Michigan Department of Environmental Quality
Cooperating Technical Partners
Mapping Activity Statement

Mapping Activity Statement No. 2005-M1 – Digital Flood Insurance Rate Map Production and Development of Updated Flood Data

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated January 12, 2001 between the Michigan Department of Environmental Quality (MDEQ) and the Federal Emergency Management Agency (FEMA), Mapping Activity Statement (MAS) No. 2005-M1 is as follows.

SECTION 1—OBJECTIVE AND SCOPE

The objective of the Flood Map Project documented in this MAS is to develop a Flood Insurance Study (FIS) report for Allegan County. The FIS report will be produced in the FEMA Countywide Format. Elevations in the project will be referenced to the North American Vertical Datum of 1988 (NAVD 88).

Existing GIS data and study needs for the community will be researched, obtained, organized and provided in accordance with Activity 1. Scoping will be necessary to determine the final scope of work for this project.

In addition the Mapping Partners involved in this project will develop new and/or updated flood hazard data, as summarized in the table below. One or more of the listed watersheds will be studied under this Mapping Activity Statement, dependent on scoping and contractor proposals. The exact reaches to be studied will be determined at the end of the scoping phase and submitted to FEMA.

Flooding Source	Reach Limits & Length	Detailed Hydrologic Analyses	Detailed Hydraulic Analyses	Floodplain Mapping
North Branch Macatawa River	From County Line to upstream corporate limit of Filmore Township. (7 miles)	x	x	x
South Branch Macatawa River	From County Line to M-40, Filmore Township (7 miles)	x	x	x
Total reach lengths	**14 miles**			

This Flood Map Project will be completed by the following

- MDEQ
- The following list of contractors who may be used by the MDEQ:
  - Ayres Associates
  - Spicer Group
  - Tetratech MPS
- Baker Engineering (NSP)
- FEMA Region V and their IDIQ contractor

The CTP shall notify FEMA, and the NSP as directed, by e-mail of all meetings with community officials at least one week prior to the meeting (with as much notice as possible). FEMA and/or the NSP may or may not attend the community meetings depending on need expressed by MDEQ or as FEMA deems necessary.

The activities for this Flood Map Project, including required Quality Assurance/Quality Control (QA/QC) reviews, and the Mapping Partners that will complete them are summarized in the table below. The sections of this MAS that follow the table below describe the specific activities, responsible Mapping Partner(s), FEMA standards that must be met, and resultant map components.

Activities	CTP	FEMA
Activity 1 – Scoping	x	x
Activity 2 – Outreach	x	x
Activity 3 – Field Surveys and Reconnaissance	x	
Activity 4 – Topographic Data Development		x
Activity 5 – Independent QA/QC Review of Topographic Data		
Activity 6 –Hydrologic Analyses	x	
Activity 7–Independent QA/QC Review of Hydrologic Analyses	x	
Activity 8 – Hydraulic Analyses	x	
Activity 9 – Independent QA/QC Review of Hydraulic Analyses	x	
Activity 10 – Floodplain Mapping	x	
Activity 11 – Independent QA/QC Review of Floodplain Mapping	x	
Activity 12 – Base Map Acquisition		x

FEMA has developed tools to assist in the development of the flood hazard data studies and the Digital Flood Insurance Rate Maps (DFIRMs) if the CTP wishes to use them. FEMA will, through the NSP, provide all CTPs access to and training in these tools. The tools available at this time include WISE software and the DFIRM production tools. The use of these tools will improve the Map Modernization and efficiency of all mapping partners.

If the CTP chooses not to use these production tools, then the CTP will be required to submit intermediate project data at major milestones in each Mapping Project in accordance with data capture standards. Submitting data in these standards will aid in more efficient quality control reviews, data storage, archiving, and for future study updates.

The Data Capture Standard submittals will be required at the following study milestones:

- Project Scoping (as specified)

- Terrain Data Processing Completed
- Field Survey Completed
- Hydrology Completed (draft and final)
- Hydraulics Completed (draft and final)

QA/QC review activities may be performed by CTPs or the NSP at the discretion of FEMA. Please note the NSP will also be performing periodic audits and overall study/project management to ensure study quality.

FEMA will be providing download/upload capability for intermediate data submittals through the Management Information Portal (MIP). Data submittals uploaded via the MIP will include the same data required prior to the existence of the MIP.

Activity 1 – Scoping

Responsible Mapping Partner: The MDEQ, FEMA

Scope: This task involves collecting data from a variety of sources including community surveys, other Federal and State Agencies, NFIP State Coordinators, Community Assistance Visits (CAVs) and FEMA archives. The MDEQ will evaluate the effective FIS report and FIRM maps to see if it needs to be updated. Lists of mapping needs will be obtained from the MNUSS database, community surveys and CAVs, if available.

Data collection will include obtaining the best available base map materials (corporate limits, roads, orthophotos, etc) along with stream centerline files. The acquired data will be imported into the scoping tool and used during the Scoping Task. In the Scoping Tool all streams should have unique names, the limits of the effective FEMA studies should be identified, LOMC areas should be identified, and community requests should be identified. This task also includes populating the streamlines with existing pipeline and scoped studies currently underway.

In cooperation with the FEMA Region, a Project Management Team will be established consisting of the MDEQ, FEMA's regional engineer, Allegan County, and other appropriate officials. The Project Management Team will be responsible for coordinating the activities of this project and completing all tasks identified in this Statement of Work.

Preliminary Research Activities can be separated into two categories—researching effective information and researching available data for the Flood Map Project. The following tasks shall be completed to research effective information: inventory the FEMA archives for effective FIRM panels, FBFM panels, FIS reports, and other flood hazard data or existing study data; summarize the information in the MNUSS database; summarize contiguous community agreement checks; review CAV and CAC files; and develop a "scoping map" and an overview of the results of the research.

FEMA will co-ordinate, set-up, and hold the Scoping Meeting. This includes identifying a time, place, and all participants. The purpose of this meeting is to present the current information to the local officials (state, county and municipal) and coordinate on prioritization and identification of study areas. FEMA shall be responsible for compiling the necessary information for the meeting. These items may include: FIS and FIRM for affected communities; USGS quads for the study area; best available community base map(s); effective FIRM summary; Available Data Inventory; Scoping Map; Scoping Meeting Agenda/Minutes form; Aerial photos/topographic mapping if available; existing drainage studies or other H&H data; Community master plan(s)/Drainage Master Plan(s); Zoning Maps; Street Maps; As-built plans; and Floodplain Ordinance(s).

The project management team shall review the initial mapping needs list, review the research findings, and make selections of proposed methods for obtaining/producing flood data. Any additions or changes to the needs list shall be discussed with all members. All needs shall also be prioritized. In general, highest priority shall be given to the following areas: areas of dense existing or anticipated development, including areas where new road crossings have been constructed over stream(s); areas affected by flood-control structures and/or channelization; areas where natural physical changes in the floodplain have been significant (due to subsidence or extreme erosion, for example); areas that were studied by approximate methods and unmapped areas, especially those with development pressure; areas where the community has experienced flooding outside mapped floodplains, with severe damage to buildings and/or infrastructure; areas where mapped flood hazards do not match those shown on contiguous FIRMs (unless those FIRMs are not considered to be accurate); and areas where flood data (BFEs, floodplains, and regulatory floodways) are likely to be changed the most by a restudy.

Based on the discussion of mapping needs, the MDEQ and FEMA Project Officer will finalize the areas to be included in the project (based on recommendations provided by the Project Team). Areas to be studied by detailed and approximate methods shall be identified. The following issues will be discussed and refined: Review and Refinement of Flood Hazard Identification Methodologies, Review of Proposed Paneling Scheme, Review and Refinement of Base and Topographic Map Source, and Finalization of Map Production and Database Options.

Standards: All work under Activity 1 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: The Final Scoping Report shall be delivered with all of the components as laid out in the attached "Partner Flood Map Modernization Program Scoping Report" template in Appendix A in accordance with the schedule outlined in Section 6 for this Activity. MDEQ will provide this report detailing the final study scope for this MAS. FEMA's IDIQ will provide a Proposal and Cost Estimate for the remainder of the DFIRM Study, Production and Post-Preliminary Process.

Activity 2 – Outreach

Responsible Mapping Partner: The MDEQ, FEMA

Scope: The outreach activities for a Flood Map Project can best be understood as a process that begins during the Project Scoping phase and continues through the Map Production and Post-preliminary phases. A regulatory overview of required activities is followed by a description of tools that can be used in working with stakeholders to keep them informed and to solicit their input.

The overarching goal for conducting outreach is to create a climate of understanding and ownership of the mapping process at the State and local levels. Well-planned outreach activities can reduce political stress, confrontation in the media, and public controversy, which can arise from lack of information, misunderstanding, or misinformation. These outreach activities also can assist FEMA and other members of the Project Team in responding to congressional inquiries.

By proactively reaching out to all key stakeholders as early in the Flood Map Project as possible, the maps can be used to their full potential. The likelihood of appeals may also be reduced or eliminated. Specific Contractor activities shall include, but are not limited to:

- Establishing two-way communication to address the needs of, inform and obtain feedback from, the stakeholders;

- Ensuring compliance with due process requirements;
- Interacting with technical representatives to ensure production of accurate and up-to-date maps;
- Enhancing ownership by communities

Tracking, monitoring, and evaluating outreach activities and adjusting efforts according to ongoing feedback and evolving project needs.

All communication with local governments will be done in accordance with Title 44 Code of Federal Regulations Part 66.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon Completion of Outreach and Coordination the MDEQ shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 6 for this Activity:

- A report detailing outreach and coordination activities
- Backup or supplemental information used in writing this report

Activity 3 - Field Surveys and Reconnaissance

Responsible Mapping Partner: MDEQ and their contractor

Scope: To supplement any field reconnaissance conducted during the Project Scoping phase of this project, MDEQ's contractor shall conduct a detailed field reconnaissance of the specific study area to determine conditions along the floodplain(s), types and numbers of hydraulic and/or flood-control structures, apparent maintenance or lack thereof of existing hydraulic structures, locations of cross sections to be surveyed, and other parameters needed for the hydrologic and hydraulic analyses.

In addition to the initial field reconnaissance, MDEQ's contractor shall conduct field surveys, including obtaining channel and floodplain cross sections, identifying or establishing Temporary Bench Marks, and obtaining the physical dimensions of hydraulic and flood-control structures. MDEQ's contractor also shall coordinate with other Mapping Partners that are collecting topographic data under Activity 4.

Standards: All work under Activity 3 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the Technical Support Data Notebook (TSDN) format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, MDEQ's contractor shall make the following products available to FEMA in accordance with the schedule outlined in Section 6 for this Activity:

- A report summarizing the findings of the field reconnaissance;
- Maps and drawings that provide the detailed survey results; and
- Survey notebook containing cross sections and structural data.
- NSP Format Survey Database or Intermediate Data Delivery consistent with the NSP Data Capture Standards – Appendix N of the Guidelines and Specifications for Flood Mapping Partners

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 4 - Topographic Data Development

Responsible Mapping Partner: FEMA and their contractor

Scope: To supplement the field surveys conducted under Activity 3, FEMA and their contractor shall obtain topographic data of the overbank areas of the flooding sources studied to delineate floodplain boundaries. Specifically, they shall leverage new topographic data, which may include additional elevation data collected by Allegan County or 30-meter digital elevation data from the USGS. They also shall coordinate with other team members conducting field surveys under Activity 3. Contour interval and/or accuracy for the topographic data shall be selected based on the current FEMA requirements as documented in *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Standards: All work under Activity 4 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of topographic data collection and processing, FEMA and their contractor shall make the topography dataset available to MDEQ and any mapping partners that require it for this project.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, the following products will be made available to FEMA:

- Hardcopy topographic maps;
- Report summarizing methodology and results;
- Mass points and breaklines data on CD-ROM;
- Digital work maps with contours;
- Checkpoint analyses to assess the accuracy of data, including Root Mean Square Error calculations to support vertical accuracy;
- Identification of remote-sensing data voids and methods used to supplement data voids;
- National Geodetic Survey data sheets for Network Control Points used to control remote- sensing and ground surveys; and
- Certification from County that the data meets the required accuracy standards in FEMA's Consolidated Guidelines and Specifications
- Metadata compliant with Federal Geographic Data Committee standards.
- NSP Format Terrain Database or Intermediate Data Delivery consistent with the NSP Data Capture Standards – Appendix N of the Guidelines and Specifications for Flood Mapping Partners

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 6 – Hydrologic Analyses

Responsible Mapping Partner: MDEQ and their contractor

Scope: MDEQ's contractor shall perform hydrologic analyses for approximately 30 square miles of drainage area for the flooding source(s) listed earlier in this MAS. MDEQ's contractor shall calculate peak flood discharges for the 10-, 2-, 1-, and 0.2-percent-annual-chance storm events using the HEC-HMS computer program or other methods specified by the MDEQ. These flood discharges will be the basis for subsequent hydraulic analyses under Activity 8. In addition, MDEQ's contractor shall address all concerns or questions regarding Activity 4 that are raised during the independent QA/QC review performed by the MDEQ during the QA/QC review under Activity 7.

If Geographic Information System (GIS)-based modeling is used, MDEQ's contractor shall document automated data processing and modeling algorithms and provide them to FEMA to ensure they are consistent with the standards outlined above. Digital datasets (such as elevation, basin, or land use data) are to be documented and provided to FEMA for approval before performing the hydrologic analyses to ensure the datasets meet minimum requirements. If non-commercial (i.e., custom-developed) software is used for the analysis, then MDEQ's contractor shall provide full user documentation, technical algorithm documentation, and the software to FEMA for review before performing the hydrologic analyses.

Standards: All work under Activity 6 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of hydrologic modeling, MDEQ's contractor shall submit the results to the shall upload the digital data to the MIP or submit by using other digital media if the necessary version of the MIP is unavailable, so that MDEQ can access it for an independent QA/QC review under Activity

7. MDEQ's contractor shall submit the results of the hydrologic analyses for the remaining flooding sources for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, MDEQ's contractor shall make the following products available to FEMA by submitting it to the FEMA Regional Office, or RMC as directed, via the digital media identified in the paragraph above, if the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity. Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

- Digital copies of all hydrologic modeling (input and output) files for the 10-, 2-, 1-, and 0.2-percent-annual-chance storm events;
- Digital and hardcopy versions of the Summary of Discharges Table presenting discharge data for the flooding sources for which hydrologic analyses were performed;
- Digital and hardcopy versions of draft text for Section 3.1, Hydrologic Analyses, of the FIS report; and
- Digital and hardcopy versions of all backup data used in the analysis, including work maps.
- NSP Format Hydrology Database or Intermediate Data Delivery consistent with the NSP Data Capture Standards – Appendix N of the Guidelines and Specifications for Flood Mapping Partners

For GIS-based modeling, deliverables shall include all input and output data, intermediate data processing products, and GIS data layers.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 7 - Independent QA/QC Review of Hydrologic Analyses

Responsible Mapping Partner: The MDEQ

Scope: The MDEQ shall review the technical, scientific, and other information submitted by MDEQ's contractor under Activity 6 to ensure that the data and modeling are consistent with FEMA standards and standard engineering practice and are sufficient to prepare the DFIRM. This work shall include, at a minimum, the activities listed below.

- Review the submittal for technical and regulatory adequacy, completeness of required information, and supporting data and documentation. The technical review is to focus on the following:
  - Use of acceptable models;
  - Use of appropriate methodology(ies);
  - Correctly applied methodology(ies)/model(s), including QC of input parameters;
  - Comparison with gage data and/or regression equations, if appropriate; and
  - Comparison with discharges for contiguous reaches or flooding sources.
- Maintain records of all contacts, reviews, recommendations, and actions and make them readily available to FEMA.

- Maintain an archive of all data submitted for hydrologic modeling review. (All supporting data must be retained for 3 years from the date funding recipient submits its final expenditure report to FEMA.)

Standards: All work under Activity 7 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, the MDEQ shall make the following products available to FEMA by uploading the digital data to the Multi-Hazard Information Platform (MIP) or submitting it to the FEMA Regional Office if the necessary version of the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity.

- A Summary Report that describes the findings of the independent QA/QC review and
- Recommendations to resolve any problems that are identified during the independent QA/QC review.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 8 – Hydraulic Analyses

Responsible Mapping Partner: MDEQ and their contractor

Scope: MDEQ's contractor shall perform hydraulic analyses for approximately 14 miles of the flooding sources listed earlier in this MAS. The modeling will include the 10-, 2-, 1-, and 0.2-percent-annual-chance events based on peak discharges computed under Activity 6. The hydraulic methods used for this analysis will include the HEC-RAS computer program.

MDEQ's contractor shall use the cross-section and field data collected under Activity 3 to perform the hydraulic analyses. The hydraulic analyses will be used to establish flood elevations and regulatory floodways for the subject flooding sources.

MDEQ's contractor shall use the FEMA CHECK-RAS checking program to check the reasonableness of the hydraulic analyses. To facilitate the independent QA/QC review under Activity 9, MDEQ's contractor shall provide explanations for unresolved messages from the CHECK-RAS program, as appropriate. In addition, MDEQ's contractor shall address all concerns or questions regarding Activity 6 that are raised by the MDEQ during the independent QA/QC review under Activity 9.

MDEQ's contractor shall document automated data processing and modeling algorithms for GIS-based modeling and provide them to FEMA for review to ensure they are consistent with the standards outlined above. Digital datasets are to be documented and provided to FEMA for approval before performing the hydraulic analyses to ensure the datasets meet minimum requirements. If non-commercial (i.e., custom-developed) software is used for the analyses, then MDEQ's contractor shall provide full user documentation, technical algorithm documentation, and software to FEMA for review before performing the hydraulic analyses

Standards: All work under Activity 8 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of hydraulic modeling, MDEQ's contractor shall upload the digital data to the MIP or submit by using other digital media if the necessary version of the MIP is unavailable, so that MDEQ can access it for the for an independent QA/QC review under Activity 9. MDEQ's contractor

shall submit the results of the hydraulic analyses for the remaining flooding sources for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, MDEQ's contractor shall make the following products available to FEMA in accordance with the schedule outlined in Section 6 for this Activity:

- Digital profiles of the 10-, 2-, 1- and 0.2-percent-annual-chance water-surface elevations representing existing conditions using the FEMA RASPLOT program or similar software;
- Digital Floodway Data Tables for each flooding source that is compatible with the DFIRM database;
- Digital hydraulic modeling (input and output) files;
- Digital tables with range of Manning's "n" values;
- Explanations for unresolved messages from the CHECK-RAS program, as appropriate;
- Digital versions of all backup data used in the analyses;
- Digital versions of draft text for inclusion in the FIS report.
- For GIS-based modeling, deliverables include all input and output data, intermediate data processing products, GIS data layers, and final products in the format of the DFIRM database structure.
- NSP Format Hydraulic Database or Data Delivery consistent with the NSP Data Capture Standards –Appendix N of the Guidelines and Specifications for Flood Mapping Partners

For GIS-based modeling, deliverables include all input and output data, intermediate data processing products, GIS data layers, and final products in the format of the DFIRM database structure.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 9 - Independent QA/QC Review of Hydraulic Analyses

Responsible Mapping Partner: The MDEQ

Scope: The MDEQ shall review the technical, scientific, and other information submitted by MDEQ's contractor under Activity 8 to ensure that the data and modeling are consistent with FEMA standards and standard engineering practice and are sufficient to revise the FIRM. This work shall include, at a minimum, the activities listed below.

- Review the submittal for technical and regulatory adequacy, completeness of required information, and supporting data and documentation. The technical review is to focus on the following:
  - Use of acceptable model(s);
  - Starting water-surface elevations;
  - Cross-section geometry;
  - Manning's "n" values and expansion/contraction coefficients;
  - Bridge and culvert modeling;
  - Flood discharges;
  - Regulatory floodway computation methods; and
  - Tie-in to upstream and downstream non-revised Flood Profiles.
- Use the CHECK-RAS program as appropriate to flag potential problems and focus review efforts.
- Maintain records of all contacts, reviews, recommendations, and actions and make them readily available to FEMA.
- Maintain an archive of all data submitted for hydraulic modeling review. (All supporting data must be retained for 3 years from the date funding recipient submits its final expenditure report to FEMA.)

Standards: All work under Activity 9 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, the MDEQ shall make the following products available to FEMA by uploading the digital data to the Multi-Hazard Information Platform (MIP) or submitting it to the FEMA Regional Office if the necessary version of the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity.

- A Summary Report that describes the findings of the independent QA/QC review; and
- Recommendations to resolve any problems that are identified during the independent QA/QC review.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 10 - Floodplain Mapping(Detailed Riverine)

Responsible Mapping Partner: MDEQ and their contractor

Scope: MDEQ's contractor shall delineate the 1- and 0.2-percent-annual-chance floodplain boundaries and the regulatory floodway boundaries for the flooding sources for which detailed hydrologic and hydraulic analyses were performed. They shall incorporate all new or revised hydrologic and hydraulic modeling and shall use the topographic data acquired under Activity 4 to delineate the floodplain and regulatory floodway boundaries on a digital work map. In addition, they shall incorporate the results of

all effective Letters of Map Change (LOMCs) within the revised areas as appropriate. Also, they shall address all concerns or questions regarding Activity 10 during the independent QA/QC review under Activity 11.

Standards: All work under Activity 10 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of floodplain mapping, MDEQ's contractor shall upload the digital data to the MIP or submit by using other digital media if the necessary version of the MIP is unavailable, so that MDEQ can access it for the independent QA/QC review under Activity 11. The mapping for the remaining flooding sources is to be submitted for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, MDEQ's contractor shall make the following products available by submitting it to the FEMA Regional Office, or RMC as directed, via the digital media identified in the paragraph above, if the necessary version of the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity. Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the floodplain mapping tasks;
- Any backup or supplemental information used in the mapping required for the independent QA/QC review outlined under Activity 9; and
- An explanation for the use of existing topography for the studied reaches, if appropriate.
- Written summary of the analysis methodologies;
- Any backup or supplemental information, including supporting calculations and assumptions for any computed 1-percent-annual-chance water-surface elevations used in the mapping required for the independent QA/QC review under Activity 11;
- Digital versions of input and output for any computer programs that were used;
- NSP Format Mapping Database or Data Delivery consistent with the NSP Data Capture Standards –Appendix N of the Guidelines and Specifications for Flood Mapping Partners
- If automated GIS-based models are applied, all input data, output data, intermediate data processing products, and GIS data layers shall be submitted.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 11 - Independent QA/QC Review of Floodplain Mapping

Responsible Mapping Partner: The MDEQ

Scope: The MDEQ shall review the floodplain mapping submitted under Activity 10 to ensure that the results of the analyses performed are accurately represented. This work shall include, at a minimum, the activities listed below.

- Review the cross sections for proper location and orientation on the work map and agreement with the Floodway Data Table.
- Review the BFEs shown on the work map for proper location and agreement with the results of the hydraulic modeling.
- Review the regulatory floodway widths for agreement with the widths shown in the Floodway Data Table and the results of the hydraulic modeling.
- Review the floodplain boundaries for agreement with the flood elevations shown in the Floodway Data Table and the contour lines and other topographic information shown on the work maps.
- Review the floodplain widths at cross sections as shown on the work maps to ensure they match the Floodway Data Table.
- Review the floodplain boundaries as shown on the work maps to ensure they match the Flood Profiles.
- Review the flood insurance risk zones as shown on the work maps to ensure they are labeled properly.
- Review the metadata files to ensure they include all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Standards: All work under Activity 11 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, the MDEQ shall make the following products available by uploading the digital data to MIP or submitting it to the FEMA Regional Office, or RMC as directed, if the necessary version of the MIP is unavailable. This submittal will occur in accordance with the schedule outlined in Section 6 for this Activity. :

- A Summary Report that describes the findings of the QA/QC review, noting any deficiencies in or agreeing with the mapping results;
- Recommendations to resolve any problems that are identified during the independent QA/QC review; and
- An annotated work map with all questions and/or concerns indicated, if necessary.
- If the data changed during the QA/QC process, then the updated deliverables from Activity 10 will be resubmitted at this time.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 12 - Base Map Acquisition

Responsible Mapping Partner: FEMA and their contractor

Scope: Activity 12 consists of obtaining the digital base map for the project. Allegan County shall provide the digital base map. The required activities are as follows:

- Obtain digital files (raster or vector) of the base map.
- Secure necessary permissions from the map source to allow FEMA's use and distribution of hardcopy and digital map products using the digital base map, free of charge.
- Certify that the digital data meets the minimum standards and specifications that FEMA requires for DFIRM production.
- Populate the DFIRM database with the information required by FEMA.

Standards: All work under Activity 12 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Once the base map is acquired, FEMA's contractor will share it with MDEQ and their contractor for performing the tasks associated with this Mapping Activity Statement. In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, FEMA's IDIQ Contractor shall make the following products available to FEMA in accordance with the schedule outlined in Section 6 for this Activity.

- Written certification that the digital data meet the minimum standards and specifications and
- Documentation that FEMA can use the digital base map.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

SECTION 2—TECHNICAL AND ADMINISTRATIVE SUPPORT DATA SUBMITTAL

The Project Team members for this Flood Map Project that have responsibilities for activities included in this MAS shall comply with the data submittal requirements summarized below.

All supporting documentation for the activities in this Mapping Activity Statement shall be submitted in the TSDN format in accordance with Appendix M of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners*, dated April 2003. Appendix M is available for viewing or download on the FEMA Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf. Table 2-1 indicates the sections of the TSDN that apply to each mapping activity.

If any issues arise that could affect the completion of an activity within the proposed scope or budget, the responsible Mapping Partner shall complete a Special Problem Report (SPR) as soon as possible after the issue is identified and submitted to FEMA. The SPR is to describe the issue and propose possible resolutions. (For additional information on SPRs, refer to Appendix M, Subsection M.2.1.1 of *Guidelines and Specifications for Flood Hazard Mapping Partners*.)

Table 2-1. Mapping Activities and Applicable TSDN Sections

TSDN Section	Mapping Activities															
	1	2	3	4	5	6	7	8	9	10	11	12				
General Documentation																
Special Problem Reports	X	X	X	X	X	X	X	X	X	X	X					
Telephone Conversation Reports	X	X	X	X	X	X	X	X	X	X	X					
Meeting Minutes/Reports	X	X	X	X	X	X	X	X	X	X	X					
General Correspondence	X	X	X	X	X	X	X	X	X	X	X					
Engineering Analyses																
Hydrologic Analyses			X			X	X	X	X	X	X					
Hydraulic Analyses			X			X	X	X	X	X	X					
Key to Cross-Section Labeling			X			X	X	X	X	X	X					
Key to Transect Labeling			X			X	X	X	X	X	X					
Draft FIS Report						X	X	X	X							
Mapping Information	X	X		X	X					X	X					
Miscellaneous Reference Information	X	X	X	X	X	X	X	X	X	X	X					

SECTION 3—PERIOD OF PERFORMANCE

The mapping activities outlined in this MAS will begin on July 1, 2005, and will be completed no later than August 31, 2006. The mapping activities may be terminated at the option of FEMA or the MDEQ in accordance with the provisions of the Partnership Agreement dated January 11, 2001. If these Mapping Activities are terminated, the remaining funds from FEMA for the uncompleted activities in Mapping Activity Statement will be returned to FEMA.

SECTION 4—FUNDING/LEVERAGE

FEMA is providing funding in the amount of [redacted] o the MDEQ for the completion of this Flood Map Project. It is expected that the MDEQ and the communities' CTP contributions will be adequate to complete the assigned activities for this Flood Map Project. During the scoping process, additional needs may be identified. Activities associated with any additional needs would be performed based on availability of additional funds. The CTP Leverage listed below includes in-kind services and blue book values for acquired information. Detailed leverage information will be determined during the scoping process and reported back to FEMA at that time.

Additional work needed to complete project		% of Project	Managed by	FEMA Contribution	CTP Contribution	% Leverage	Total Project Cost
Activity 1	Scoping	3.5%	FEMA	[redacted]	[redacted]	80%	[redacted]
Activity 2	Outreach	2%	MDEQ	[redacted]	[redacted]	65%	[redacted]
Activity 3	Field Surveys and Reconnaissance	21%	MDEQ	[redacted]	[redacted]	35%	[redacted]
Activity 4	Topographic Data Development	14%	FEMA	[redacted]	[redacted]	100%	[redacted]
Activity 6	Hydrologic Analyses	11%	MDEQ	[redacted]	[redacted]	32%	[redacted]
Activity 7	Independent QA/QC of Hydrologic Analyses	3.5%	MDEQ	[redacted]	[redacted]	[redacted]	[redacted]
Activity 8	Hydraulic Analyses	24%	MDEQ	[redacted]	[redacted]	27%	[redacted]
Activity 9	Independent QA/QC Review of Hydraulic Analyses	7%	MDEQ	[redacted]	[redacted]	0%	[redacted]
Activity 10	Floodplain Mapping	14%	MDEQ	[redacted]	[redacted]	74%	[redacted]
Activity 11	Independent QA/QC Review of Floodplain Mapping	0%	MDEQ	[redacted]	[redacted]	0%	[redacted]
			TOTALS	[redacted]	[redacted]	44%	[redacted]

FEMA funds identified above are available to be used for the following activities:

Activities	FUNDABLE?
Activity 1 – Scoping	Yes, up to 10% of total cost
Activity 2 – Outreach	Yes, up to 10% of total cost
Activity 3 – Field Surveys and Reconnaissance	Yes
Activity 4 – Topographic Data Development	No, unless approval given during scoping phase by Regional PO
Activity 5 – Independent QA/QC Review of Topographic Data	No
Activity 6 –Hydrologic Analyses	Yes
Activity 7–Independent QA/QC Review of Hydrologic Analyses	Yes
Activity 8 – Hydraulic Analyses	Yes
Activity 9 – Independent QA/QC Review of Hydraulic Analyses	Yes
Activity 10 – Floodplain Mapping	Yes
Activity 11 – Independent QA/QC Review of Floodplain Mapping	Yes

SECTION 5—STANDARDS

The standards relevant to this Mapping Activity Statement are provided in Tables 5-1 and 5-2. Information on the correct volume, appendix, section, or subsection of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners* to be referenced for each mapping activity are summarized in Table 5-2.

These Guidelines are available for viewing or download from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/fhm/dl_cgs.shtm.

Table 5-1. Applicable Standards for Project Activities

	Activities															
Applicable Standards	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**					
Guidelines and Specifications for Flood Hazard Mapping Partners, April 2003	X	X	X	X	X	X	X	X	X	X	X					
American Congress on Surveying and Mapping Procedures	X		X	X	X											
Global Positioning System (GPS) Surveys: National Geodetic Survey (NGS-510), "Guidelines for Establishing GPS-Derived Ellipsoid Heights," November 1997	X		X	X	X											
Engineer Manual 1110-1-1000, *Photogrammetric Mapping* (USACE), July 1, 2002	X		X	X	X											
Engineer Manual 1110-2-1003, *Hydrographic Surveys* (USACE), January 1, 2002	X		X													
"Numerical Models Accepted by FEMA for NFIP Usage," Updated April 2003	X					X	X	X	X							
Content Standard for Digital Geospatial Metadata (Federal Geographic Data Committee) 1998	X	X		X	X					X	X					
Document Control Procedures Manual, December 2000	X	X														
44 Code of Federal Regulations Part 66 and 67		X														

Table 5-2. Project Activities and Applicable Portions of FEMA Guidelines and Specifications

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
1	Scoping	Appendix I and N, Scoping Report document attached in Appendix A to this Mapping Activity Statement
2	Outreach	44 Code of Federal Regulations Part 66 and 67
3	Field Surveys and Reconnaissance	Volume 1, Section 1.4 (specifically Subsection 1.4.2.1)
		Appendix A, Sections A.4, A.5, A.6, A.7, and A.8
		Appendix F, Section F.3
		Appendices B, C, M and N
4	Topographic Data Development	Volume 1, Section 1.4 (specifically Subsection 1.4.2.1)
		Appendix A, Sections A.2 , A.3, A.7, and A.8
		Appendix M and N
6	Hydrologic Analyses	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2 and 1.4.2.4)
		Appendix A, Section A.4
		Appendix C, Sections C.1 and C.7
		Appendices E, F, G, H, M and N
		Appendix A, Section A.4
		Appendices B, D, M and N

Table 5-2. Project Activities and Applicable Portions of FEMA Guidelines and Specifications (Cont'd)

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
7	Independent QA/QC Review of Hydrologic Analyses	Volume 1, Section 1.4 (specifically Subsection 1.4.1)
		Appendix A, Section A.4
		Appendix C, Section C.2
		Appendices E, F, G, H, and M
		Appendix A, Section A.4
		Appendices B, D, and M
8	Hydraulic Analyses	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2 and 1.4.2.4)
		Appendix A, Section A.4 (specifically Subsection A.4.7)
		Appendix C, Sections C.3 and C.7
		Appendices B, E, F, G, H, M and N
9	Independent QA/QC Review of Hydraulic Analyses	Volume 1, Section 1.4 (specifically Subsection 1.4.1)
		Appendix A, Section A.4 (specifically Subsection A.4.7)
		Appendix C, Section C.5
		Appendices B, E, F, G, H, and M
10	Floodplain Mapping	Volume 1, Section 1.4 (specifically Subsection 1.4.2.3)
		Appendix C, Sections C. 4 and C.6
		Appendix D, Sections D.2 (specifically Subsection D.2.7) and D.3 (specifically Subsection D.3.7)
		Appendices E, F, G, H, K, L, M and N
		Appendix C, Section C.6 (specifically Subsection C.6.1.3)
		Appendices K. L, M and N
		Appendix C, Sections C.4 and C.6

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
11	Independent QA/QC Review of Floodplain Mapping	Volume 1, Section 1.4 (specifically Subsections 1.4.1 and 1.4.2.3)
		Appendix C, Sections C.4 and C.6
		Appendix D, Sections D.2 (specifically Subsection D.2.7) and D.3 (specifically Subsection D.3.7)
		Appendices E, F, G, H, K, L, and M

SECTION 6—SCHEDULE

The activities documented in this MAS shall be completed in accordance with the project schedule below. If changes to this schedule are required, the responsible Mapping Partner shall coordinate with FEMA and the other Mapping Partners in a timely manner.

Activities	RESPONSIBLE PARTNER(S)	DATE DUE
Activity 1 – Scoping	MDEQ, FEMA	Jul 31, 2005
Activity 2 – Outreach	MDEQ, FEMA	On-going
Activity 3 – Field Surveys and Reconnaissance	MDEQ Contractor	Nov 30, 2005
Activity 4 – Topographic Data Development	FEMA	Dec 31, 2005
Activity 5 – Independent QA/QC Review of Topographic Data	FEMA	Dec 31, 2005
Activity 6 –Hydrologic Analyses	MDEQ Contractor	Mar 31, 2006
Activity 7–Independent QA/QC Review of Hydrologic Analyses	MDEQ	Apr 30, 2006
Activity 8 – Hydraulic Analyses	MDEQ Contractor	May 31, 2006
Activity 9 – Independent QA/QC Review of Hydraulic Analyses	MDEQ	Jun 30, 2006
Activity 10 – Floodplain Mapping (Detailed Riverine)	MDEQ Contractor	Jul 31, 2006
Activity 11 – Independent QA/QC Review of Floodplain Mapping (Revised Areas)	MDEQ	Aug 31, 2006
Activity 12 – Base Map Acquisition	FEMA	Dec. 1, 2005

SECTION 7—CERTIFICATIONS

Activity 3 (Field Surveys and Reconnaissance) and Activity 4 (Topographic Data Development)

A Registered Professional Engineer or Licensed Land Surveyor shall certify topographic data, in accordance with 44 CFR 65.5(c). Certification of topographic data by the American Society for Photogrammetry and Remote Sensing is also acceptable.

Activity 6 (Hydrologic Analyses), Activity 8 (Hydraulic Analyses) and Activity 10 (Floodplain Mapping)

- A Registered Professional Engineer shall certify hydrologic and hydraulic analyses and data in accordance with 44 CFR 65.6(f).

- A Registered Professional Engineer or Licensed Land Surveyor shall certify topographic information in accordance with 44 CFR 65.5(c).
- Any levee systems to be accredited will be certified in accordance with 44 CFR 65.10(e).

Activity 10 (Floodplain Mapping) and Activity 11 (Independent QA/QC Review of Floodplain Mapping)

The DFIRM metadata files shall include a description of the horizontal and vertical accuracy of the DFIRM base map and floodplain information.

Certifications must be made at the time the intermediate data is submitted. For example, if hydrologic data is submitted, certification will be required at the time it is submitted.

SECTION 8—TECHNICAL ASSISTANCE AND RESOURCES

Project Team members may obtain copies of FEMA-issued LOMCs, archived engineering backup data, and data collected as part of the Mapping Needs Assessment Process from the NSP, who may be contacted through your Regional Project Officer.

General technical and programmatic information, such as FEMA 265 and the Quick-2 computer program, can be downloaded from the FEMA Web site (http://www.fema.gov./fhm/). Specific technical and programmatic support may be provided through the NSP; such assistance should be requested through the FEMA Project Officer specified in Section 12 of this MAS.

Project Team members also may consult with the FEMA Regional Project Officer to request support in the areas of selection of data sources, digital data accuracy standards, assessment of vertical data accuracy, data collection methods or subcontractors, and GIS-based engineering and modeling training.

SECTION 9—CONTRACTORS

The MDEQ intends to use the services of several consultants as contractors for this Flood Map Project. The MDEQ shall ensure that the procurement for all contractors used for this Flood Map Project complies with the requirements of 44 CFR 13.36.

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_04/44cfr13_04.html.

SECTION 10—REPORTING

FINANCIAL REPORTING:

Because funding has been provided to the MDEQ by FEMA, financial reporting requirements for the MDEQ will be in accordance with Cooperative Agreement Articles V and VI.

STATUS REPORTING:

Status reports will be submitted on a quarterly basis in accordance with the financial reporting submittals. At a minimum these reports will include a summary of the work as outlined in the Cooperative Technical Partner (CTP)/Map Modernization Project Quarterly Report located in Appendix B of this Mapping Activity Statement. The Project Officer, as needed, may request additional information on status.

The MDEQ may meet with the NSP and/or FEMA more frequently (up to bi-weekly if needed) to review the progress of the project in addition to the quarterly financial and status submittals. These meetings will alternate between FEMA's Regional Office, the MDEQ office and conference calls as necessary.

Where specific actions are funded by FEMA, the reporting requirements will be in accordance with the FEMA Cooperative Agreement. The MDEQ shall work with the FEMA Project Officer to establish an acceptable protocol for reporting of project information at the beginning of each project. The MDEQ will update the Multi-Hazard Information Platform (MIP) on a monthly basis. If the MIP is not available, the information shall be submitted to the Regional Management Center (RMC). If this report proves to be sufficient, the Assistance Officer may waive the written monthly reports thereafter (reference 44 CFR Part 13.40, *Monitoring and Reporting Program Performance*). However, this shall not affect the financial reporting requirements (reference 44 CFR Part 13.41, *Financial Reporting*). The PO shall ensure that key The MDEQ staff have been provided access and passwords to the MIP. The PO will also provide project-naming conventions for the MIP.

Section 11—PROJECT COORDINATION

Throughout the project, all members of the Project Team will coordinate, as necessary, to ensure the products meet the technical and format specifications required and contain accurate, up-to-date information. Coordination activities shall include:

- Meetings, teleconferences, and/or videoconferences with FEMA and other Project Team members quarterly at a minimum, and as needed;
- Telephone conversations with FEMA and other Project Team members on a scheduled basis bi-weekly and an ad hoc basis, as required;
- Updates to the MIP and other FEMA status information systems in accordance with requirements in Volumes 1 and 3 of *Guidelines and Specifications for Flood Hazard Mapping Partners* and guidance from the Regional Office; and
- E-mail, facsimile transmissions, and letters, as required.

SECTION 12—POINTS OF CONTACT

The points of contact for this Flood Map Project are Ms. Mary Jo Mullen, P.E., the FEMA Regional Project Officer; Mr. Richard C. Sorrell, P.E., the Project Manager for the MDEQ; or subsequent

personnel of comparable experience who are appointed to fulfill these responsibilities. When necessary, the any additional assistance of FEMA should be requested through the FEMA Regional Project Officer.

Each party has caused this MAS to be executed by its duly authorized representative

Richard C. Sorrell, P.E.
Project Manager
MDEQ

22 June 2005
Date

Terry Reuss Fell
Chief, Hazard Identification and Risk Assessment Branch
Federal Emergency Management Agency, Region V

July 14, 2005
Date