measures	DESCRIPTION
Customers and Stakeholders	Outreach for Levee Procedures	Provide outreach to communities on the requirements outlined in Procedure Memorandum 34 (Interim Guidance for Studies Including Levees) and 44 CFR 65.10, including the implications if those requirements are not satisfied.	The MMMS Partner will work with local communities to provide outreach on FEMA's levee policies and procedures. Timeline:
Customers and Stakeholders	Coordination and Effort in Building Partnerships	What methods are being used to coordinate with other agencies within the State and build partnerships? What benefits are seen from this coordination? What future plans are there to build partnerships? Has the State been able to leverage any products from other agencies or communities within the State?	The MMMS Partner will take steps to foster mutually beneficial partnerships that achieve shared outcomes. Timeline:

Table 4-1 (cont). Description of MMMS Activities.

Measurement area	ACTIVITY	Minimum Performance Measures	DESCRIPTION
Customers and Stakeholders	Compliance / Map Adoption	Were State and local officials associated with map adoption identified prior to the scoping meeting? Were they kept informed throughout the study? Were they given sufficient notice regarding document reviews and/or meetings? Was there adequate coordination with FEMA compliance staff? Did the MMMS Partner provide assistance and/or participate in the development of ordinances for map adoption (e.g., were example ordinances provided)?	<p>The MMMS Partner Coordinates the activities that will ensure new flood maps are adopted by NFIP communities.</p> <p>Note: Many States and regional model ordinances have a provision in the ordinance that allows for map revisions to be automatically adopted. The Community Assistance Program – State Support Services Element (CAP-SSSE) Guidance required that State Coordinators have their State model ordinances evaluated by their State Attorney General's Office to ensure that the automatic adoption of maps is legal in their State.</p> <p>Timeline:</p>
Customers and Stakeholders	Map Adoption	Compare the number of communities receiving new maps with how many adopted the maps and have compliant ordinances. Were the percentages of communities adopting new maps (by the FIRM effective date) maintained or improved?	<p>The MMMS Partner participates in activities that promote and support early map adoption.</p> <p>Timeline:</p>
Learning and Growth	Training Efforts to State and Local Officials	Was a training program developed with topics, schedule, and targeted audiences? Provide a copy of the training program. Did the topics address tasks included in the scope of engineering and mapping? What percentage of the State or local officials attended the training?	<p>The MMMS Partner participates in the development and deployment of training in subjects that will encourage the use of digital flood mapping products.</p> <p>Timeline:</p>
Learning and Growth	Staffing	What resources are available? What resources are currently needed? Will there be future resources needed that can be identified now?	<p>Provision of staff dedicated to activities that promote the flood mapping process and the adoption of effective maps by NFIP communities.</p> <p>Timeline:</p>

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Table 4-2. MMMS Activities Report Template.

Completed/Proposed Activities	Description and Timeline	Total Hours	Associated Cost	Start Date	End Date

The Cooperative Agreements awarded for management activities under MMMS are intended to supplement, not supplant, ongoing mapping efforts by an MMMS Partner, whether it be a State or regional agency. The FEMA funds would be in addition to the resources provided by the MMMS Partner for mapping management activities.

FEMA will evaluate these activities periodically, and the listing of fundable activities may be enhanced or modified in the future.

5. Allowable Costs

Funds awarded may not pay for all costs that the MMMS Partner might incur in the course of carrying out the project. Allowable costs are determined by reference to the Office of Management and Budget (OMB) Circulars A-122, “Cost Principles for Nonprofit Organizations;” A-21, “Cost Principles for Education Institutions;” and A-87, “Cost Principles for State, Local and Indian Tribal Governments.” Generally, allowable costs include salaries, equipment, supplies, travel, and training, as long as these are “necessary and reasonable.”

6. Eligibility Criteria

Partnerships are established based on the following criteria:

- The potential MMMS Partner must have existing processes and/or systems in place to support the management of mapping or data collection activities that contribute to flood hazard identification. These processes and/or systems must be supported by non-Federal funding.
- The potential MMMS Partner must have the capability to perform the management activities for which it is applying. This capability may be indicated through (but not limited to) a FEMA Regional Office review of both previous performances by the MMMS Partner and the existing processes or systems the MMMS Partner intends to use for MMMS-related activities. **A summary of accomplishments from the previous year must be included in the business plan.**
- The potential MMMS Partner must be a State, regional agency, or federally recognized Tribe that serves communities that participate in the NFIP.
- MMMS Partners that receive funding from FEMA through a Cooperative Agreement must be able to perform the financial management activities required as part of the Cooperative Agreement (i.e., account for Federal funds, prepare financial reports). FEMA Regional Offices will assist MMMS Partners with these financial management activities.
- The potential MMMS Partner should demonstrate its ability to leverage funding received from FEMA. The national goal for leverage is 20 percent. Theoretically, the more funding an MMMS Partner is able to leverage, the higher their probability of receiving increases in funding from FEMA for current and future management.

FEMA will evaluate these criteria periodically and may enhance the criteria in the future.

If an MMMS Partner in your Region will only be updating a Business Plan for FY07, they must, at a minimum, submit revised flood mapping sequencing for inclusion in the MHIP and a completed progress report on the MMMS activities they are undertaking. The Regional Office may use its discretion in determining which format the MMMS recipient will use to report this information, either through quarterly reports, narratives, or the MMMS progress report.

7. Reporting Requirements

States and regional agencies are required to report to at least semi-annually to the FEMA Regional Offices to coordinate progress in meeting agreed-upon performance measures contained in the business plans. Some FEMA Regions may require quarterly reporting to satisfy unique regional grant management requirements. **FEMA Regional Offices are held accountable for funds expended through MMMS and must require that their States and regional agencies document work so that progress can be tracked.** States and regional agencies that prepared business plans in FY06 must report on the progress of the activities identified in the plan, and are expected to cooperate with the FEMA Regions by submitting documentation or other evidence that demonstrates work completed. MMMS Partners must report on progress already made in FY04 through FY06 activities.

8. Technical Capabilities

In addition to the eligibility criteria described above, a potential MMMS Partner must have in-house staff capabilities in the appropriate technical areas sufficient to perform the specified management activities. If the work for any activity is contracted, the potential MMMS Partner must have capable in-house staff responsible for monitoring the contractor(s) and approving the products developed by the contractor(s). For these purposes, “capability” means demonstrated experience in the performance of, or management through contracting of, similar activities.

9. Evaluation Criteria

Throughout the project and at the end of the period of performance, FEMA will evaluate the effectiveness of the partnership to determine eligibility for future activities under the MMMS Program. 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 management activities may be discontinued.

FEMA will base its evaluation of the MMMS Partner’s demonstrated performance on the following criteria:

- Management and continued support of flood hazard identification and mapping activities conducted with and by FEMA based on established performance metrics;

- Adherence to standards for timeliness and completeness of reports, products, and the selection of MMMS business plans, based on the internal/external scoring process submitted to the FEMA Regional Office; and
- Level of cooperation and coordination with the staff of the following organizations during all phases of the MMMS activities as needed: FEMA Regional Office, Risk Analysis Branch of the Mitigation Division in the FEMA Headquarters Office, and designated FEMA contractors.

10. Assessment of Future Business Plans

FEMA Regional Offices must decide how to distribute available MMMS funds, based on the merit of their participants' business plans. For FY07, each MMMS Partner should perform a self-assessment of their FY06 Business Plan and make any adjustments necessary. **Successes from previous years will directly correspond to the MMMS Partners' ability to receive future funding under MMMS; therefore, a summary of accomplishments from the previous year should be thoroughly documented.**

11. Standards

Unless otherwise indicated in specific agreements, all flood hazard identification management activities will be accomplished in accordance with the relevant portions of the NFIP regulations (44 CFR Parts 59–77). Additionally, mapping partners must comply with the standards contained in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners*, available from FEMA's web site at http://www.fema.gov/plan/prevent/fhm/gs_main.shtm and all appropriate Procedure Memorandums, available at http://www.fema.gov/plan/prevent/fhm/gs_memos.shtm.

12. Certification

Any data generated under Cooperative Agreements must meet the applicable certification requirements for the identification and publication of flood hazard information as indicated in 44 CFR Part 65, Identification and Mapping of Special Hazard Areas. Some States have adopted more stringent mapping standards than the minimum NFIP regulatory requirements. For these cases, MMMS Partners must coordinate all activities with the appropriate State agency(s) to ensure that products are reviewed and concurred upon, and all products resulting from an MMMS-related management activity must meet State certification requirements.

13. Funding

MMMS activities may be funded based on FEMA's priority of mapping needs, the availability of FEMA funds, and the resources contributed by the MMMS Partner. **Therefore, funding is competitive and discretionary (not guaranteed).** All funds will be provided through a

Cooperative Agreement. Because FEMA's mapping budget varies annually, the amount of funding for MMMS-related activities also will vary. Any awards made in accordance with the guidance will be subject to the availability of funds.

13.1. Grants.gov

In 2002, the Office of Management and Budget (OMB) set forth the President's Management Agenda (PMA). The PMA included expanded electronic government as a goal. The PMA states that agencies will allow applicants for Federal grants to apply for and ultimately manage grant funds online through a common web site, simplifying grant management and eliminating redundancies. This marked the beginning of Grants.gov, www.grants.gov. Grants.gov is an OMB initiative and the Department of Health and Human Service is the managing partner.

Since the inception of the program, over 2,000 application packages from 22 different agencies have been posted to Grants.gov. The FY06 goal set by OMB was to have all 26 of the grant-making agencies post 75 percent of their discretionary and/or competitive grant application packages on Grants.gov.

Grants.gov provides one-stop access to all Federal grants. Here, potential grant recipients can register their organizations to search and apply for grants from the 26 grant-making agencies. In order to begin applying for grants, an organization must go through a three-step process. The organization must complete the registration, obtain a registered username and password, and authorize an organization representative to use the application. Information about the process can be found at www.grants.gov. The Grants.gov Helpdesk can be reached by telephone at (800) 518-4726 and by e-mail at support@grants.gov. The Helpdesk hours are Monday through Friday, 7 am to 9 pm EST. **FEMA Regional Offices should ask potential users of the Grants.gov system to register as soon as possible to ensure that the application process goes smoothly.**

FEMA will begin implementing the use of Grants.gov to receive grant and cooperative agreement applications electronically. Many FEMA programs will begin using this application portal in FY07. Specifically, FEMA encourages MMMS Program recipients in FY07 to begin the application process via Grants.gov. In FY05, the CAP-SSSE program made Grants.gov available to FEMA Region III partners with favorable results.

13.2. Best Practices

MMMS funding is distributed for partners to develop and maintain a business plan and perform the activities documented in the plan. The FEMA Regional Offices will determine individual levels of funding for each MMMS Partner based solely upon the activities proposed and the level of commitment shown in the approved business plans.

A fund has been set aside to reward Partner innovation and practices that will benefit Flood Map Modernization. Best Practices submittals are evaluated based upon leverage, business management practices, innovation, partnership, outreach, and past performance of the proposing partner. **(Please note: Any awards over \$1 million must go through the Large Project Congressional Notification process. Please contact Anne Flowers at FEMA Headquarters for further information and coordination.)**

In FY05, FEMA Headquarters evaluated submissions and awarded Best Practices funds. For FY06, the FEMA Regional Offices will evaluate submissions from their respective regions and award the Best Practices funds. The following guidance was given to the FEMA Regions:

- Submissions must be rated based on the information contained in the actual submission.
- All submissions must be prepared by the partner to receive the funding.
- In order for projects to be fundable, the project must not duplicate any ongoing FEMA initiatives or be related to an individual ongoing mapping project.
- A condition of the award of any Best Practices funding must include the requirement to document success of the project upon completion.

The FEMA Regional Offices will use the following MMMS Competitive Evaluation Criteria when selecting projects for funding:

- Long term support for data maintenance
 - Demonstrated commitment to positive involvement in the maintenance of flood data
 - Building effective partnerships between a variety of stakeholders (local community partners, regional entities, inter-departmental cooperation inside recipient's own agency)
 - Demonstrated ability to work with locals or public interest groups to achieve a greater long-term participation in Flood Map Modernization
- Leverage
 - Accomplishments in leveraging data, funds, and time in past Flood Map Modernization agreements
 - Ability to leverage data, funds, and time for this project
- Business management practices
 - Ability to manage this project in coordination with other Flood Map Modernization activities undertaken by partner
 - Identification and feasibility of strategies to mitigate programmatic risks associated with proposal
 - Identification of measurable performance standards for proposed work.
 - Establishment of risk factors for the project
- Innovation of Proposal
 - Innovation indicates a new and fresh method of performing MMMS-related activities that significantly enhance the partner's and FEMA's success in Flood Map Modernization. A

proposal scoring high in this criterion should demonstrate a concept or activity that is not part of FEMA's standard practices, but has a high probability of proving more successful in managing and supporting Flood Map Modernization than the existing standards. The proposals could be both technical innovative or conceptually innovative.

14. Contracting

Contractors used by MMMS Partners for FEMA-funded activities must meet the requirements of Part 13 of the Code of Federal Regulations (44 CFR Part 13), Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Within Part 13, §13.36 covers procurement standards that must be followed for any mapping management-related activities for which a MMMS Partner wishes to contract with another party. Items in this Part include, but are not limited to, contract administration and record keeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis. Part 13 may be downloaded in PDF or text format from the U.S. Government Printing Office web site (http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html).

If requested by the MMMS Partner, FEMA will provide assistance in developing selection criteria for contracted tasks. All work must meet the certification requirements described above.

15. Cooperative Agreement Management

MMMS activities must meet the requirements of 44 CFR Part 13, which sets forth requirements for Cooperative Agreement administration and management. These requirements include, but are not limited to, record keeping, allowable costs, and processes for use of contractors. Part 13 may be downloaded from the U.S. Government Printing Office web site (http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html).

FEMA Regional staff should review any active MMMS cooperative agreements prior to issuing additional funds to the same MMMS Partner. Ensure that financial and progress reports are current and indicate that adequate progress has been made on the previous agreement.

16. Additional FEMA Assistance

FEMA offers an array of technical and programmatic assistance to MMMS Partners, free of charge, including the resources listed below.

- Archived support data will be available from the FEMA NSP. Available information includes:
 - Copies of FEMA-issued Letters of Map Change (that is, Letters of Map Amendment, Letters of Map Revision)
 - Data collected as part of the FEMA mapping needs assessment process
 - FEMA's rule-based engineering software packages, including CHECK-2, CHECK-RAS, FISPLOT, and RASPLOT

- Access to FEMA’s Community Information System (CIS), which is a centralized repository of information about the NFIP. (CIS is community-based and contains community status information, contact information, local map repositories, effective flood maps, Letters of Map Change, ongoing flood study activity, and aggregate flood insurance policy information.)
- Training courses will be offered through FEMA’s Emergency Management Institute. Examples of courses relevant to MMMS and the floodplain mapping program are listed below:
 - Up-To-Date Maps Through Partnerships
 - Assessment of Community Mapping Needs
 - Developing a Project Scope and Outreach Strategy
 - Cooperative Agreements and Use of Contractors
 - Mapping Activity Statements and Technical Support Data Notebooks
 - Topographic Data Development
 - Flood Hazard Data Development
 - Base Mapping and Digital Flood Maps
 - Map Production and Processing Requirements
- Specific technical and programmatic support, such as peer review, base map selection, and/or tailored training, also may be provided by FEMA through designated FEMA contractors.
- General technical and programmatic information regarding the NFIP and the FEMA Flood Hazard Mapping Program can be downloaded from FEMA’s Flood Hazard Mapping web site (<http://www.fema.gov/plan/prevent/fhm/index.shtm>).

17. Program Management

FEMA Regional Offices will manage all activities under MMMS. The FEMA Regional MMMS Coordinators are listed below.

Region I (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont)

Dean Savramis
99 High Street, 6th Floor
Boston, MA 02110
Telephone: (978) 461-5323
E-mail: dean.savramis@dhs.gov

Region II (New Jersey, New York, Puerto Rico, and US Virgin Islands)

Mary A. Colvin
26 Federal Plaza, Room 1337
New York, NY 10278-0002
Telephone: (212) 680-3622
E-mail: mary.colvin@dhs.gov

■ **Region III (Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia)**

Jon Janowicz
One Independence Mall
615 Chestnut Street, 6th Floor
Philadelphia, PA 19106-4404
Telephone: (215) 931-5524
E-mail: jon.janowicz@dhs.gov

■ **Region IV (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee)**

Bruce Buckerfield
3003 Chamblee Tucker Road
Atlanta, GA 30341
Telephone: (770) 220-5397
E-mail: bruce.buckerfield@dhs.gov

■ **Region V (Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin)**

Greg Tatara
536 South Clark Street, 6th Floor
Chicago, IL 60605
Telephone: (312) 408-5236
E-mail: greg.tatara@dhs.gov

■ **Region VI (Arkansas, Louisiana, New Mexico, Oklahoma, and Texas)**

Gary Zimmerer (**Arkansas and Louisiana**)
Federal Regional Center, 800 North Loop 288, Room 206
Denton, TX 76210-3698
Telephone: (940) 898-5161
E-mail: gary.zimmerer@dhs.gov

Jim Orwat (**New Mexico and Oklahoma**)

Telephone: (940) 898-5302
E-mail: james.orwat@dhs.gov

Jack Quarles (**Texas**)

Telephone: (940) 898-5156
E-mail: jack.quarles@dhs.gov

■ **Region VII (Iowa, Kansas, Missouri, and Nebraska)**

Rich Leonard
9221 Ward Parkway, Suite 300
Kansas City, MO 64114
Telephone: (816) 283-7009
E-mail: richard.leonard@dhs.gov

■ **Region VIII (Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming)**

John Liou or Marijo Camrud
Denver Federal Center, Bldg. 710, Box 25267
Denver, CO 80225-0267
Telephone: (303) 235-4836

Telephone: (303) 235-4835
E-mail: john.liou@dhs.gov
E-mail: marijo.camrud@dhs.gov

■ **Region IX (Arizona, California, Hawaii, Nevada, American Samoa, Guam, Marshall Islands and Northern Mariana Islands)**

Les Sakumoto (Northern California and Nevada)
1111 Broadway, Suite 1200
Oakland, CA 94607
Telephone: (510) 627-7183
E-mail: leslie.sakumoto@dhs.gov

Ray Lenaburg (Southern California, Arizona, Hawaii, American Samoa, Guam, Marshall Islands and Northern Mariana Islands)

Telephone: (510) 627-7181
E-mail: raymond.lenaburg@dhs.gov

■ **Region X (Alaska, Idaho, Oregon, and Washington)**

Mark Carey
Federal Regional Center, 130 228th Street SW
Bothell, WA 98021-9796
Telephone: (425) 487-4682
E-mail: mark.carey@dhs.gov

1. Cooperating Technical Partners Guidance Document - Fiscal Year 2007

There are several beneficial reasons for partnering with State, local, and regional organizations to produce Flood Insurance Rate Maps (FIRMs) under the National Flood Insurance Program (NFIP):

- The data used for local permitting and planning will also be the basis for the FIRMs, facilitating more efficient floodplain management.
- The Cooperating Technical Partners (CTP) Program provides the opportunity to interject a tailored, local focus into a national program; thus, where unique conditions may exist, the special approaches to flood hazard identification that may be necessary can be taken.
- The partnership mechanism provides the opportunity to pool resources and extend the productivity of limited public funds.
- For participating in the CTP Program, community partners will receive Community Rating System (CRS) credits, which may lead to discounted flood insurance premiums for property owners. Many communities can qualify for “uniform minimum credit” whereby a State or regional agency can apply for a CRS activity that it is implementing on behalf of its communities. A community that applies to the CRS will experience this trickle down effect and will qualify for the State or regional agency’s credit. (Additional information on the CRS, including the points needed for each CRS class and the associated premium discount, is available on the FEMA web site at <http://www.fema.gov/business/nfip/crs.shtm>.)

In support of the CTP Program, FEMA has committed to do the following:

- Recognize the contributions made by FEMA’s State, regional, and local partners by providing timely and accurate flood hazard information
- Maximize the use of partner contributions as a means of leveraging limited public funds to the fullest extent while maintaining essential NFIP standards
- Fully integrate partners into the flood hazard data development process with the corresponding authorities and responsibilities
- Provide training and technical assistance to the partners when appropriate
- Facilitate mentoring to increase capability for both existing and potential partners

2. Administration

FEMA and its CTP Partners will administer activities under the CTP Program through close and frequent coordination. There are four formal agreements involved—**Partnership Agreement**, **Mapping Activity Statement**, **Letter of Map Change (LOMC) Mapping Activity Statement**, and **Cooperative Agreement**.

Each CTP Partner will enter into a **Partnership Agreement** with the appropriate FEMA Regional Office. The Partnership Agreement is a broad statement of principle; emphasizing the value of the NFIP's three components of insurance, floodplain management, and mapping.

The Partnership Agreement recognizes the fundamental importance of flood hazard identification in the successful reduction of future flood losses and the CTP Partner's commitment to the effort. The Partnership Agreement is a prerequisite to any further activities under the CTP Program. The Partnership Agreement template may be viewed or downloaded from the FEMA web site at http://www.fema.gov/plan/prevent/fhm/ctp_info.shtm.

As the CTP Partner and FEMA identify specific tasks to undertake, the **Mapping Activity Statement** (MAS) will be developed to define the project scope and the roles and responsibilities of all CTP Partners involved in a particular Flood Map Project. Developing the MAS will be a collaborative effort where both the CTP Partner(s) and FEMA contribute data and units of work to maximize the extent, accuracy, and usability of flood hazard studies to best meet Federal, State, and local needs, while minimizing costs for all parties. The MAS is a key component of the Cooperative Agreement package because it defines the activities that will be accomplished, the entity responsible for them, how the activities will be funded, and the nature of the working relationship between FEMA and its CTP Partners. An example of the MAS template may be viewed or downloaded from the FEMA web site at http://www.fema.gov/plan/prevent/fhm/ctp_info.shtm. CTP Partners wishing to enter into a MAS should always work with their FEMA Regional Office to develop the MAS and to ensure that any regionally customized MAS templates are utilized.

Future plans to allow CTP Partners that participate in the long-term map maintenance of Digital Flood Insurance Rate Maps (DFIRMs) the ability to sign the **LOMC MAS** agreement. This agreement allows a CTP Partner to take ownership of the LOMC process. Developing the LOMC MAS will be a collaborative effort between the CTP Partner(s) and FEMA. Currently, the pilot project has been expanded to include two other entities that will be processing LOMCs. The project is still under development for national use.

The MAS should have a strong linkage to FEMA's goals and performance measures, as described below.

The Key Performance Parameter (KPP), as depicted in table 2-1, measures the percentage of the Nation's population whose safety is improved through the availability of accurate flood risk data in a Geographic Information System (GIS) format. Four Key Performance Indicators (KPIs) contribute to this KPP, as shown in table 2-2. Due to the mid-course review, KPIs 1 and 2 have been adjusted.

Table 2-1. FY04-FY09 National Key Performance Parameter (KPP)

	Parameter	Threshold	Objective
KPP	Percent of the population whose safety is improved through availability of accurate flood risk data in GIS format	85%	100%

Table 2-2. FY04-FY09 National Key Performance Indicators (KPIs)

	Management Indicators	Targets					
		FY04	FY05	FY06	FY07	FY08	FY09
KPI 1	Percent of population with digital GIS flood data available online	20%	40%	50%	60%	70%	92%
KPI 2	Percent of population with adopted maps that meet quality standards	10%	20%	25%	35%	50%	85%
KPI 3	Percent of leverage contributions toward digital flood data	20%	20%	20%	20%	20%	20%
KPI 4	Percent of funds sent to CTPs	20%	25%	33%	33%	33%	33%

KPI 3 and KPI 4 are national goals and are measured at a national level. Some regional statistics may exceed these KPIs and others may fall short; however, all regional statistics will roll up to the national KPIs.

For projects that meet eligibility requirements, FEMA may award funds through the mechanism of a **Cooperative Agreement**. The Cooperative Agreement provides for the disbursement of Federal funds and defines the associated legal responsibilities. A Cooperative Agreement is not required for locally-funded mapping activities.

3. Activities

FEMA may provide technical assistance, training, and/or data to a CTP Partner to support flood hazard data development activities. As funding levels permit, the mapping activities for which CTP Partners may receive FY07 funding through a Cooperative Agreement with FEMA are summarized in table 3-1.

The Cooperative Agreements awarded for mapping activities under the MMMS Program are intended to supplement, not supplant, ongoing mapping efforts by a CTP Partner, whether it be a community/Tribal government, regional agency, or State agency. The FEMA funds would be in addition to the resources provided by the CTP Partner for the mapping activities.

Table 3-1. Fundable Mapping Activities

Activity	Partners	Description
Base Map Acquisition	Community Regional Agency State Agency	This is a limited funding task where funding can only be provided for base map preparation tasks by discretion of the Regional Project Officer.
Scoping (up to 10%)		Up to 10 percent of the total estimated funding may be provided to do an extensive project scope that leads to the development of the Mapping Activity Statement.
Outreach (up to 10%)		Up to 10 percent of the total estimated funding may be provided to perform outreach activities that directly support the mapping project.
Refinement or Creation of Approximate Zone A Boundaries		The CTP Partner works with FEMA to perform analyses to refine Zone A boundaries shown on the FIRM or create new Zone A areas to be included on the FIRM. Emphasis is placed on automated analysis and production techniques.
Hydrologic and Hydraulic Analyses and Floodplain Mapping		The CTP Partner develops digital engineering data and floodplain mapping using GIS-based or traditional hydrologic and hydraulic modeling.
Coastal Flood Hazard Analyses and Floodplain Mapping		The CTP Partner develops digital engineering data and floodplain mapping using GIS-based or traditional coastal flood hazard analysis methods.
DFIRM Preparation		The CTP Partner digitizes information from the effective hardcopy FIRM and prepares a DFIRM that meets FEMA specifications.
Redelineation of Detailed Floodplain Boundaries Using Updated Topographic Data		The CTP Partner redelineates the effective floodplain boundaries shown on the FIRM using more up-to-date topographic data. GIS technology is used, where available.
Digital Topographic Data Development		The CTP Partner develops digital topographic data for flood hazard identification purposes.
Independent QA/QC Review of Hydrologic and Hydraulic Analyses and Floodplain Mapping		The CTP Partner performs the independent QA/QC review of hydrologic and hydraulic analyses and floodplain mapping.
Post-preliminary Processing		The CTP Partner performs post-preliminary processing.

CTP Guidance Document

While no funding under the CTP Program will be provided to CTP Partners for the mapping activities listed in table 3-2, FEMA may provide technical assistance, support, and/or data for an activity.

Table 3-2. Non-Fundable Activities

Activity	Partners	Description
Digital Base Map Inventory	Regional Agency State Agency	The CTP Partner performs an investigation and provides an inventory of base maps meeting FEMA specifications for NFIP communities in a particular region or State.
Digital Base Map Data Sharing	Community Regional Agency State Agency	The CTP Partner supplies base map data for use in producing a DFIRM. The base map must comply with FEMA minimum accuracy requirements and be distributable by FEMA to the public in hardcopy and electronic formats.
DFIRM Maintenance		The CTP Partner assumes responsibility for long-term, periodic maintenance of the DFIRM. This can include base map and/or flood hazard information.
Hydrologic and Hydraulic Review		The CTP Partner reviews hydrologic and hydraulic studies prepared for FEMA-funded flood data updates and/or map revisions processed under Part 65 of the NFIP regulations. The review focuses on compliance with the technical and regulatory requirements contained in <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> , the pertinent NFIP regulations, as well as standard accepted engineering practices.
Assessment of Community Mapping Needs (to support FEMA's Mapping Needs Update Support System)		The CTP Partner performs a detailed community-by-community assessment of mapping needs for every mapped (including flood data updates and map maintenance) and unmapped NFIP community within its jurisdiction. The partner then submits the results of the assessment to FEMA for inclusion in the Mapping Needs Update Support System database.
Technical Standards Agreement		The CTP Partner works with FEMA to adopt specific technical standards or processes appropriate for local conditions for NFIP flood mapping purposes.

4. Eligibility Criteria

Partnerships are established based on the following criteria:

- The potential CTP Partner must have existing processes and/or systems in place to support mapping or data collection activities that contribute to flood hazard identification. Non-Federal funding must support these processes and/or systems.
- The potential CTP Partner must have the capability to perform, implement, or contract the mapping activities for which it is applying. This capability may be indicated through (but not limited to) a FEMA Regional Office review of both the map products previously prepared by the CTP Partner and the existing map production processes or systems the CTP Partner intends to use for CTP Program-related mapping activities.
- The potential CTP Partner must be a community that participates in the NFIP and is in good standing in the Program as determined by the FEMA Regional Office, or be a State or regional agency that serves communities that participate in the NFIP.
- The potential CTP Partner should demonstrate its ability to leverage funding received from FEMA. The National Goal for leverage is 20 percent. However, the more funding a CTP Partner is able to leverage may improve their probability of increases in funding from FEMA for current and future mapping activities.

CTP Partners that receive funding from FEMA through a Cooperative Agreement must be able to perform the financial management activities required in the Cooperative Agreement (i.e., account for Federal funds, prepare financial reports). At a minimum, FEMA requires that a financial status report be provided quarterly. To assist CTP Partners with meeting this requirement, FEMA uses the FF 20-10 or the SF 269. The reports should be submitted to your FEMA Regional CTP Coordinator. FEMA Regional Offices will assist CTP Partners with these financial management activities as necessary.

FEMA will evaluate these criteria periodically and may further enhance the criteria in the future.

5. Technical Capabilities

In addition to the eligibility criteria described above, a potential CTP Partner must have in-house staff capabilities in the appropriate technical area for the given mapping activity. If the work for any portion of a mapping activity is contracted, the potential CTP Partner must have in-house staff capable of monitoring the contractor(s) and approving the products developed by the contractor(s). For these purposes, “capability” means demonstrated experience in the performance of, or management through contracting of, similar activities.

6. Evaluation Criteria

Throughout the project and at the end of the period of performance for each MAS, FEMA will evaluate the effectiveness of the partnership to determine eligibility for future mapping activities under the CTP Program. 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 mapping activities may be cancelled and future funding refused.

FEMA will base its evaluation of the CTP Partner's demonstrated performance on the following criteria:

- Continued maintenance of the processes or systems in place to support mapping or data collection activities that contribute to flood hazard identification (e.g., continued data collection for changing flood hazards and related development, continued upgrades to data collection or mapping capabilities to incorporate new technologies, preparation of multiple-year mapping or data collection plans)
- Commitment to existing, and continued support of, flood hazard identification and mapping activities conducted with and by FEMA
- Adherence to standards for timeliness and completeness of reports submitted to the FEMA Regional Office
- Adherence to standards for timeliness and completeness of map products submitted to the FEMA Regional Office
- Quality of product(s) submitted to the FEMA Regional Office
- Ability to cooperate and coordinate with the staff of the following organizations during all phases of the mapping activity as needed: FEMA Regional Office, Risk Analysis Branch of the Mitigation Division in the FEMA Headquarters Office in Washington, DC, and, designated FEMA contractors.

7. Standards

Unless otherwise indicated in a specific MAS, all flood hazard identification activities will be accomplished in accordance with the relevant portions of the NFIP regulations (44CFR Parts 59-77) as well as the standards contained in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners*, the Floodplain Boundary Standard, and all applicable Procedure Memorandums. The *Guidelines and Specifications* document can be downloaded from the FEMA web site at http://www.fema.gov/plan/prevent/fhm/gs_main.shtm. The MHIP can be downloaded from the FEMA web site at http://www.fema.gov/plan/prevent/fhm/mh_main.shtm. Procedure Memorandums can be downloaded from the FEMA web site at http://www.fema.gov/plan/prevent/fhm/gs_memos.shtm.

With the development of new and improved technology, FEMA has established new standard tools to assist mapping partners in their efforts. For CTP Partners with existing systems and

technologies, please refer to Appendix N of the *Guidelines and Specifications for Flood Hazard Mapping Partners*, for acceptable data capture standards.

8. Certification

All data generated under a MAS must meet the applicable certification requirements for the identification and publication of flood hazard information in FIRM form as indicated in 44 CFR Part 65, Identification and Mapping of Special Flood Hazard Areas, the Floodplain Boundary Standard, version 1.0, and all applicable Procedure Memorandums. Some States have adopted more stringent mapping standards than the minimum NFIP regulatory requirements. For these cases, a CTP Partner must coordinate all activities with the State to ensure the MAS is reviewed and concurred upon, and all map products resulting from a CTP Program-related mapping activity must meet State certification requirements.

9. State Role

The role filled by a State will be a function of its authority and capabilities. Some States have developed Map Modernization Management Support business plans, which explain in detail their capability and capacity to manage Flood Map Modernization in their State. These plans also include an explanation of the State's role in the CTP Program. Some States also review map revisions as part of their regulatory responsibilities.

As with the options available to communities and regional agencies, interested State agencies will be expected to have in-house staff capabilities to fulfill the CTP Program-related mapping activity it would like to perform. State agencies that do not participate in the CTP Program will continue the traditional functions of the State Coordinating Office as they relate to any activities performed by participating CTP Partners in that State. In general, the activities that a State agency might perform are the same as those identified for communities, with the addition of collection and assessment of community mapping needs and a base map inventory.

In order to effectively manage the CTP Program and to continue to encourage and support State partnerships, FEMA Regional Offices will give priority to State-led initiatives that have expressed an interest and a willingness to take on this coordination role. Local, county, and regional entities will be referred to the State agency to coordinate their interest through the State CTP. This should enable the Regional Offices to further leverage the capabilities and resources available at the State level.

10. Funding

CTP Program-related activities will be funded based on FEMA's priority of mapping needs, the availability of FEMA funds for mapping, and the amount of leverage provided by the CTP Partner. If FEMA funds are provided, the CTP Partner will receive funds through a Cooperative Agreement.

Because FEMA's mapping budget varies annually, the amount of funding for CTP Program-related activities also will vary. Each FEMA Regional Office will determine how much of its annual mapping budget will be allocated to mapping activities under the CTP Program.

Typically, the funding for CTP Program-related Flood Map Projects is allocated through one Cooperative Agreement once the MAS is signed. However, for large or complex projects, extensive planning may need to be performed before the MAS is developed. For such projects, the Cooperative Agreement may be processed in a phased approach. Use of the phased approach will alleviate the need for extensions of performance periods and project revisions and improve overall efficiency through the development of a thorough project scope. In such instances, the FEMA Regional Office may allocate up to 10 percent of the total estimated funding for the project to the CTP Partner to develop a project scope and MAS. Once the MAS is signed and in place, the CTP Partner may then request the remaining funding required for completing the project.

10.1. Grants.gov

In 2002, the Office of Management and Budget (OMB) set forth the President's Management Agenda (PMA). The PMA included a goal of expanded electronic government. The PMA states that agencies will allow Federal grant applicants to apply for and ultimately manage grant funds online through a common web site, simplifying grant management and eliminating redundancies. This marked the beginning of Grants.gov, <http://www.grants.gov>. Grants.gov is an OMB initiative and the Department of Health and Human Service is the managing partner.

Since the inception of the program, over 2,000 application packages from 22 different agencies have been posted to Grants.gov. The FY06 goal set by OMB was to have all 26 grant-making agencies post 75 percent of their discretionary and/or competitive grant application packages on Grants.gov.

Grants.gov provides one-stop access to all Federal grants. Here, potential grant recipients can register their organizations to search and apply for grants from the 26 grant-making agencies. In order to begin applying for grants, an organization must go through a three-step process. The organization must complete the registration, obtain a registered username and password, and authorize an organization representative to use the application. Information about the process can be found at www.grants.gov. The Grants.gov Helpdesk can be reached by telephone at (800) 518-4726 and by e-mail at support@grants.gov. The Helpdesk hours are Monday through Friday, 7 am to 9 pm EST. **FEMA Regional Offices should have potential users of the Grants.gov system register as soon as possible to ensure that the application process goes smoothly.**

FEMA will begin implementing the use of Grants.gov to receive grant and cooperative agreement applications electronically. Many FEMA programs will begin using this application portal in FY07. Specifically, FEMA encourages CTP Program recipients in FY07 to begin the application

process via Grants.gov. In FY05, the CAP-SSSE program made Grants.gov available to FEMA Region III partners with favorable results.

11. Contracting

Contractors used by CTP Partners for FEMA-funded activities must meet the requirements of Part 13 of the Code of Federal Regulations (44 CFR Part 13), Uniform Administrative Requirements for Grants and Cooperative Agreements to State and local governments. Within Part 13, §13.36 covers procurement standards that must be followed for any mapping-related activities for which a CTP Partner wishes to contract with another party. Items in this Part include, but are not limited to, contract administration and record keeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis. Part 13 may be downloaded in PDF or text format from the U.S. Government Printing Office web site at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html.

If requested by the CTP Partner, FEMA will provide assistance to a CTP Partner on developing selection criteria for contracted tasks. All work must meet the certification requirements described below.

12. Cooperative Agreement Management

FEMA-funded activities must meet the requirements of 44 CFR Part 13, which sets forth requirements for Cooperative Agreement administration and management. These requirements include, but are not limited to, record keeping, allowable costs, and processes for use of contractors. Part 13 may be downloaded from the U.S. Government Printing Office web site at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html. Regional CTP Coordinators can decline funding to a non-performing CTP. **(Please note: Any awards over \$1 million must go through the Large Project Congressional Notification process. Please contact Anne Flowers at FEMA Headquarters for further information and coordination.)**

13. Additional FEMA Assistance

FEMA offers an array of technical and programmatic assistance to CTP Partners participating in the CTP Program, free of charge, including the resources listed below.

- Archived support data will be available from FEMA's National Service Provider. Available information includes:
 - Copies of FEMA-issued LOMCs (i.e., Letters of Map Amendment, Letters of Map Revision);
 - Engineering and mapping Flood Insurance Study backup data;
 - Data collected as part of the FEMA Mapping Needs Assessment Process; and
 - FEMA's rule-based engineering software packages, including CHECK-2, CHECK-RAS, FISPLOT, and RASPLOT.

- FEMA has introduced multiple training courses that have been developed specifically with the CTP Program in mind. They include an introductory course titled *Cooperating Technical Partners Overview*, an intermediate course titled *Cooperating Technical Partners Floodplain Mapping Overview*, and a special topics class titled “CTP Program: Special Topics (E241).”
 - The *Cooperating Technical Partners Overview* course is designed for new and potential CTPs and explains the basics of the CTP Program. It provides overview information on Flood Map Modernization, the CTP Program, the CRS Program and how it relates to CTP, support available to CTPs, regulatory requirements, standards and performance reviews, managing Federal funding through a Cooperative Agreement, and the map production process. This course is available on CD and can be requested by e-mailing CTP@mapmodteam.com.
 - The intermediate course, *Cooperating Technical Partners Floodplain Mapping Overview*, is for CTPs that have signed or soon will sign a MAS and are preparing to participate in the development or update of a flood study. The course includes more in-depth information than the introductory course and reviews the following topics: overview of the CTP Program and Flood Map Modernization, Mapping Needs Assessments, scoping, project outreach, the MAS, base maps and digital mapping, and map production and processing requirements. This course is available on CD and can be requested by e-mailing CTP@mapmodteam.com.
 - The “CTP Program: Special Topics (E241)” course, offered at the Emergency Management Institute, is for CTPs that are actively participating in the CTP Program or are looking to increase their participation in the program. As stated in the name, the course is a special topics course with a rotating agenda. The course will address new technologies and relevant topics to the CTPs. This is an invitation only course, so interested parties should contact their FEMA Regional CTP Coordinators or e-mail CTP@mapmodteam.com for more information.
- Specific technical and programmatic support, such as peer review, modeling guidance, base map selection, and/or tailored training, also may be provided by FEMA through designated FEMA contractors.
- General technical and programmatic information regarding the NFIP and the FEMA Flood Hazard Mapping Program can be downloaded from FEMA’s Flood Hazard Mapping web site at <http://www.fema.gov/plan/prevent/fhm/index.shtm>.

14. Program Management

FEMA Regional Offices will manage all activities under the CTP Program. The FEMA Regional CTP Coordinators are listed below.

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Appendix A. Map Modernization Management Support Business Plan Summaries

The Map Modernization Management Support (MMMS) Business Plan Summaries were compiled by reviewing the Federal Fiscal Year (FY) 2005-09 five-year MMMS Business Plans and FY06 updates submitted FEMA. The business plan summaries highlight the proposed and completed MMMS activities that each MMMS Partner has undertaken, present how the FEMA Regional Office allocated its funding from FEMA Headquarters to each State in Federal FY05, and identify risk factors that may have impacted the MMMS Partner's resources. All of these categories are shown in relation to the Flood Map Modernization mapping schedule.

The business plan summaries are currently in draft format and represent the information detailed in FY05 through FY09 five-year MMMS Business Plans and FY06 updates. FEMA is requesting comments on these business plan summaries from the FEMA Regional Offices and the MMMS Partners that are represented in the summaries. Comments received will be incorporated into the business plan summaries. These documents will be posted to the FEMA web site in FY07.