

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
FY 20 Community Assistance Program-State Support Services Element**

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 & Mitigation Administration (FIMA), Risk Mitigation Directorate.

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

97.023

3. Assistance Listings Title (formerly CFDA Title)

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

4. Funding Opportunity Title

FY 20 Community Assistance Program-State Support Services Element

5. Funding Opportunity Number

FEMA Region		FEMA Region	
1	DHS-20-MT-023-01-01	6	DHS-20-MT-023-06-01
2	DHS-20-MT-023-02-01	7	DHS-20-MT-023-07-01
3	DHS-20-MT-023-03-01	8	DHS-20-MT-023-08-01
4	DHS-20-MT-023-04-01	9	DHS-20-MT-023-09-01
5	DHS-20-MT-023-05-01	10	DHS-20-MT-023-10-01

6. Authorizing Authority for Program

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

7. Appropriation Authority for Program

The Department of Homeland Security Appropriations Act, 2020 (Pub. L. No. 116-93), Title III Protection, Preparedness, Response and Recovery, Federal Emergency Management Agency, National Flood Insurance Fund.

8. Announcement Type

Initial

9. Program Overview, Goals, Priorities, and Performance Metrics

Overview

The Community Assistance Program – State Support Services Element (CAP- SSSE) program provides funding to states to provide technical assistance to communities in the National Flood Insurance Program (NFIP) and to evaluate community performance in implementing NFIP floodplain management activities. CAP-SSSE aligns with and supports Presidential Policy Directive 8 - to Strengthen National Preparedness and Resilience. CAP- SSSE strives to leverage state knowledge and expertise to provide support to communities through activities that most effectively reduce flood losses. The CAP-SSSE cooperative agreement funds eligible activities to enable state NFIP coordinating offices to meet the provisions set forth in 44 C.F.R. § 60.25 and the goals and performance expectations of the funding agency: FEMA and the NFIP.

Goals

The CAP-SSSE program goals detailed below align directly to the national Floodplain Management Program multi-year plan. These goals provide the framework for guiding the activities of the FEMA Regions and state NFIP coordinating offices as they work to meet the vision of the NFIP and the FEMA Strategic Plan. Annually, and in collaboration with FEMA, states are expected to develop and meet performance commitments for funded activities and community outcomes that align to the achievement of the CAP-SSSE program goals.

Goal 1: Grow local capacity and capability to improve resiliency through floodplain management

States shall leverage engagements and relationships with communities to build their capability and capacity to manage flood risk by adopting and enforcing the minimum standards of the NFIP. States should encourage participation in the NFIP and ensure that communities are maintaining or improving their compliance with the program.

Goal 2: Build state floodplain management capability and promote strong state interagency coordination and collaboration

State NFIP Coordinating offices should invest in growing their own technical expertise and capacity and position the office to better serve as the central coordination point for bringing the entire state's capabilities and resources together to advance floodplain management and mitigation.

Goal 3: Promote the benefits and drive demand for strong floodplain management development standards and insurance

States shall ensure they are employing opportunities to most effectively educate communities and the public on the value (e.g., economic, environmental, social benefits) of higher standards and insurance coverage.

Priorities

- **CAP-SSSE Tiered State Framework (TSF):** The TSF defines the characteristics of foundational, proficient, and advanced state floodplain management programs and sets forth a process by which states are assessed and aligned to a tier which subsequently guides the work activities and performance expectations for the grant period of performance. In FY2020, States are required to complete the TSF assessment and collaborate with the FEMA Regions to establish annual performance commitments that will be monitored on a quarterly basis primarily through Community Information System (CIS) reporting.
- **Substantial Damage Compliance:** States will be expected to ensure community compliance with substantial damage provisions of floodplain management regulations.
- **State Development Compliance:** States will continue to support efforts to improve compliance with the NFIP regulations for new and existing state-owned property in the Special Flood Hazard Area (SFHA).

Performance Metrics FEMA's Floodplain Management program monitors performance through three (3) program metrics to which state NFIP Coordinating Offices are required to contribute in addition to any other annual performance commitments they have agreed upon with the FEMA Regional office. These include:

- **Map Adoption.** States must meet the national metric of 93% map adoptions for those participating communities that receive Letters of Final Determination (LFDs) in their state.
- **Community Engagement.** States must have contact with a designated percentage of the participating communities in their State by Community Assistance Visits (CAVs), Community Assistance Contacts (CACs), General Technical Assistance (GTA), Regulation Assistance, or Workshops. States and the FEMA Regional CAP Coordinator will negotiate "Expected" and "Excellence" targets for the percentage of communities that will be engaged during the POP. These targets will be documented in the Statement of Work (SOW).
- **Higher Standards Adoption.** States must commit to a designated number of communities where, through various types of engagements, they will ensure the community adopts higher standards for floodplain management than what is minimally required by the NFIP. States and the FEMA Regional CAP Coordinator will negotiate "Expected" and "Excellence" targets for the number of communities adopting a higher standard during the POP. These targets will be documented in the Statement of Work (SOW).

- Additionally, in order to promote CAP-SSSE transformation success, the states will support all transformation activities and attend at least two CAP Transformation engagement activities: the Hazard Mitigation (HM) Workshop at the Emergency Management Institute (EMI), State Coordinators Session at Association of State Floodplain Managers (ASFPM) Conference, or Transformation Webinars.

B. Federal Award Information

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| 1. Available Funding for the NOFO: | \$10,400,000 |
| 2. Projected number of Awards: | 53 |
| 3. Period of Performance: | 12 months |
- An extension to the Period of Performance for this program is allowed but may impact tier in TSF. For details on the requirements for requesting an extension to the Period of Performance, please refer to Section H of this announcement.
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| 4. Projected Period of Performance Start Date(s): | 07/01/2020 |
| 5. Projected Period of Performance End Date(s): | 06/30/2021 |
| 6. Funding Instrument Type: | Cooperative Agreement |

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

FEMA maintains the following approval authorities on activities conducted by recipients:

FEMA retains the authority to decide whether to admit communities to the NFIP, including determinations related to state-reviewed, community-submitted regulations supporting a community’s application. FEMA requires states receiving CAP-SSSE awards to incorporate a mandatory Flood Insurance Rate Map (FIRM) adoption rate of 93% or higher into their CAP-SSSE cooperative agreements. This requirement helps to ensure that communities applying to join the NFIP have an adopted flood regulation referencing the most current updated flood map.

- FEMA collaborates with States but retains final approval as to which communities receive state-provided training and technical assistance funded under the CAP-SSSE.

- FEMA requires all States to conduct Community Assistance Visits and approves the annual number States will conduct. FEMA retains final approval for the community locations for these visits, based on application of FEMA's priority list and after consultation with the States.
- FEMA approves compliance follow-up actions conducted by states and requires advance approval before any follow-up actions that lead towards FEMA placing a community on probation or suspension from the NFIP.
- FEMA retains final approval for states affected by declared disasters to provide CAP technical assistance to communities and negotiates these levels with states.
- FEMA provides continuous technical assistance and feedback to states on the performance of CAP activities.
- FEMA requires detailed activity descriptions and approvals of state recipient's selections for sub-contracts to achieve program goals.
- FEMA requires state recipient's close collaboration with FEMA mitigation staff for the purpose of monitoring all aspects of the recipient's performance of program activities.
- FEMA must approve state requests to vary or substitute activities performed including staffing, overtime, and other management processes of the state recipient.
- FEMA may exercise its authority to stop a state's funded activity immediately if the state fails to meet one or more of the above conditions.

C. Eligibility Information

1. Eligible Applicants

All 50 states, the District of Columbia, and the territories of Puerto Rico and the US Virgin Islands are eligible to apply for CAP-SSSE funding.

2. Applicant Eligibility Criteria

State agencies designated by statute or Governor's declaration as a National Flood Insurance Program State Coordinating Agency as described in 44 C.F.R. § 60.25.

3. Cost Share or Match

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

For a cost match the recipient contribution is calculated based on the federal contribution as: Percent recipient contribution multiplied by the value of the federal contribution in US dollars.

For example, the CAP-SSSE requires a 25% cost match. If the federal contribution is

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

D. Application and Submission Information

1. Key Dates and Times

- a. Application Start Date:** 05/01/2020
- b. Application Submission Deadline:** 06/15/2020 at 11:59:00 PM EDT

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 their submission. Applicants 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.

c. 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	Three weeks before actual submission deadline
Submit final application in ND grants	Two weeks before actual 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>.

For a hardcopy of the full NOFO, please e-mail a request to:
Julie.grauer@fema.dhs.gov

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

Initial applications will be processed through the Grants.gov portal. Final and complete applications will be processed through the Non-Disaster Grant System (ND Grants).

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

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 (Standard Form 424) in Grants.gov;
- g. Submit the final application in the 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 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 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 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, DHS/FEMA requires applicants to submit their initial application through Grants.gov and the complete and final application through the ND Grants System.

6. How to Register to Apply through Grants.gov

- a. *Instructions:* 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 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 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

Standard Form 424 (SF 424) is the initial application for this announcement.

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 with tracking your issue and understanding background information on the issue.

8. Submitting the Final Application in Non-Disaster Grants System (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. Early registration will allow applicants to have adequate time to start and complete their application.

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

9. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the Authorized Organizational Representative (AOR) role who submitted the application will receive an acknowledgment of receipt, a tracking number (GRANTXXXXXXXX) from Grants.gov, and with the successful transmission of the initial application. This notification does not serve as proof of timely submission as the application is not complete until it is submitted in the ND Grants System. All applications must be received in Grants.gov by **11:59 PM Eastern Time on June 15, 2020**.

10. Content and Form of Application Submission

The following forms are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF), submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants, are available at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

a. Grants.gov

- Standard Form 424 (Initial Application)

b. ND Grants

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

- Standard Form 424C, Budget Information (Construction)
- Indirect Cost Rate Agreement or Proposal submitted 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.
- Statement of Work (SOW): A summary (narrative) of an applicant's Statement of Work for cooperative agreement funding that identifies the strategies, goals, and proposed activities from the Eligible Activities identified in Appendix A with any priorities identified by the Region. The SOW should also include the applicant's completed Tiered State Assessment tool and supporting documentation.
- Detailed Budget: The budget must be complete, reasonable, and cost-effective in relation to the proposed activities. The budget should provide the basis of computation of all activity-related costs, and any appropriate narrative.

If revision of the statement of work or budget is required as a result of the negotiation process (discussions between FEMA and Applicant following the submission of the application), these documents may be re-submitted directly by email to the appropriate FEMA Regional CAP-SSSE Program Manager and Grants Specialist. This review and negotiation process may continue until the applicant's proposed Statement of Work and supporting budget is approved by the FEMA Regional CAP-SSSE Program Manager and Grants Specialist.

11. Other Submission Requirements

Statement of Work (SOW):

A summary (narrative) of an applicant's Statement of Work for cooperative agreement funding that identifies the strategies, goals, and proposed activities from the Eligible Activities identified in Appendix A with any priorities identified by the Region. The SOW should also include the applicant's completed Tiered State Assessment tool and supporting documentation.

12. Intergovernmental Review

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

(See <https://www.archives.gov/federal-register/codification/executive-order/12372.html>; <https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf>).

13. Funding Restrictions

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

CAP-SSSE funds cannot be used for: conducting floodplain studies, developing floodplain maps, supporting/maintaining web-based digital mapping platforms, Association of State Floodplain Managers (ASFPM) or other professional association dues/memberships. CAP-SSSE funds cannot be used to duplicate/reimburse states for state-required and state-funded (through appropriation or permit fee income) review activities, such as state permitting.

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

CAP-SSSE funds can only be used to reimburse state staff for negotiated, eligible activities that they complete within the period of performance.

If a recipient does not maintain the necessary expertise and capability to conduct CAP-SSSE activities, the Region and recipient will develop a remedial plan. If the necessary expertise and capability has not been developed by the recipient, the following year's CAP-SSSE funding may be reduced or withheld.

14. Allowable Costs

a. Management and Administration (M&A) Costs

Management and Administration activities (M&A) are those defined as directly relating to the management and administration of CAP-SSSE funds, such as financial management, monitoring, and application development. Recipients may use up to five percent (5%) of the amount of the award for their M&A.

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

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 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 as discussed above.

c. Direct Costs

- Planning related costs are allowed under this program.
- Training related costs are allowed under this program, including cost associated with the administration of the cooperative agreement and floodplain management training.
- Personnel costs for eligible activities are allowed under this program.
- Non-floodplain management exercise related costs are NOT allowed under

this program.

- Equipment costs are allowed under this program.
- Support for Enhanced Information Technology (IT) equipment costs are allowed.
- Domestic travel costs are allowed under this program
- International travel is NOT an allowable cost under this program unless approved in advance otherwise by the managing Federal agency.
- Construction and renovation costs are NOT allowed under this program.

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

Please refer to Appendix A for Eligible Activities for the CAP-SSSE and more specific information on allowable costs for these activities.

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

The SOW will define the state's agreement to meet the following performance metrics:

- 93% adoption rate for communities receiving LFD.
- Contact a percentage of participating communities by CAV, CAC, Regulations Assistance, GTA, or Workshop.
- Work with a designated number of communities to adopt higher regulatory standards.
- Participate in at least 2 CAP Transformation engagement activities.

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

Applications will be reviewed to verify that the state recipient meets the 25 percent non-federal cost match required for all recipients of CAP-SSSE funds. However, there are no restrictions on the types of costs allowed for the match (e.g., in-kind contribution).

b. Financial Integrity Criteria

Prior to making a federal award, the DHS/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) DHS/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) DHS 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 Offices staff are professionally and technically qualified in floodplain management and will evaluate applications and select applicants for funding. Applicants are encouraged to review CAP-SSSE requirements and eligible activities available at: <https://www.fema.gov/community-assistance-program-state-support-services-element>

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

- Expertise in floodplain management or the ability to attain expertise in floodplain management through participation in the CAP-SSSE program;

- The ability to develop, implement and manage floodplain management activities;
- Proposed projects are compatible with CAP-SSSE priorities and requirements; and
- Proposed costs are complete, reasonable and cost-effective in relation to proposed projects and tasks.

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 electronic mail to the recipient's authorized official listed in the initial application. The award date will be the date that DHS approves the award. The recipient should follow the directions in the notification to confirm acceptance of the award. Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of the award have been satisfied or until the award is otherwise rescinded.

Recipients must accept their awards no later than 60 days from the award date. The recipient shall notify DHS of its intent to accept and proceed with work under the award 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 [Grant Recipient User Guide](#). Failure to accept a grant award within the 60-day timeframe may result in a loss of funds.

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](#)

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

3. Reporting

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent. The following reporting periods and due dates apply to financial and programmatic reports under this program.

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

a. Federal Financial Reporting Requirements

The Federal Financial Report (FFR) form is available online at: SF-425 OMB #4040-0014

Recipients must report obligations and expenditures through the FFR form (SF-425) to DHS/FEMA. Recipients must file the FFR electronically using the Payment and Reporting Systems ([PARS](#)).

An FFR must be submitted quarterly throughout the POP, including partial calendar quarters, as well as in periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate a lack of progress, or are insufficient in detail. The final FFR is due within 90 days after the end of the POP. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

b. Programmatic Performance Reporting Requirements

Recipients are responsible for providing updated performance reports on a quarterly basis. The report is due within 30 days after the end of the reporting period. Recipients must submit it as an attachment to the ND Grants system.

Community Information System (CIS) Mandatory: State recipients must use the CIS to enter and update information on regulations adoption, CAVs and CACs, training, general technical assistance, and updating all other fields they are authorized to update. Updates within the CIS are to be made as tasks are accomplished. FEMA will use quarterly CIS reports and state narratives to measure state progress on the above activities and to approve funding drawdowns.

c. 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 DHS/FEMA guidance.

After these reports have been reviewed and approved by DHS/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, unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.333.

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 DHS/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.

d. Administrative Closeout

Administrative closeout is a mechanism for DHS to unilaterally move forward with closeout of an award using available award information in lieu of final reports from the recipient. It is a last resort available to DHS, and if DHS needs to administratively close an award, this may negatively impact a recipient's ability to obtain future funding. This mechanism can also require DHS to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to DHS by the recipient.

DHS may use the administrative closeout process when a recipient is not responsive to DHS's reasonable efforts to collect required reports needed to complete the standard closeout process. DHS will make at least three written attempts to collect required reports before initiating administrative closeout.

If DHS administratively closes an award where no final FFR has been submitted, DHS uses that administrative closeout date in lieu of the final FFR submission date as the start of the record retention period under 2 C.F.R. § 200.333.

In addition, if an award is administratively closed, DHS may decide to impose remedies for noncompliance per 2 C.F.R. § 200.338, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

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 DHS/FEMA, the recipient must notify DHS/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 DHS/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.

g. Single Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000.00 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report, also known as the single audit report.

The audit must be performed in accordance with the requirements of Government and Accountability Office's (GAO) Government Auditing Standards, located at <https://www.gao.gov/yellowbook/overview>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

4. Monitoring

Per 2 C.F.R. § 200.336, DHS/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, DHS/FEMA will review grant recipients' files related to the grant award. As part of any monitoring and program evaluation activities, grant recipients must permit DHS/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 DHS/FEMA requests for information relating to the grant program.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

For Program and Grant Administrative Questions, contact the appropriate FEMA Region at: <https://www.fema.gov/community-assistance-program-state-support-services-element>

Or HQ POC julie.grauer@fema.dhs.gov, 202-212-3460

H. Additional Information

1. Period of Performance Extensions

Extensions to the period of performance under this program are allowed but may impact tier in TSF.

Extensions

Extensions to this program are allowed.

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to the recipient's respective Regional Office and must contain specific justifications as to why an extension is required.

Recipients are advised to coordinate with the Regional Office CAP-SSSE Coordinator well in advance, when preparing an extension. All extension requests must address the following:

1. Grant Program, Fiscal Year, and award number;
2. Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-Federal;
7. Budget outlining how remaining Federal and non-Federal funds will be expended;
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the

extended period of performance without any modification to the original Statement of Work approved by FEMA.

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

2. Other Payment

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

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

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 of Record; dated 03/11/2020, that documents EHP compliance for the range of activities 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.

Appendix A: FY 2020 CAP-SSSE Eligible Activities

FEMA expects the activities described below to be performed by the state NFIP Coordinator's office in coordination with the Region and to be defined in the Statement of Work (SOW). Through the Tiered State Framework (TSF), the state NFIP Coordinator's Office will perform a collaborative assessment with their FEMA Regional counterparts which will result in a tier assignment for the state. This tier assignment will guide the decisions of the FEMA Regional Offices in approving the specific types of tasks that the state intends to perform and the expected outcomes. Additionally, FEMA Regional Offices will determine the appropriate levels of effort for each activity to ensure that performance measures are being met.

1. Selection of Communities that Receive CACs, CAVs, Trainings, or other Technical Assistance: States should work with the Regions to determine which communities will be engaged with some form of program support (e.g., CAVs, CACs, training, outreach, or other forms of technical assistance) during the period of performance. Community selection should be based on attributes pertaining to a community's risk, the opportunity to influence a community's built environment, and a community's demonstrated interest or need for support. To support this prioritization, States will be required to use the outputs of the Floodplain Management Program's new Community Engagement Prioritization Tool (CEPT) to guide and negotiate community selection with the FEMA Region.

2. Community Information System (CIS) Entry: CIS entry is mandatory, State CAP-SSSE grant recipients must use CIS to enter and update information on regulations adoption, CAVs and CACs, training, general technical assistance, and update all other fields in CIS that document their grant activities. Updates within the CIS are to be made as tasks are accomplished and will be monitored. FEMA will use quarterly CIS reports along with State narratives to measure progress on the eligible activities and to approve funding drawdowns.

3. Community Assistance Visits (CAVs) and Community Assistance Contacts (CACs): States participating in CAP-SSSE are required to conduct CAVs and CACs. States will be required to conduct these activities as described in the "National Flood Insurance Program (NFIP) Guidance for Conducting Community Assistance Contacts and Community Assistance Visits" FEMA F-776/April 2011.

Closed CAV Metric: Each Regional Office has determined a metric for the percent of CAVs that must be closed within a set period of time. States must include the number of CAVs to be closed in the cooperative agreement. States must provide appropriate follow-up to CAVs and CACs by providing technical assistance to correct program deficiencies and remedy violations to the maximum extent possible. States must coordinate with the Regional Office to clarify the necessary follow-up actions to be provided. States must refer community compliance problems that they are unable to resolve to the Regional Office. All CAVs and CACs must be entered into CIS so that FEMA can monitor this important floodplain management activity. Regions and states are encouraged to make maximum use of the CAC process and other contacts with communities to identify potential compliance problems and needs for technical assistance.

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

5. Planning: Planning activities that address floodplain management throughout the state are eligible, including strategic planning and Gap Analysis. These plans should support the goals and objectives of the NFIP. Eligible planning activities include providing technical assistance for the development of other state plans.

Strategic Planning: States may create a multi-year floodplain management plan in coordination with the State Hazard Mitigation Plan, CTP Plan, and/or other State planning activities. Strategic Planning, in coordination with the State Hazard Mitigation Plan, provides an opportunity to assess the current status of a state program and plan for future year demands, build state capabilities, find efficiencies, and explore opportunities for expanded services.

CAP Gap Analysis: States may choose to conduct a gap analysis by using the FEMA CAP GAP Analysis Tool provided by the Regional CAP Grant Coordinator or other Gap Analysis tools. The data collected in the analysis is used to create budget justifications for current and future funding levels. States who believe they may benefit from providing a more refined or revised gap analysis may optionally submit this to the Region for consideration of future year funding increases. The gap analysis is also an important part of the strategic planning process and can be utilized by states in their planning efforts.

6. State Model Regulation Updates and Monitoring of State Regulatory Environment: Most states have developed a state model floodplain management regulation/regulation containing the minimum requirements outlined in 44 C.F.R. § 60.3, as well as any state required floodplain management provisions. In addition, states are encouraged to offer their communities model regulations that include higher regulatory standards and assist communities in updating their model regulations to include higher standards. States are also encouraged to monitor legal issues affecting floodplain management regulations and activities related to State building code adoption and modifications.

Model Building Codes: Many states adopt a building code that is based on one or more of the model codes developed by the International Code Council (ICC) also known as I- Codes. Most states require all or some communities to enforce the code. Unless modified by a state, the model codes contain NFIP consistent flood provisions

for buildings and structures. FEMA and states must ensure an understanding of the implications that the enforcement of these codes have on the local regulatory environment in order to provide accurate technical assistance. States should review their model community regulations and work with communities most at risk to ensure that they understand the implications of these building codes and how the codes are enforced with respect to NFIP requirements. State NFIP coordinators will be required to coordinate with their counterparts in the state code commission or state agency that is responsible for the building code, especially with respect to interpretations that the code commission or state agency may be asked to issue. Model companion floodplain management regulations designed specifically to coordinate with building codes based on the I-Codes is available from the Building Science staff at the Regional Offices.

7. Outreach, Workshops, and Other Training: States shall conduct outreach, workshops, and other training for local officials and other stakeholders, including insurance agents, lenders, adjustors, realtors, land surveyors, and design professionals to support implementation and enforcement of community floodplain management regulations, promotion of hazard identification, providing NFIP insurance training, and support of local and state planning initiatives. States should conduct workshops and other training and outreach opportunities to promote the purchase of insurance to improve communities' flood resilience and decrease disaster suffering. States should publish a schedule of trainings at appropriate locations to maximize coverage of all communities in coordination with the Region.

ASFPM Activities and Credentialing: FEMA encourages state floodplain management personnel to attain Certified Floodplain Manager (CFM) credentials. State employees that are involved in floodplain management activities may use CAP-SSSE funds for costs associated with the initial exam and biennial CFM renewal fees. States are further encouraged to sponsor and proctor CFM exams in coordination with the ASFPM. CAP-SSSE funding cannot be used to reimburse ASFPM membership fees, but it can be used for the CFM test and to maintain the biennial CFM renewal. At the discretion of the Region, States may use limited CAP-SSSE funding to allow local officials to attend and/or assist with the annual ASFPM conference. These costs must be negotiated with the Region as part of the annual agreement.

Meetings: CAP-SSSE funds may be used to reimburse travel costs associated with attendance by state floodplain management personnel at the ASFPM National Conference, FEMA Regional Office CAP-SSSE Coordination Meetings, state Silver Jackets coordination meetings and the FEMA Hazard Mitigation Workshop at EMI. Attendance at the annual FEMA Hazard Mitigation Workshop is expected. Other national and regional meetings related to floodplain management may be considered for reimbursement if approved in advance by Regional Office CAP-SSSE staff.

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

9. Enrollment of Communities: States should encourage non-participating communities to consider joining the program. States should assist communities in joining the NFIP by providing technical assistance to ensure the community meets the minimum eligibility requirements for participation. A regulation review checklist must be completed in coordination with the Region to verify NFIP minimum standards are met.

10. Community Rating System (CRS) Support: States should assist communities in joining the NFIP CRS through providing information on requirements to join, conducting entry CAVs and providing support for activities credited by CRS.

11. Coordination with Other Programs and Agencies: States will coordinate with other programs that impact floodplain management. Coordination activities should focus on insurance professionals to increase the percent of at-risk property owners that have flood insurance, grant program funding to mitigate flood losses, identification and communication of flood risk and ensuring compliance with the NFIP regulations.

Grant Programs: Grant programs from FEMA that impact floodplain management include Public Assistance (PA), Hazard Mitigation Assistance (HMA) programs such as Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), and Flood Mitigation Assistance (FMA). Coordination with federal agencies outside of FEMA that impact floodplain management often involve projects to mitigate structures, identify flood risk and develop/maintain flood control structures. Federal agencies usually involved in these activities are: Housing and Urban Development (HUD), U.S. Army Corps of Engineers, U.S. Geological Survey, National Oceanic Atmospheric Administration (NOAA) Coastal Zone Management (CZM), and the Department of Interior- Bureau of Reclamation.

State Offices: Coordination with state offices is expected in order to promote sound floodplain management in the state. This requires working with state programs such as dam safety, land use, building code, water resources programs, department of transportation, port authority, insurance, environmental or any state agency conducting/effecting activity within the floodplain.

Floodplain Management of State Owned and Managed Properties: Coordination with other state agencies is expected as States address any regulatory and program gaps identified in response to FEMA's 2019 request for information on State Programs. In 2020 FEMA will continue working with states to evaluate State FPM programs in coordination with the state NFIP Coordinator. It is expected many States will need to update regulatory tools used for floodplain management of state-owned and state-managed buildings as well as coordination and permitting processes across agencies. FEMA will provide support to states in these efforts, but it is expected States will spearhead any necessary efforts to update and strengthen State regulations and programs. In addition, the Regional Offices may determine that a CAV of the state floodplain management program is appropriate. Regional staff may request assistance from state officials in collection of data and other preparations for conducting the CAV.

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

13. Assistance to Communities in Responding to Disasters: States are expected to provide post-disaster assistance and support to NFIP communities. Post-disaster activities may include, but are not limited to training, outreach, and direct technical assistance on floodplain management issues such as post-disaster permitting, substantial damage determinations, NFIP Increased Cost of Compliance (ICC) coverage, use of best available data, promotion of insurance coverage, identification of potential mitigation grant projects, and/or mitigation measures to increase resilience.

Following presidentially declared disasters, NFIP Coordinators are expected to participate in the development and implementation of the Hazard Mitigation Strategy by identifying and implementing activities that support NFIP compliance in recovering communities. An amendment to the approved Statement of Work is expected should significant disaster activity occur to adjust for post-disaster floodplain management activities.

State NFIP Coordinators must ensure they are conducting activities to prepare NFIP communities to enforce the substantial damage provisions of their regulations. National guidance has been developed to help outline expectations for states. It is expected that states will negotiate specific activities with their FEMA Regional CAP Coordinator which will be defined in their SOW's.

With DRRA Section 1206, the way FEMA has historically supported states and communities with substantial damage data collection is changing. State NFIP Coordinators are expected to support the implementation of anticipated new policy and guidance related to DRRA Section 1206.

14. Endangered Species Act (ESA): Decisions and actions that are beneficial for wildlife habitat and floodplains are good for hazard reduction and community resilience. FEMA continues its strong support for the Endangered Species Act (ESA) as it works to help communities prepare for, respond to, recover from, and mitigate all hazards, including flooding. CAP-SSSE grant recipients must support any 2020 ESA implementation activities, supporting FEMA's National Programmatic Environmental Impact Statement (NPEIS) implementation strategy such as related training and coordinating with state offices that have ESA responsibilities, including identification of and respective coordination with relevant agencies.