



# Lewis County, Washington COOPERATING TECHNICAL PARTNERS MAPPING ACTIVITY STATEMENT

## Mapping Activity Statement No. 1 – Digital Flood Insurance Rate Map Production and Development of Updated Flood Data

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated **March 3, 2003**, between Lewis County, Washington (hereinafter referred to as **Lewis County**) and the Federal Emergency Management Agency (FEMA), **Mapping Activity Statement (MAS) No 1** is as follows.

### Section 1: Objective and Scope

The objective of the Flood Map Project documented in this MAS is to develop a Digital Flood Insurance Rate Map (DFIRM) and Flood Insurance Study (FIS) report for Lewis County, Washington. The DFIRM and FIS report will be produced in the FEMA Countywide Format.

Existing GIS data and study needs for the community will be researched, obtained, organized and uploaded to the Multi-hazard Information Platform (MIP). 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 1-1 below.

Within 30 days of this agreement, the CTP, in coordination with the National Service Provider (NSP), shall input the scope of work into the FEMA Scoping tool. This includes information concerning community ordinance data, local GIS data availability, and the flood reach data for existing and proposed conditions. The FEMA Scoping tool documentation can be found at <http://www.hazards.fema.gov/wps/portal>.

The CTP/IDIQ shall notify FEMA and the NSP by e-mail of all meetings with community officials at least one week prior to the meeting. FEMA and/or the NSP may or may not attend the community meetings.

The following will complete this Flood Map Project:

- Lewis County, Public Works Department (CTP)
- Northwest Hydraulics Consultants, FEMA IDIQ Contractor (FEMA-SC); and
- Michael Baker, Inc., FEMA National Service Provider (NSP).

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 Table 1-1. All activities that are to be accomplished by **Lewis County (CTP)** or contractors to **Lewis County (CTP)**, including contractors that may be selected after the project startup, are included in the "CTP" column. The sections of this MAS that follow Table 1-1 describe the specific activities, responsible Mapping Partner(s), FEMA standards that must be met, and resultant map components.

**Table 1-0. Flooding Sources To Be Studied (Flood Prone Areas)\*\***

Flooding Source Chehalis River Watershed	Reach Limits	Down- stream Limit	Reach Length/ Length of Study (Miles)	Detailed Riverine		Floodplain Mapping	Redelineation Using Updated Topographic Data and Effective Flood Profiles	Refinement or Creation of Zone A
				Hydrologic Hydraulic (H & H) Analyses (FEMA-SC) DONE	Floodway Analysis & Mapping (CTP)			
Chehalis River		N. CtyB.	61.45	48.19	13.26	X	X	
Independence Creek		N. CtyB.	5.57	4.25	1.32	X	X	
Linclon Creek		Che Rv	13.32	5.12	8.2	X	X	
N.Fk.Linclon Creek		Che Rv	2.91	0.0	2.91	X	X	
S.Fk.Linclon Creek		Che Rv	3.15	0.0	3.15	X	X	
Scammon Creek		Che Rv	2.45	1.79	0.66	X	X	
Salzer Creek		Che Rv	8.79	4.72	4.07	X	X	
Coal Creek		Che Rv	3.35	2.07	1.28	X	X	
China Creek		Che Rv	1.98	1.24	0.74	X	X	
Coffee Creek		Che Rv	2.61	2.58	0.03	X	X	
Dillenbaugh Creek		Che Rv	5.73	4.06	1.67	X	X	
Berwick Creek		Che Rv	4.48	2.8	1.68	X	X	
Stearns Creek		Che Rv	10.14	4.53	5.61	X	X	
W.Fk.StearnsCreek		Che Rv	1.39	0.33	1.06	X	X	
Bunker Creek		Che Rv	12.54	1.77	10.77	X	X	
Deep Creek		Che Rv	4.71	0.77	3.94	X	X	
S.Fk.Chehalis Rv		Che Rv	22.23	6.76	15.47	X	X	
Katula Creek		Che Rv	0.71	0.84	-0.13	X	X	
Rock Creek		Che Rv	2.35	0.0	2.35	X	X	
			0.0	0.0	0.0	X	X	
Deer Creek		Che Rv	1.51	0.0	1.51	X	X	
Elk Creek		Che Rv	7.54	1.03	6.51	X	X	
Jones Creek		Che Rv	3.76	1.69	2.07	X	X	
Lake Creek		Che Rv	11.10	3.22	7.88	X	X	
Stowe Creek		Che Rv	1.63	0.61	1.02	X	X	
Stowell Creek		Che Rv	1.19	0.0	1.19	X	X	
			0.0	0.0	0.0	X	X	
Skookumchuck Rv		Che Rv	5.72	5.63	0.09	X	X	
Hanaford Creek		Sko Rv	11.19	9.66	1.53	X	X	
N.Hanaford Creek		Sko Rv	0.63	0.58	0.05	X	X	
S.Hanaford Creek		Sko Rv	7.44	1.11	6.33	X	X	
Newaukum River		Che Rv	13.09	12.03	1.06	X	X	
N.FkNewaukumRv		New Rv	10.81	0.0	10.81	X	X	
M.FkNewaukumRv		New Rv	0.37	0.0	0.37	X	X	
S.FkNewaukumRv		New Rv	22.98	0.0	22.98	X	X	
Lucas Creek		New Rv	5.16	0.0	5.16	X	X	
Kearney Creek		New Rv	4.25	0.0	4.25	X	X	
<b>Subtotal</b>			<b>278.23</b>	<b>127.38</b>	<b>150.85</b>			

**\*\* Lewis County Total - - Approximately 127.146 square miles of the current flood plain within the 2392.312 square miles of the County's three watershed drainage areas for the identified flooding sources.**  
**- - Chehalis River Basin - - Watershed = 770.45 sq. mi.; Flood Plain = 46.58 sq. mi.**  
**- - Cowlitz River Basin - - Watershed = 1429.17 sq. mi.; Flood Plain = 75.76 sq. mi.**  
**- - Nisqually River Basin - - Watershed = 192.70 sq. mi.; Flood Plain = 4.81 sq. mi.**

**Table 1-0. Flooding Sources To Be Studied (Flood Prone Areas)\*\* (Cont.)**

Flooding Source Cowlitz River Watershed	Reach Limits	Down- stream Limit	Reach Length/ Length of Study (Miles)	Detailed Riverine		Floodplain Mapping	Redelineation Using Updated Topographic Data and Effective Flood Profiles	Refinement or Creation of Zone A
				Hydrologic Hydraulic (H & H) Analyses (FEMA-SC)	Floodway Analysis & Mapping (CTP)			
<b>Lower Cowlitz Riv</b>		S. CtyB.	26.61		26.61	X	X	
Lacamas Creek		Cow Rv	18.93		18.93	X	X	
Foster Creek		Cow Rv	5.68		5.68	X	X	
Salmon Creek		Cow Rv	24.70		24.70	X	X	
Mill Creek		Cow Rv	12.76		12.76	X	X	
Winston Creek		Cow Rv	2.06		2.06	X	X	
			0.0		0.0			
<b>Tilton River</b>		Cow Rv	30.52		30.52	X	X	
<b>Middle Cowlitz Riv</b>		Lakes	8.23		8.23	X	X	
Rainey Creek		Cow Rv	7.34		7.34	X	X	
			0.0		0.0			
<b>Upper Cowlitz Riv</b>		Lakes	40.68		40.68	X	X	
<b>Cispus River</b>		Cow Rv	37.59		37.59	X	X	
N.Fk.Cispus River		Cow Rv	7.57		7.57	X	X	
Silver Creek		Cow Rv	2.27		2.27	X	X	
Kiona Creek		Cow Rv	6.12		6.12	X	X	
Olequa Creek		Cow Rv	15.17		15.17	X	X	
King Creek		Cow Rv	6.57		6.57	X	X	
Stillwater Creek		Cow Rv	8.02		8.02	X	X	
<b>Subtotal</b>			<b>260.82</b>		<b>260.82</b>			

Flooding Source Nisqually River Watershed	Reach Limits	Down- stream Limit	Reach Length/ Length of Study (Miles)	Detailed Riverine		Floodplain Mapping	Redelineation Using Updated Topographic Data and Effective Flood Profiles	Refinement or Creation of Zone A
				Hydrologic Hydraulic (H & H) Analyses (FEMA-SC)	Floodway Analysis & Mapping (CTP)			
<b>Nisqually River</b>		N.CtyB	18.14		18.14	X	X	
Mineral Creek		Nis Rv	4.51		4.51	X	X	
Roundtop Creek		Nis Rv	6.06		6.06	X	X	
Catt Creek		Nis Rv	1.46		1.46	X	X	
Big Creek		Nis Rv	9.37		9.37	X	X	
East Creek		Nis Rv	4.67		4.67	X	X	
<b>Subtotal</b>			<b>44.21</b>		<b>44.21</b>			

<b>Total</b>			<b>583.26</b>		<b>127.38</b>	<b>455.88</b>		
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Priorities – rivers first, then creeks second; Urban & developed areas first, then undeveloped areas second.

Map Of Lewis County Watershed Areas

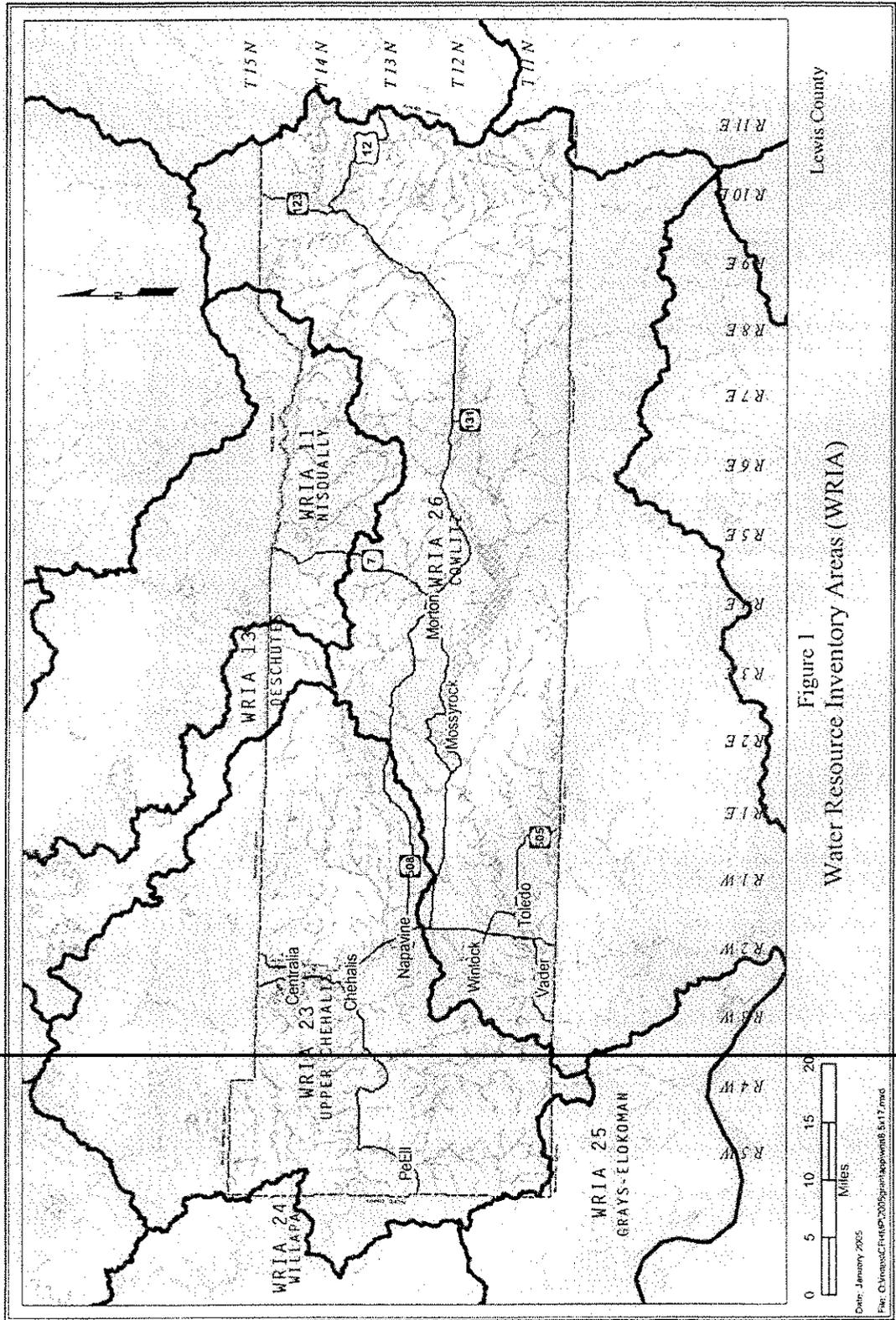


Figure 1  
Water Resource Inventory Areas (WRIA)

**Compliance with Floodplain Boundary Data Quality Standards:** The data quality standards documented in Section 7 of the Multi-Year Flood Hazard Identification Plan (MHIP) for Fiscal Year 2004-2008 (Version 1, November 2004) should be used as the basis for producing DFIRMs. It has been determined that DFIRMs that do not meet the quality standards stated above may not be considered toward meeting the Map Mod metrics. The MIP utilities available at the time of study submittals should be run to verify compliance with these data quality standards. Compliance with these standards will help FEMA achieve a Map Modernization goal of providing a reliable, web-based national flood layer in digital GIS format.

The floodplain boundary data quality standards outlined in Table 7-1 of the MHIP should be followed in addition to existing standards specified for floodplain mapping in the Guidelines, including Volume I, Section 1.4 and Appendices C, D, E, F, G, H, K, L, M, and N. Table 7-1 shall be applied to all approximate, existing detailed and new detailed studies for riverine and coastal flooding sources.

**Table 1-1. Summary of Project Activities and Assignments**

Activities	CTP	CTP (SC)	FEMA (SC)	FEMA (NSP)
Activity 1: Pre-Scoping				X
Activity 2: Scoping	X			X
Activity 3: Field Surveys and Reconnaissance	X			
Activity 4: Topographic Data Development	X			
Activity 5: Independent QA/QC Review of Topographic Data				X
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 (Detailed Riverine)	X			
Activity 10A: Floodplain Mapping (Redelineation Using Effective Flood Profiles and Updated Topographic Data)	X		X	
Activity 10B: Floodplain Mapping (Refinement or Creation of Zone A)	X			
Activity 11: Independent QA/QC Review of Floodplain Mapping (Revised Areas)				X
Activity 12: Base Map Acquisition	X			
Activity 13: DFIRM Production (Non-Revised Areas)	X			
Activity 13A: Independent QA/QC Review of DFIRM Production (Non-Revised Areas)				X
Activity 14: DFIRM Production (Merging Revised and Non-Revised Information)	X			
Activity 14A: DFIRM Production (Application of FEMA Graphics and Database Specifications)	X			
Activity 14B: Independent QA/QC Review of DFIRM Product Meeting FEMA Graphics and Database Specifications				X
Activity 15: Preliminary DFIRM and FIS Report Distribution	X			X
Activity 16: Post-Preliminary Processing	X			X
Activity 17: Outreach	X			X

FEMA has developed tools to assist in the development of the flood hazard data studies and the Digital Flood Insurance Rate Maps (DFIRMs). FEMA will, through the NSP, provide all CTPs access to and training in these tools. The use of these tools will assist in the Map Modernization effort and the efficiency of mapping partners.

If the CTP chooses not to use these production tools, then the CTP will be required to submit 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 Specifications 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);
- Coastal Analysis Completed (draft and final); and
- DFIRM Mapping (draft and preliminary).

CTPs performing scoping activities will be required to submit scoping-related data in accordance with the data capture standards.

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 monitor study quality.

FEMA will be providing download/upload capability for data capture submittals through the MIP. Data submittals uploaded via the MIP will include the same data required prior to the existence of the MIP.

### **Activity 1 – Pre-Scoping**

Responsible Mapping Partner: **Michael Baker, Inc.**

Scope: Pre-Scoping or Mapping Needs Assessment forms the building block for the Scoping Phase. 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. **Michael Baker, Inc.** will evaluate the effective FIS report and FIRM maps to see if they need 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 (e.g., corporate limits, roads, orthophotos) 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.

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

Deliverables: **Michael Baker, Inc.** shall make the following products available to FEMA:

- Copies of all digital files obtained and lists of files that may be available at a later date;
- Summary of the Community's needs; and
- Scoping Tool project files.

Information on the Scoping Tool can be downloaded from <http://www.hazards.fema.gov/wps/portal> .

## Activity 2 – Scoping

{The Scoping Task has been broken down into 22 sub-tasks to approximately correspond with the *Guidelines and Specifications for Flood Hazard Mapping Partners*. Each sub-task will not be necessary for every study, especially for studies that involve mostly digital conversions and few new detailed studies. Please delete sub-tasks that are not being conducted for this study}.

### Task 2-1 Project Management Team Participation

Responsible Mapping Partner: **Lewis County (CTP)**

Scope: In cooperation with the FEMA Region, a Project Management Team will be established consisting of the **Lewis County (CTP)**, FEMA's Regional Engineer, **Lewis County cities, ports, reservation, other local agencies**, 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.

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

Deliverables:

- A document listing the project management team along with their full contact information.
- Update of the Scoping Tool files to include the project management team and contact information.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

### Task 2-2 Initial Community Contact

Responsible Mapping Partner: **Lewis County (CTP)**

Scope: Coordinate with the FEMA Regional Project Officer to contact **Lewis County cities, ports, reservation, other local agencies** and notify them that FEMA and **Lewis County (CTP)** have selected them for a map update, and they will be working with the communities to develop the project scope. Topics to be reviewed with the communities include:

- Purpose of the Flood Map Project (i.e., the update needs that have prompted the map update);
- The community's perception of its mapping needs;
- Target schedule for completing the project;
- Possibility of the community participating as a CTP (if it isn't already); and
- ~~The community's engineering, planning, and Geographic Information System (GIS) capabilities~~

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

Deliverables: A digital document reporting the results of the contact.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

### Task 2-3 Preliminary Project Management Plan

Responsible Partner: **Lewis County (CTP)**

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Scope: The coordination protocol and general management objectives of the entire project will be addressed in the preliminary Project Management Plan. The plan will identify the overall Project, Project Team, the lines and protocols of communication between the communities and the Team members, protocols for internal flow of information among the members of the Team, the project objectives, general milestones of the Flood Map Project, QA/QC review requirements, record keeping, and project completion goals.

The Project Management Plan shall follow the template provided in Appendix I, Subsection I.1.3 of the *Guidelines and Specifications for Flood Hazard Mapping Partners* and will constitute the living document for the operation of the project. Copies of the document will be distributed to all members of the Project Team. As the project advances, revisions deemed necessary for improving the Project Management Plan will be incorporated into the plan and distributed to all Team members as well.

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

Deliverable: The Project Management Plan in digital format.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

#### **Task 2-4 Initial Project Team Conference Call**

Responsible Partner: **Lewis County (CTP)**

Scope: Following the completion of the Project Management Plan, a conference call will be arranged including all of the Project Management Team members and the appropriate representatives of **Lewis County cities, ports, reservation, other local agencies**. The communities will be asked to provide input for its assessment of the flood mapping needs, available data for base maps, any existing studies or ongoing projects that may have an influence on flood mapping, the community's potential as a CTP, and the involvement of other regional or state agencies that may have an input for the map development process.

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

Deliverable: A digital document documenting discussions during the conference call.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

#### **Task 2-5 Project Team Formation**

Responsible Partner: **Lewis County (CTP)**

Scope: The composition of the Project Team will be based on the needs of the project. The selected Project Team members will consist of the Project Management Team plus other mapping partners and NFIP stakeholders whose collective capabilities will provide all the necessary resources to successfully complete the Flood Map Project.

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

Deliverables: A document listing the project team along with their full contact information. Update of the Scoping Tool files to include the project team and contact information.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

## **Task 2 –6 Preliminary Research Activities**

Responsible Partner: **Lewis County (CTP)**

Scope: 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: conduct a thorough Mapping Needs Assessment (unless one has already been conducted); inventory the FEMA archives for effective FIRM panels, FIRM 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.

The following tasks shall be completed to research available data for Flood Map Project: identify available base map information; identify available topographic data; identify available flood hazard data; and identify other available hydrologic and hydraulic information and data.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS. An Available Data Inventory template is provided in Appendix I, Subsection I.1.6 of the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Deliverables: An Available Data Inventory digital document.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

## **Task 2-7 Potential Obstacles**

Responsible Partner: **Lewis County (CTP)**

Scope: The Project Management Team shall identify potential obstacles in an effort to learn of any issues that could delay or prohibit the Flood Map Project. Some examples of potential obstacles to completing the project in a timely fashion include the following: inability to address mapping needs adequately with available funding; difficulty coordinating community funding with FEMA funding; lack of an available base map meeting FEMA minimum specifications (described in Appendix K of the *Guidelines and Specifications for Flood Hazard Mapping Partners*); hydrologic and/or hydraulic issues; community concerns; reliance on other studies or data (e.g., topographic mapping) that will not be available within the project’s scheduling constraints; needs not having as high a priority as originally identified; and other considerations (Federal/State/non-governmental organizations, programmatic, disaster-related, legal).

The Project Management Team shall explore potential issues on an ongoing basis. If potential obstacles are identified that could halt or significantly hinder the completion of the project, the Project Management Team shall evaluate all possible alternatives and develop an appropriate course of action as soon as practicable. ~~This checklist is a “living” document that should be updated as necessary throughout the lifecycle of the project.~~

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS. A Potential Obstacle to Project Completion Checklist template is provided in Appendix I, Subsection I.1.7 of the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Deliverables: A Potential Obstacle to Project Completion Checklist in digital form.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm) .

### **Task 2-8 Draft Project Scope**

Responsible Partner: **Lewis County (CTP)**

Scope: Based on the collected information, **Lewis County (CTP)** will develop a Draft Project Scope of the identified mapping needs of **Lewis County cities, ports, reservation, other local agencies**. Input received from the FEMA Regional Project Officer and other involved community agencies will be used in the development of the Draft Project Scope. The following items will be addressed in the Draft Project Scope: review available information; determine if and how effective FIS data can be used in new project; identify other data needed to complete the Project and its source; and the DFIRM format.

The Draft Project Scope will establish priority levels for flooding sources to be analyzed and mapped, and estimate schedules and associated costs for completion of the components of flood mapping.

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

Deliverables: A Draft Project Scope document in digital form and an update of the Scoping Tool files to include the draft scope.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm) .

### **Task 2-9 Draft Project Scope Conference Call**

Responsible Partner: **Lewis County (CTP)**

Scope: After submission of the Draft Project Scope to FEMA and the **Lewis County (CTP)**, a conference call will be arranged among Project Management Team members and appropriate community representatives to discuss and refine the Draft Project Scope. Results of the conference call will be summarized.

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

Deliverable: A digital document summarizing the Conference Call.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm) .

## **Task 2-10 Revised Draft Project Scope**

Responsible Partner: **Lewis County (CTP)**

Scope: Based on the input received during the conference call, a "Revised Draft Project Scope" will be prepared. This document will be submitted to the Project Team for further discussion during the project Scoping Meeting.

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

Deliverables: A Revised Draft Project Scope document and an update of the Scoping Tool files to reflect any changes to the Scope of Project.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

## **Task 2-11 Distribution of Background Information**

Responsible Partner: **Lewis County (CTP)**

Scope: In preparation for the Scoping Meeting (Task 12), a detailed meeting agenda will be prepared in accordance with the template provided in Appendix I, Subsection I.2.4 of the *Guidelines and Specifications for Flood Hazard Mapping Partners*. The **Lewis County (CTP)** will distribute the Scoping Meeting agenda, revised draft Project Scope and the preliminary Project Management Plan to all meeting attendees before the Scoping Meeting.

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

Deliverables: Copies of the Scoping Meeting Agenda, Revised Draft Scope of Project, and Preliminary Project Management Plan to be distributed before the Scoping Meeting.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

## **Task 2-12 Scoping Meeting Activities**

Responsible Partner: **Lewis County (CTP)**

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

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

Deliverables: A completed Scoping Meeting Package with all necessary forms will be submitted to the **Lewis County (CTP)**, the FEMA Regional Project Officer, and the NSP one week after the Scoping Meeting.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm) .

### **Task 2-13 Mapping Needs List Prioritization and Finalization**

Responsible Partner: **Lewis County (CTP)**

Scope: The Project Management Team shall review the 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 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 subject to 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.

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

Deliverables: The final mapping needs list along with priorities

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm) .

### **Task 2-14 Refinement of Draft Scope of Project**

Responsible Partner: **Lewis County (CTP)**

Scope: Based on the discussion of mapping needs, **Lewis County (CTP)** 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:*

The Project Team shall discuss the extent of riverine or coastal modeling required for the project. The research completed during the pre-Scoping Meeting phase shall be reviewed to determine the extent and applicability of previous modeling. Issues to be discussed include the following: models to be used from FEMA's approved models list; requirements for tie-ins to adjacent NFIP maps; areas where complex models might be required; and coordination on Coastal Issues.

#### *Review of Proposed Paneling Scheme:*

The scoping map shall be used to review the proposed paneling and scale scheme.

#### *Review and Refinement of Base and Topographic Map Sources:*

FEMA's base map specifications will be discussed. The discussion shall include the following topics: Base map source (i.e., locally developed data or DOQs meeting FEMA's minimum specifications) to be used for the project; Topographic and planimetric data sources; Coordination of countywide issues, if necessary; horizontal and vertical datums; and acquisition of the base map, if digital files are not available.

*Finalization of Map Production and Database Options:*

The proposed DFIRM format and optional features and data for the enhanced DFIRM Database (e.g., GIS data for watershed boundaries, stream reach hydrologic network structure, land use data, soil data, digital elevation certificates, photographs of structures) from the draft Scope of Project shall be reviewed, refined, and finalized.

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

Deliverables: A digital Draft Project Scope document and update of the Scoping Tool files.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

### **Task 2-15 Assignment of Project Team Member Tasks**

Responsible Partner: **Lewis County (CTP)**

Scope: The objective is for each Project Team member to have a clear understanding of his or her role-and responsibilities for the project. The Task Assignment and Scheduling Worksheet in *Guidelines and Specifications for Flood Hazard Mapping Partners*, Appendix I, Subsection I.2.5 can be used to make assignments and develop a schedule for the project. The Flood Mapping Project Process Flowchart, which is included in Appendix I, Subsection I.2.6 may also be useful.

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

Deliverable: A report documenting the assignments of the Project Team members in accordance with the delivery dates specified in task orders.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

### **Task 2-16 Community Partnership Agreements**

Responsible Partner: **Lewis County (CTP)**

Scope: **Lewis County cities, ports, reservation, other local agencies** will be contacted and given the opportunity to sign a Memorandum of Agreement (MOA). MOAs will be obtained from as many affected communities as possible, within the Period of Performance of this Task Order. MOAs document the good faith efforts to collaboratively assess the community's needs, develop an appropriate Project Scope, and develop and adopt the resulting maps.

If these agreements cannot be signed at the Scoping meeting (for example, if they require city council approval), they are to be processed as soon as possible after the Scoping Meeting. MOA templates are provided in Appendix I, Subsections I.2.7 and I.2.8.

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

Deliverables: Signed Community Partner MOAs.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

### **Task 2-17 Scoping Meeting Documentation**

Responsible Partner: **Lewis County (CTP)**

Scope: **Lewis County (CTP)** shall prepare and distribute the meeting minutes, which shall include a list of all the participants and their respective assignments for the project, as well as the overall schedule for the project as discussed at the Scoping Meeting. The overall project schedule shall establish the basis for each Project Team member's assignment(s). Project Team members shall review their task assignments and provide feedback or comments. All changes to the proposed scope, schedule, and task assignments shall be coordinated with **Lewis County (CTP)** and the other team members.

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

Deliverables: A report documenting the Scoping Meeting including attendees sign-in list, scoping meeting minutes, and the project schedule summarizing prioritized needs within the community. Priorities are established in accordance with the criteria listed in Task 2-13 so that areas of greatest need can be addressed with the available funding. Backup or supplemental information used in writing this report should also be included.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

### **Task 2-18 Statement of Work or Mapping Activity Statement Revision**

Responsible Partner: **Lewis County (CTP)**

Scope: **Lewis County (CTP)** shall work closely with the **Lewis County (CTP)** to develop or revise the Mapping Activity Statement (MAS) based on task assignments made during the Scoping Meeting and any subsequent changes. FEMA Regional Project Officer, FEMA Regional Contracting Officer, and FEMA HQ Program Manager shall review and approve the SOW or MAS before it is distributed to the Project Team members. The MAS shall follow the template provided in Appendix I, Subsection I.3.1 of the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

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

Deliverables: The deliverable shall be the revised Mapping Activity Statement or Statement of Work.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

### **Task 2-19 Time and Cost Estimate Preparation**

Responsible Partner: **Lewis County (CTP)**

Scope: **Lewis County (CTP)** shall be responsible for preparing time and cost estimates for all assigned tasks as well as coordinating and compiling time and cost estimates from other mapping partners. Based on the SOW or MAS, each mapping partner participating in the flood map project shall develop a time and cost estimate for assigned tasks. As part of these estimates, Project Team members also shall establish a schedule for their portion of the work within the schedule from the Scoping Meeting.

The time and cost estimates shall be prepared in accordance with the template for preparing time and cost estimates is provided in Appendix I, Subsection I.3.2 of the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

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

Deliverables: A report containing time and cost estimates for all tasks. Any backup or supplemental information used in writing this report will also be included.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

### **Task 2-20 Finalization of Project Management Plan**

Responsible Partner: **Lewis County (CTP)**

Scope: **Lewis County (CTP)**, in consultation with the **Lewis County (CTP)**, FEMA Regional Project Officer and FEMA Regional Contract Officer, shall incorporate the final SOW or MAS into the Project Management Plan and establish intermediate project reporting and project close-out requirements. The Plan shall then be ready for finalization.

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

Deliverables: A Final Project Management Plan report and the backup or supplemental information used in writing this plan.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

### **Task 2-21 Updates to Mapping Needs Update Support System (MNUSS) Database or its successor**

Responsible Partner: **Lewis County (CTP)**

Scope: Once the SOW or MAS is finalized, **Lewis County (CTP)** shall update the MNUSS database to indicate that the needs included in the SOW or MAS are being addressed in an ongoing Flood Map Project. They shall also update the MNUSS database to add any new needs or revise existing needs identified during the scoping activities that will not be addressed by the current project. Additionally, they shall flag the needs that could not be verified during the research and community coordination activities as “not verified.”

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

Deliverables: Email from the MNUSS administrator stating that the MNUSS update was successful.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

## **Task 2-22 Outreach, Coordination & Consultation**

Responsible Partner: **Lewis County (CTP)**

**Scope:** 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. **Lewis County (CTP)** shall develop an Outreach plan to accomplish the following: 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.

**Lewis County (CTP)** shall also assist FEMA's Consultation Coordination Officer (CCO) in consultation and coordination efforts to address outreach activities to educate stakeholders about this Flood Map Project.

**Lewis County (CTP)** shall also assist FEMA in the coordination and outreach with local officials by helping them contact the local officials and the State NFIP Coordinator and inform them that their community has been selected for a possible study. They shall also work with FEMA and local officials to inform the community and request information through meetings and other consultation activities.

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

**Deliverables:** An Outreach plan document along with documentation of Outreach, Consultation and Coordination activities that have already occurred.

Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

## **Activity 3 - Field Surveys and Reconnaissance**

Responsible Mapping Partner: **Lewis County (CTP)**

**Scope:** To supplement any field reconnaissance conducted during the Project Scoping phase of this project, **Lewis County (CTP)** 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, **Lewis County (CTP)** 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. **Lewis County (CTP)** 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*, **Lewis County (CTP)** shall make the following products available to FEMA:

- A report summarizing the findings of the field reconnaissance;
- Maps and drawings that provide the detailed survey results;

- Survey notebook containing cross sections and structural data; and
- NSP Format Survey Database or Intermediate Data Delivery consistent with the NSP Data Capture Standards.

Data Capture Standards can be downloaded from [http://www.fema.gov/pdf/fhm/frm\\_gsana.pdf](http://www.fema.gov/pdf/fhm/frm_gsana.pdf). The effective Data Capture Standards applicable to this MAS are dated <insert date>.

Appendix N may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

## Activity 4 - Topographic Data Development

Responsible Mapping Partner: **Lewis County (CTP)**

Scope: To supplement the field surveys conducted under Activity 3, **Lewis County (CTP)** shall obtain additional topographic data of the overbank areas of the flooding sources studied to delineate floodplain boundaries. Specifically, **Lewis County (CTP)** shall generate new topographic data for **the Chehalis, Cowlitz, and Nisqually Watersheds** using **LiDAR Digital Elevations Models (DEM), and 2-foot contours**. **Lewis County (CTP)** also shall coordinate with other team members conducting field surveys under Activity 3. The 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*.

For this activity, **Lewis County (CTP)** also shall develop topographic maps and/or Digital Elevation Models for the subject flooding sources using the data collected under Activities 3 and 4. In addition, **Lewis County (CTP)** shall address all concerns or questions regarding Activity 4 that are identified by **Michael Baker, Inc.** during the independent QA/QC review under Activity 5.

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

Deliverable: Upon completion of topographic data collection and processing for **the Chehalis, Cowlitz, and Nisqually Watersheds**, **Lewis County (CTP)** shall submit these data to **Michael Baker, Inc.** for an independent QA/QC review under Activity 5. **Lewis County (CTP)** shall submit the data 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*, **Lewis County (CTP)** shall make the following products 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 (NGS) data sheets for Network Control Points used to control remote-sensing and ground surveys; and
- Metadata compliant with Federal Geographic Data Committee standards; and

- NSP Format Terrain Database or Intermediate Data Delivery consistent with the NSP Data Capture Standards.

Appendix N may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

### **Activity 5 - Independent QA/QC Review of Topographic Data**

Responsible Mapping Partner: **Michael Baker, Inc.**

Scope: **Michael Baker, Inc.** shall review the mapping data generated by **Lewis County (CTP)** under Activity 4 to ensure that these data are consistent with FEMA standards and standard engineering practice and are sufficient to prepare the DFIRM.

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

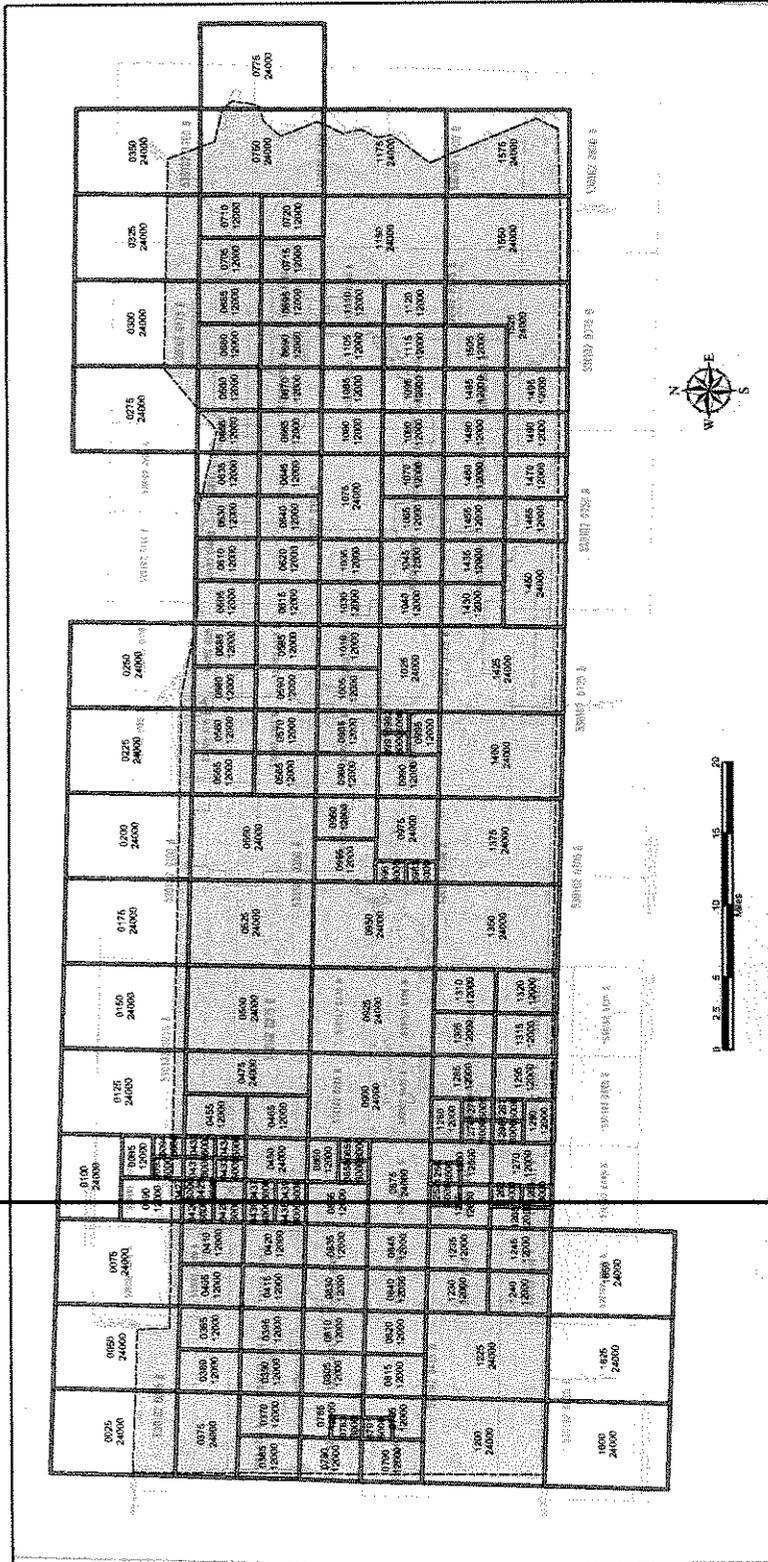
Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, **Michael Baker, Inc.** shall make the following products available to FEMA:

- 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/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

# Map Of Lewis County FIRM Panels

## Lewis County, Washington Proposed DFIRM Panel Layout



**DFIRM PANEL COUNT**  
 1" = 500' : 30 panels  
 1" = 1000' : 105 panels  
 1" = 2000' : 44 panels  
**TOTAL: 179 panels**

**QUAD INDEX  
 PANEL COUNT: 66**

**EFFECTIVE FIRM  
 PANEL COUNT:  
 85, INCLUDING  
 4 NOT PRINTED**

## Activity 6 – Hydrologic Analyses

Responsible Mapping Partner: **Northwest Hydraulics Consultants (FEMA-SC)**

Scope: **Northwest Hydraulics Consultants (FEMA-SC)** shall perform hydrologic analyses for approximately **74.8 square miles** of drainage area for the **Chehalis River** flooding source(s) identified at the beginning of this MAS. **Northwest Hydraulics Consultants (FEMA-SC)** shall calculate peak flood discharges for the 10-, 2-, 1-, and 0.2-percent-annual-chance storm events using the **HEC-1** computer program. These flood discharges will be the basis for subsequent hydraulic analyses under Activity 8. In addition, **Northwest Hydraulics Consultants (FEMA-SC)** shall address all concerns or questions regarding Activity 6 that are identified by **Michael Baker, Inc.** during the independent QA/QC review under Activity 7.

If Geographic Information System (GIS)-based modeling is used, **Northwest Hydraulics Consultants (FEMA-SC)** shall document the automated data processing and modeling algorithms and provide them to FEMA to ensure they are consistent with the standards outlined above. **Northwest Hydraulics Consultants (FEMA-SC)** shall document digital datasets (such as elevation, basin, or land use data) and provide them 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 **Northwest Hydraulics Consultants (FEMA-SC)** 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 the hydrologic modeling for the **Chehalis Watershed**, **Northwest Hydraulics Consultants (FEMA-SC)** shall submit the results to **Michael Baker, Inc.** for an independent QA/QC review under Activity 7. **Northwest Hydraulics Consultants (FEMA-SC)** 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*, **Northwest Hydraulics Consultants (FEMA-SC)** shall make the following products available to FEMA:

- 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.

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

- NSP Format Hydrology Database or Intermediate Data Delivery consistent with the NSP Data Capture Standards.

Appendix N may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

## Activity 6A – Coastal Flood Hazard Analyses

Responsible Mapping Partner: Not applicable (N/A)

## Activity 7 - Independent QA/QC Review of Hydrologic Analyses

Responsible Mapping Partner: Michael Baker, Inc.

Scope: Michael Baker, Inc. shall review the technical, scientific, and other information submitted by Northwest Hydraulics Consultants (FEMA-SC) 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*, Michael Baker, Inc. shall make the following products available to FEMA:

- 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/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm) .

## Activity 7A - Independent QA/QC Review of Coastal Hazard Analyses

Responsible Mapping Partner: Not Applicable (N/A)

## Activity 8 – Hydraulic Analyses

Responsible Mapping Partner: **Northwest Hydraulics Consultants (FEMA-SC)**

Scope: **Northwest Hydraulics Consultants (FEMA-SC)** shall perform hydraulic analyses for approximately **128 miles** of the **Chehalis River** flooding sources identified at the beginning of 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 analysis methods used for this analysis will include **HEC-RAS**.

**Northwest Hydraulics Consultants (FEMA-SC)** shall use the cross-section and field data collected under Activity 3 to perform the hydraulic analyses. The hydraulic analyses shall be used to establish flood elevations and regulatory floodways for the subject flooding sources.

**Northwest Hydraulics Consultants (FEMA-SC)** shall use the FEMA CHECK-2 or CHECK-RAS checking program to check the reasonableness of the hydraulic analyses. To facilitate the independent QA/QC review under Activity 9, the **Northwest Hydraulics Consultants (FEMA-SC)** shall provide explanations for unresolved messages from the CHECK-2 or CHECK-RAS program, as appropriate. In addition, **Northwest Hydraulics Consultants (FEMA-SC)** shall address all concerns or questions regarding Activity 8 that are identified by **Michael Baker, Inc.** during the independent QA/QC review under Activity 9.

**Northwest Hydraulics Consultants (FEMA-SC)** 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. **Northwest Hydraulics Consultants (FEMA-SC)** shall document the digital datasets and provide them to FEMA for approval before performing the hydraulic analyses to ensure that the datasets meet minimum requirements. If non-commercial (i.e., custom-developed) software is used for the analyses, then **Northwest Hydraulics Consultants (FEMA-SC)** 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 for **the Chehalis Watershed**, **Northwest Hydraulics Consultants (FEMA-SC)** shall submit the results to **Michael Baker, Inc.** for an independent QA/QC review under Activity 9. **Northwest Hydraulics Consultants (FEMA-SC)** 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*, **Northwest Hydraulics Consultants (FEMA-SC)** shall make the following products available to FEMA:

- Digital profiles of the 10-, 2-, 1- and 0.2-percent-annual-chance water-surface elevations ~~representing existing conditions using the FEMA RASPLOTT program or similar software;~~
- Digital and hardcopy versions of the Floodway Data Table for each flooding source that is compatible with the DFIRM database;
- Digital and hardcopy versions of all hydraulic modeling (input and output) files;
- Digital and hardcopy versions of a table showing ranges of Manning's "n" values;
- Explanations for unresolved messages from the CHECK-2 or CHECK-RAS program, as appropriate;
- Digital and hardcopy versions of all backup data used in the analyses; and
- Digital and hardcopy 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 Intermediate Data Delivery consistent with the NSP Data Capture Standards.

Appendix N may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

## Activity 9 – Independent QA/QC Review of Hydraulic Analyses

Responsible Mapping Partner: **Michael Baker, Inc.**

Scope: **Michael Baker, Inc.** shall review the technical, scientific, and other information submitted by **Northwest Hydraulics Consultants (FEMA-SC)** under Activity 8 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 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-ins to upstream and downstream non-revised Flood Profiles.
- Use the CHECK-2 or 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.)

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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*, **Michael Baker, Inc.** shall make the following products available to FEMA:

- 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/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

## Activity 10 - Floodplain Mapping (Detailed Riverine Analysis)

**Responsible Mapping Partner:** Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP)

**Scope:** Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP) shall delineate the 1- and 0.2-percent-annual-chance floodplain boundaries and the regulatory floodway boundaries (if required) for the flooding sources for which detailed analyses were performed. Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP) shall incorporate all new or revised 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, Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP) shall incorporate the results of all effective Letters of Map Change (LOMCs) within the revised areas as appropriate. Also, Northwest Hydraulics Consultants (FEMA-SC) shall address all concerns or questions regarding Activity 10 that are identified by Michael Baker, Inc. 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 for the Chehalis, Cowlitz, and Nisqually Watersheds, Northwest Hydraulics Consultants (FEMA-SC) and/or Lewis County (CTP) shall submit the mapping to Michael Baker, Inc. for an independent QA/QC review under Activity 11. Northwest Hydraulics Consultants (FEMA-SC) and/or Lewis County (CTP) shall submit the mapping 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 Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, Northwest Hydraulics Consultants (FEMA-SC) shall make the following products available to FEMA:

- Digital work map showing the Coastal High Hazard Area (V zone) delineated along {Indicate Atlantic Ocean, Gulf of Mexico, Great Lakes, Pacific Ocean, or other.} shorelines, transect locations, BFEs, and flood insurance risk zone designation labels;
  - 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*;
  - Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale;
- 
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM;
  - Any backup or supplemental information used in the mapping required for the independent QA/QC review outlined under Activity 11;
  - An explanation for the use of existing topography for the studied reaches, if appropriate; and
  - Intermediate Format Mapping Database or Intermediate Data Delivery consistent with the NSP Data Capture Standards.

Appendix N may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

## **Activity 10A - Floodplain Mapping (Redelineation of Detailed Floodplain Boundaries Using Updated Topographic Data)**

Responsible Mapping Partner: **Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP)**

Scope: **Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP)** shall delineate the 1- and 0.2-percent-annual-chance floodplain boundaries and the regulatory floodway boundaries (if required) for the flooding sources identified at the beginning of this MAS. **Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP)** shall use the topographic data acquired under Activity 4 to delineate the floodplain and regulatory floodway boundaries as appropriate on a digital work map. If the new topographic data do not reflect the same hydraulic characteristics as in the effective study, **Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP)** shall evaluate the topographic data to determine if changes are significant enough to invalidate the floodplain boundary and regulatory floodway boundary redelineations. If so, **Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP)** shall contact the FEMA Regional Project Officer identified in Section 11 of this MAS with a recommendation. In addition, **Northwest Hydraulics Consultants (FEMA-SC)** shall address all concerns or questions regarding Activity 10A that are identified by **Michael Baker, Inc.** during the independent QA/QC review under Activity 11.

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

Deliverables: Upon completion of floodplain mapping for **the Chehalis, Cowlitz, and Nisqually Watersheds**, **Northwest Hydraulics Consultants (FEMA-SC) and/or Lewis County (CTP)** shall submit the mapping to **Michael Baker, Inc.** for an independent QA/QC review under Activity 11. **Northwest Hydraulics Consultants (FEMA-SC) and/or Lewis County (CTP)** shall submit the mapping 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 Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, **Northwest Hydraulics Consultants (FEMA-SC)** shall make the following products available to FEMA:

- 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*;
  - Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale;
- 
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM;
  - Any backup or supplemental information used in the mapping required for the independent QA/QC review outlined under Activity 11; and
  - An explanation for the use of existing topography for the studied reaches, if appropriate;
  - NSP Format Mapping Database or Intermediate Data Delivery consistent with the NSP Data Capture Standards.

Appendix N may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm) .

## Activity 10B - Floodplain Mapping (Refinement or Creation of Zone A)

Responsible Mapping Partner: Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP)

Scope: Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP) shall delineate the 1-percent-annual-chance floodplain boundaries for the flooding sources identified at the beginning of this MAS. Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP) shall use existing topographic data or the topographic data acquired under Activity 4 to delineate the floodplain boundaries on a digital work map. In addition, Northwest Hydraulics Consultants (FEMA-SC) shall address all concerns or questions regarding Activity 10B that are identified by Michael Baker, Inc. during the independent QA/QC review under Activity 11.

Northwest Hydraulics Consultants (FEMA-SC) may expand on the approaches for analyzing Zone A areas outlined in *Guidelines and Specifications for Flood Hazard Mapping Partners* and in FEMA 265, *Managing Floodplain Development in Approximate Zone A Areas* (April 1995), and/or develop new approaches. Such approaches must be coordinated with the FEMA Regional Project Officer identified in Section 11 of this MAS before analysis and mapping begin.

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

Deliverables: Upon completion of floodplain mapping for the Chehalis, Cowlitz, and Nisqually Watersheds, Northwest Hydraulics Consultants (FEMA-SC) and/or Lewis County (CTP) shall submit the mapping to Michael Baker, Inc. for an independent QA/QC review under Activity 11. Northwest Hydraulics Consultants (FEMA-SC) and/or Lewis County (CTP) shall submit the mapping 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*, Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP) shall make the following products available to FEMA:

- Digital work maps showing the 1-percent-annual-chance floodplain boundary delineations, flood insurance risk zone labels, and all applicable base map features;
- 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;
- Hardcopy and digital versions of input and output for any computer programs that were used;
- 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*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM;
- NSP Format Mapping Database or Intermediate Data Delivery consistent with the NSP Data Capture Standards.

If automated GIS-based models are applied, all input data, output data, intermediate data processing products, and GIS data layers shall be submitted.

Appendix N may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm) .

### **Activity 11 - Independent QA/QC Review of Floodplain Mapping (Revised Areas)**

**Responsible Mapping Partner: Michael Baker, Inc.**

**Scope:** **Michael Baker, Inc.** shall review the floodplain mapping submitted by **Northwest Hydraulics Consultants (FEMA-SC); Lewis County (CTP)** under Activities 10, 10A, and 10B to ensure that the results of the analyses performed are accurately represented, the work maps are consistent with current FEMA standards, and the work maps are sufficient to prepare the DFIRM. This work shall include, at a minimum, the activities listed below.

- For the coastal flood hazard analyses, review the setup and runup height elevations shown on the work maps to ensure they agree with those shown on the data table(s), and stillwater elevations are shown where coastal and riverine flooding studied in detail join;
- 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 maps for proper location and agreement with the results of the hydraulic modeling;
- Review the regulatory floodway widths shown on the work maps for agreement with the widths shown in the Floodway Data Table and the results of the hydraulic modeling;
- Review the floodplain boundaries shown on the work maps or 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 DFIRM mapping files to ensure they were prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*; and
- 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*, **Michael Baker, Inc.** shall make the following products available to FEMA:

- 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.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm) .

## Activity 12 - Base Map Acquisition

Responsible Mapping Partner: **Lewis County (CTP)**

Scope: **Lewis County (CTP)** shall provide the digital base map, {specify which one}, for the project. 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: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, **Lewis County (CTP)** shall make the following products available to FEMA:

- Written certification that the digital data meet FEMA's 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/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

## Activity 13 – DFIRM Production (Non-Revised Areas)

Responsible Mapping Partner: **Lewis County (CTP)**

Scope: For all flooding sources except those segments for which updated flood data will be developed under Activities 1 through 11, **Lewis County (CTP)** shall convert the information shown on the effective FIRM and Flood Boundary Floodway Map (FBFM) panels for all incorporated and unincorporated areas of **Lewis County** to digital format in conformance with FEMA DFIRM specifications. **Lewis County (CTP)** shall use the base map acquired under Activity 12 for the conversion. **Lewis County (CTP)** shall digitize **179 FIRM panels** and **179 FBFM panels**. **Lewis County (CTP)** also shall incorporate the results of LOMCs issued by FEMA since the date of the current effective FIRM for each affected community.

~~Also, **Lewis County (CTP)** shall address all comments and questions regarding Activity 13 that are identified by **Michael Baker, Inc.** during the independent QA/QC review under Activity 13A.~~

**Lewis County (CTP)** shall not digitize the flood theme for those segments of flooding sources for which updated flood data will be developed. Rather, **Lewis County (CTP)** shall leave these as "holes" in the digital flood theme that will be filled in as part of Activity 14 using the digital flood data developed under Activities 10, 10A, and 10B.

Standards: All work under Activity 13 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of **179 DFIRM panels**, **Lewis County (CTP)** shall submit the panels to **Michael Baker, Inc.** for an independent QA/QC review under Activity 11. In accordance with the TSDN

format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, **Lewis County (CTP)** shall make the following products available to FEMA:

- 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*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM, including a check that the road and floodplain relationship is maintained for all non-revised areas.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

### **Activity 13A – Independent QA/QC Review of DFIRM Production (Non-Revised Areas)**

Responsible Mapping Partner: **Michael Baker, Inc.**

Scope: **Michael Baker, Inc.** shall review the DFIRM panels submitted by **Lewis County (CTP)** under Activity 13 to ensure that the new DFIRM panels accurately represent the information shown on the effective FIRMs and FBFMs for the area mapped and are consistent with current FEMA standards. This work shall include, at a minimum, checking the following:

- Cross sections are properly located and oriented as shown on the FIRMs or FBFMs;
- BFEs are properly located and agree with the BFEs shown on the FIRMs;
- Regulatory floodway widths agree with the widths shown on the FIRMs or FBFMs;
- The 1 and 0.2-percent-annual-chance floodplain boundaries agree with the floodplain boundaries shown on the FIRM and the contour lines, other topographic information, and planimetric information shown on the DFIRM base;
- For coastal studies, setup and runup height elevations shown on the work map agree with those shown on the data table(s), and stillwater elevations are shown where coastal and riverine flooding studied in detail join;
- Flood insurance risk zone designations are labeled properly;
- Road and floodplain relationships are maintained for all unrevised areas;
- DFIRM mapping files meet the GIS file and database format requirements specified in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and conform to those requirements for content and attribution; and
- Metadata files describing the DFIRM data include the required information.

Standards: All work under Activity 13A 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*, **Michael Baker, Inc.** shall make the following products available to FEMA:

- 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 copy of the DFIRM with all questions and/or concerns indicated, if necessary.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm) .

### **Activity 14 – DFIRM Production (Merging Revised and Non-Revised Information)**

Responsible Mapping Partner: **Lewis County (CTP)**

Scope: Upon completion of the floodplain mapping activities for the revised areas (Activities 10, 10A, and/or 10B) and the DFIRM production for non-revised areas (Activity 13), **Lewis County (CTP)** shall merge the digital floodplain data into a single, updated DFIRM. This work includes the tie-in of flood hazard information for areas that were not studied as part of the Flood Map Project documented in this MAS. **Lewis County (CTP)** also shall tie in the revised and non-revised Flood Profiles, floodplain boundaries, and regulatory floodway boundaries with contiguous communities that were not studied as part of the Flood Map Project documented in this MAS. **Lewis County (CTP)** shall coordinate with FEMA and those Mapping Partners responsible for Activities 10, 10A, 10B, and 13, as necessary, to resolve any potential tie-in issues.

Standards: All work under Activity 14 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*, **Lewis County (CTP)** shall make the following products available to FEMA:

- 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*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm) .

## Activity 14A – DFIRM Production (Application of FEMA Graphics and Database Specifications)

Responsible Mapping Partner: Lewis County (CTP)

Scope: Lewis County (CTP) shall apply the final FEMA DFIRM graphics and database specifications to the DFIRM files produced under Activity 14. This work shall include adding all required annotation, line pattern, area shading, and map collar information (e.g., map borders, title blocks, legends, notes to users). Lewis County (CTP) shall coordinate with FEMA and those Mapping Partners responsible for Activities 10, 10A, 10B, 13, and 14, as necessary, to resolve any problems that are identified during Activity 14A.

Standards: All work under Activity 14A 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*, Lewis County (CTP) shall make the following products available to FEMA:

- 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*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM; and
- NSP Format DFIRM Database or Intermediate Data Delivery consistent with the NSP Data Capture Standards.

Appendix N may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm).

## Activity 14B – Independent QA/QC Review of DFIRM Product Meeting FEMA Graphics and Database Specifications

Responsible Mapping Partner: Michael Baker, Inc.

Scope: Upon completion of the floodplain mapping activities (Activities 10, 10A, and/or 10B) and DFIRM production activities (Activities 13, 14, and 14A), Michael Baker, Inc. shall review the DFIRM to ensure it meets current FEMA graphics specifications. In addition, Michael Baker, Inc. shall review the DFIRM spatial database to determine if it meets current FEMA database specifications. Michael Baker, Inc. shall coordinate with FEMA and other Mapping Partners, as necessary, to resolve any problems identified during this QA/QC review. This work shall ensure that the requirements below are met.

- All required DFIRM features are accurately and legibly labeled and follow the examples shown in the FEMA DFIRM specifications. This includes all flood insurance risk zones, BFEs, cross sections, studied streams, mapped political entities, and all roads within and adjacent to the 1-percent-annual-chance floodplains;

- All DFIRM features are correctly symbolized with the appropriate symbol, line pattern, or area shading and follow the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- All map collar information is complete, correct, and follows the requirements specified in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- DFIRM mapping files are in one of the GIS file and database formats specified in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and conform to those specifications for content and attribution;
- DFIRM database files are in one of the database formats specified in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and conform to those specifications for content and attribution;
- Metadata files describing the DFIRM data include all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*; and
- The FIS report is prepared in the FEMA **Countywide Format** as documented in Appendix J of *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Standards: All work under Activity 14B 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*, **Michael Baker, Inc.** shall make the following products available to FEMA:

- A Summary Report that describes the findings of the QA/QC review noting any deficiencies in or agreeing with the mapping results and the results of all automated or manual QA/QC steps taken during the independent QA/QC review;
- Recommendations to resolve any problems that are identified during the independent QA/QC review; and
- An annotated copy of the DFIRM with all questions and/or concerns indicated, if necessary.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm) .

## **Activity 15 - Preliminary DFIRM and FIS Report Distribution**

Responsible Mapping Partners: **FEMA Michael Baker, Inc. (NSP) and/or Lewis County (CTP)**

Scope: Activity 15 consists of the final preparation, review, and distribution of the Preliminary copies of the DFIRM and FIS report for community official and general public review and comment. The activities to be performed are summarized below.

*Preliminary Transmittal Letter Preparation.* The **Michael Baker, Inc. (NSP) and/or Lewis County (CTP)** shall prepare letters to transmit the Preliminary copies of the DFIRM and FIS report and related enclosures to all affected communities, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA.

*Preliminary FIS Report Preparation:* The **Michael Baker, Inc. (NSP) and/or Lewis County (CTP)** shall prepare the FIS report in the FEMA **Countywide Format** following the FEMA requirements specified in Appendix J of *Guidelines and Specifications for Flood Hazard Mapping Partners*.

*Final QA/QC Review of Preliminary DFIRM and FIS Report:* The **Michael Baker, Inc. (NSP)** shall perform a final QA/QC review of the Preliminary DFIRM and FIS report, including all data tables, Flood Profiles, and other components of the FIS report. The QA/QC review procedures shall be consistent with the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

*Discrepancy Resolution:* The **Michael Baker, Inc. (NSP)** shall work with **Lewis County (CTP)** and FEMA as appropriate to resolve discrepancies identified during the final QA/QC review.

*Distribution of Preliminary DFIRM and FIS Report:* The **Michael Baker, Inc. (NSP)** shall distribute the Preliminary copies of the DFIRM and FIS report to all affected communities, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA.

*News Release Preparation:* The **Michael Baker, Inc. (NSP)** shall prepare news release notifications of BFE changes for all affected communities if appropriate and perform QA/QC reviews of the notifications for accuracy and compliance with FEMA format requirements. The NSP shall file the notifications for later submittal to FEMA for review.

*Preliminary Summary of Map Actions (SOMA) Preparation:* The **Michael Baker, Inc. (NSP)** shall prepare Preliminary SOMAs for all affected communities if appropriate. The SOMAs shall list pertinent information regarding LOMCs that will be affected by the issuance of the DFIRM (i.e., superseded, incorporated, revalidated).

Standards: All work under Activity 15 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* and the requirements documented in Section 1 and Appendix A of the *FEMA Document Control Procedures Manual*, the NSP shall make the products listed below available to FEMA.

- Preliminary transmittal letters shall be prepared. These letters and any additional letters requested by FEMA shall be prepared in accordance with the current version of the *FEMA Document Control Procedures Manual*;
- Preliminary copies of the DFIRM and FIS report, including all new or updated data tables and Flood Profiles, shall be prepared;
- Preliminary copies of the DFIRM and FIS report shall be mailed to the Chief Executive Officer (CEO) and floodplain administrator of each affected community, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA;
- Preliminary SOMAs, prepared in accordance with FEMA requirements, shall be mailed with the ~~Preliminary copies of the DFIRM and FIS report when appropriate;~~
- Revised DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided on CD-ROM;
- Revised DFIRM database files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided on CD-ROM;
- Revised metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided on CD-ROM; and
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM shall be provided.

## Activity 16 - Post-Preliminary Processing

Responsible Mapping Partners: FEMA Michael Baker, Inc. (NSP) and/or Lewis County (CTP)

Scope: Activity 16 consists of finalizing the DFIRM and FIS report after the Preliminary copies of the DFIRM and FIS report have been issued to community officials and the public for review and comment. The activities to be performed are summarized below.

*Initiation of Statutory 90-Day Appeal Period:* When required, upon completion of a 30-day community comment period and/or final coordination meeting with the affected communities, the **Michael Baker, Inc. (NSP)** and/or **Lewis County (CTP)** shall arrange for and verify that the following activities are completed in accordance with the current version of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners* and *Document Control Procedures Manual*:

- Proposed BFE determination letters are sent to the community CEOs and floodplain administrators;
- News release notifications of BFE changes are published in prominent newspapers with local circulation; and
- The appropriate notices (Proposed Rules) are published in the *Federal Register*.

*Resolution of Appeals and Protests:* The **Michael Baker, Inc. (NSP)** and/or **Lewis County (CTP)** shall support FEMA in reviewing and resolving appeals and protests received during the 90-day appeal period. For each appeal and protest, the following activities shall be conducted as appropriate:

- Initial processing and acknowledgment of submittal;
- Technical review of submittal;
- Preparation of letter(s) requesting additional supporting data;
- Performance of revised analyses; and
- Preparation of a draft resolution letter and revised DFIRM and FIS report materials for FEMA review.

The NSP shall mail all associated correspondence upon authorization by FEMA.

*Preparation of Special Correspondence:* The **Michael Baker, Inc. (NSP)** and/or **Lewis County (CTP)** shall support FEMA in responding to comments not received within the 90-day appeal period (referred to as "special correspondence"), including drafting responses for FEMA review when appropriate and finalizing responses when requested by FEMA. The **Michael Baker, Inc. (NSP)** also shall mail the final correspondence (and enclosures if appropriate) and distribute appropriate copies of the correspondence and enclosures upon receipt of authorization from FEMA.

*Revision of DFIRM and FIS Report:* If necessary, the **Michael Baker, Inc. (NSP)** and/or **Lewis County (CTP)** shall work together to revise the DFIRM and FIS report at the direction of the FEMA Regional Project Officer and distribute Revised Preliminary copies of the DFIRM and FIS report to the CEO and floodplain administrator of each affected community, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA.

*Final SOMA Preparation:* The **Michael Baker, Inc. (NSP)** shall prepare Final SOMAs for the affected communities as appropriate.

*Processing of Letter of Final Determination:* The **Michael Baker, Inc. (NSP)** and/or **Lewis County (CTP)** shall work with FEMA to establish the effective date for the DFIRM and FIS report, and shall prepare a Letter of Final Determination (LFD) for each affected community for FEMA review in accordance with the

FEMA *Document Control Procedures Manual*. The **Michael Baker, Inc. (NSP)** also shall mail the final signed LFDs and enclosures (including the Final SOMA and the Final Rule for publication in the *Federal Register*, when appropriate) and distribute appropriate copies of the signed LFDs and enclosures upon receipt of authorization from FEMA.

*Processing of Final DFIRM and FIS Report for Printing:* The **Michael Baker, Inc. (NSP)** shall prepare final reproduction materials for the DFIRM and FIS report and provide these materials to the FEMA Map Service Center for printing by the U.S. Government Printing Office. The **Michael Baker, Inc. (NSP)** also shall prepare the appropriate paperwork to accompany the DFIRM and FIS report (including Print Processing Worksheet, Printing Requisition Forms, and Community Map Actions Form) and transmittal letters to the community CEOs.

*Revalidation Letter Processing.* The **Michael Baker, Inc. (NSP)**, when appropriate, shall prepare and distribute revalidation letters to the community CEOs and floodplain administrators to notify the affected communities about LOMCs for which determinations will remain in effect after the DFIRM and FIS report become effective.

*Archiving Data:* The **Michael Baker, Inc. (NSP)** shall ensure that technical and administrative support data are packaged in the FEMA-required TSDN format and stored properly in the library archives.

Standards: All work under Activity 16 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* and the requirements documented in Section 1 and Appendix A of the *FEMA Document Control Procedures Manual*, the **Michael Baker, Inc. (NSP)** and/or **Lewis County (CTP)** shall make the following products available to FEMA:

- Documentation that the news release notifications were published in accordance with FEMA requirements;
  - Documentation that the appropriate *Federal Register* notices (Proposed and Final Rules) were published in accordance with FEMA requirements;
  - Draft and final Special Correspondence (and all associated enclosures, backup data, and other related information) for FEMA review and signature as appropriate;
  - Draft and final Appeal and Protest acknowledgment, additional data, and resolution letters (and all associated enclosures, backup data, and other related information) for FEMA review and signature as appropriate;
  - Draft and final LFDs (and all associated enclosures, backup data, and other related information) for FEMA review and signature;
- 
- DFIRM negatives and final FIS report materials, including all updated data tables and Flood Profiles;
  - Paperwork for the final DFIRM and FIS report materials;
  - Transmittal letters for the printed DFIRM and FIS report;
  - LOMC Revalidation Letters if appropriate; and
  - Complete, organized archived technical and administrative support data.

## Activity 17—Outreach

### Task 17 – Outreach and Coordination

Responsible Entity: FEMA Michael Baker, Inc. (NSP) and/or Lewis County (CTP)

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 responsible Mapping Partner 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; and
- Tracking, monitoring, and evaluating outreach activities and adjusting efforts according to ongoing feedback and evolving project needs.

Standards: All work conducted under this task shall conform to the standards specified for this task in Section 5, “Applicable Standards” of this MAS. In the event of any contradictions between the MAS and the standards, the standards shall control.

Deliverables: Upon Completion of Outreach and Coordination the responsible Mapping Partner shall deliver the following to the FEMA Regional Project Officer in accordance with the delivery dates specified in task orders:

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

**SECTION 2—Technical and Administrative Support Data Submittals and special problem reports**

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 MAS 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/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm) . Table 2-1 indicates the sections of the TSDN that apply to each mapping activity.

**Table 2-1. Mapping Activities and Applicable TSDN Sections**

TSDN Section	Mapping Activities																
	1	2	3	4	5	6	7	8	9	10, 10 A, 10 B	11	12	13, 13A	14, 14A	15	16	
<b>General Documentation</b>																	
Special Problem Reports	X	X	X	X	X	X	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	X	X	X	X	X	X
Meeting Minutes/Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
General Correspondence	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Engineering Analyses</b>																	
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						
<b>Draft FIS Report</b>						X	X	X	X								
<b>Mapping Information</b>	X	X		X	X					X	X	X	X	X	X	X	X
<b>Miscellaneous Reference Information</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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*.)

Additionally, the **Michael Baker, Inc. (NSP)** shall collect and maintain a set of products for all Activities and shall compile a comprehensive TSDN for the entire project.

### **Section 3—Period of Performance**

The mapping activities documented in this MAS will begin on **June 2005**, and will be completed no later than **June 2008**. The mapping activities may be terminated at the option of FEMA or **Lewis County (CTP)** in accordance with the provisions of the Partnership Agreement dated **March 3, 2003**.

### **Section 4—Funding/Cost-Sharing**

FEMA is providing funding, in the amount of \$\_\_\_\_\_ to **Lewis County (CTP)** for the completion of the Flood Map Project documented in this MAS. **Lewis County (CTP)** shall provide any additional resources required to complete the assigned activities for this Flood Map Project.

### **Section 5—Standards**

The standards relevant to this MAS 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](http://www.fema.gov/fhm/dl_cgs.shtm).

In addition, Data Capture Standards referenced in the previous sections are to be applied to the project for the data formats to be submitted to FEMA.

Table 5-1. Applicable Standards for Project Activities

Applicable Standards	Activities															
	1	2	3	4	5	6	7,	8	9	10, 10A, 10B	11	12	13, 13A	14, 14A	15	16
<i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> , April 2003	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
American Congress on Surveying and Mapping Procedures	X	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	X											
Engineer Manual 1110-1-1000, <i>Photogrammetric Mapping</i> (USACE), July 1, 2002	X	X	X	X	X											
Engineer Manual 1110-2-1003, <i>Hydrographic Surveys</i> (USACE), January 1, 2002	X	X	X													
"Numerical Models Accepted by FEMA for NFIP Usage," Updated April 2003	X	X				X	X	X	X							
<i>Content Standard for Digital Geospatial Metadata</i> (Federal Geographic Data Committee), 1998	X	X		X	X					X		X	X	X	X	X
<i>Document Control Procedures Manual</i> , December 2000	X	X													X	X

**Table 5-2. Project Activities and Applicable Portions of FEMA Guidelines and Specifications (page 1 of 4)**

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
1	Pre-Scoping	Volume 1, and Appendix I
2	Scoping	Volume 1, and Appendix I
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
5	Independent QA/QC Review of Topographic Data	Volume 1, Section 1.4 (specifically Subsections 1.4.1 and 1.4.2.1) Appendix A, Sections A.2, A.3, A.7 (specifically Subsection A.7.5), and A.8 (specifically Subsection A.8.6) Appendix M
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

Table 5-2. Project Activities and Applicable Portions of FEMA Guidelines and Specifications (page 2 of 4)

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
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 (Detailed Riverine or Coastal Analysis)	MHIP, Volume 1, Chapter 7 (specifically Table 7-1) 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

**Table 5-2. Project Activities and Applicable Portions of FEMA Guidelines and Specifications (page 3 of 4)**

Project Activities and Applicable Portions of FEMA Guidelines and Specifications (page 3 of 4)		Applicable Volume, Section/Subsection, and Appendix	
Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix	
10A	Floodplain Mapping (Redelineation Using Effective Flood Profiles and Updated Topographic Data)	MHIP, Volume 1, Chapter 7 (specifically Table 7-1) Volume 1, Section 1.4 (specifically Subsections 1.4.2.2 and 1.4.2.3) Appendix C, Section C.6 (specifically Subsection C.6.1.3) Appendices K, L, M, and N	
10B	Floodplain Mapping (Refinement or Creation of Zone A)	MHIP, Volume 1, Chapter 7 (specifically Table 7-1) Volume 1, Section 1.4 (specifically Subsection 1.4.2.3) Appendix C, Sections C.4 and C.6 Appendices K, L, and M	
11	Independent QA/QC Review of Floodplain Mapping (Revised Areas)	MHIP, Volume 1, Chapter 7 (specifically Table 7-1) 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	
12	Base Map Acquisition and Preparation	Volume 1, Section 1.3 (specifically Subsection 1.3.1.8) and 1.4 (specifically Subsections 1.4.3.1 and 1.4.3.2) Appendix A, Section A.1 (specifically Subsection A.1.1)	
13	DFIRM Production (Non-Revised Areas)	MHIP, Volume 1, Chapter 7 (specifically Table 7-1) Volume 1, Section 1.4 (specifically Subsections 1.4.2.2, 1.4.2.3, and 1.4.3.2) Appendices K, L, and M	
13A	Independent QA/QC Review of DFIRM Production (Non-Revised Areas)	MHIP, Volume 1, Chapter 7 (specifically Table 7-1) Volume 1, Section 1.4 (specifically Subsections 1.4.2.2, 1.4.2.3, and 1.4.3.2)	

**Table 5-2. Project Activities and Applicable Portions of FEMA Guidelines and Specifications (page 4 of 4)**

<b>13A</b> (cont'd)	Independent QA/QC Review of DFIRM Production (Non-Revised Areas) (cont'd)	Appendices K, L, and M
<b>14</b>	DFIRM Production (Merging Revised and Non-Revised Areas)	MHIP, Volume 1, Chapter 7 (specifically Table 7-1) Volume 1, Section 1.4 (specifically Subsections 1.4.2.3 and 1.4.3.3) Appendices K, L, and M
<b>14A</b>	DFIRM Production (Application of FEMA Graphics and Database Specifications)	Volume 1, Section 1.4 (specifically Subsections 1.4.2.3, 1.4.3.3, 1.4.3.9, and 1.4.3.10) Appendices K, L, and M
<b>14B</b>	Independent QA/QC Review of DFIRM Product Meeting FEMA Graphics and Database Specifications	Volume 1, Section 1.4 (specifically Subsections 1.4.2.3, 1.4.3.3, 1.4.3.9, and 1.4.3.10) Appendices K, L, M, and N
<b>15</b>	Preliminary DFIRM and FIS Report Distribution	Volume 1, Sections 1.4 (specifically Subsections 1.4.2 and 1.4.3) and 1.5 (specifically Subsection 1.5.1) Appendices J, K, L, and M
<b>16</b>	Post-Preliminary Processing	Volume 1, Section 1.5 (specifically Subsection 1.5.2) Appendices J, K, L, and M

## Section 6—Schedule

The activities documented in this MAS shall be completed in accordance with the project schedule shown in Table 6-1. If changes to this schedule are required, the responsible Mapping Partner shall coordinate with FEMA and the other Mapping Partners in a timely manner.

**Table 6-1. Project Schedule**

<b>ACTIVITIES</b>	<b>RESPONSIBLE PARTNER(S)</b>	<b>DATE DUE</b>
Activity 1 – Pre-Scoping	Michael Baker, Inc.	N/A
Activity 2 - Scoping	Lewis County (CTP)	June 2005
Activity 3 – Field Surveys and Reconnaissance	Lewis County (CTP)	
Activity 4 – Topographic Data Development	Lewis County (CTP)	
Activity 5 – Independent QA/QC Review of Topographic Data	Michael Baker, Inc.	
Activity 6 –Hydrologic Analyses	(FEMA-IDIQ-SC)	
Activity 7–Independent QA/QC Review of Hydrologic Analyses	Michael Baker, Inc.	
Activity 8 – Hydraulic Analyses	(FEMA-IDIQ-SC)	
Activity 9 – Independent QA/QC Review of Hydraulic Analyses	Michael Baker, Inc.	
Activity 10 – Floodplain Mapping (Detailed Riverine Analysis)	(FEMA-IDIQ-SC); Lewis County (CTP)	Dec 2005
Activity 10A – Floodplain Mapping (Redelineation Using Effective Flood Profiles and Updated Topographic Data)	(FEMA-IDIQ-SC); Lewis County (CTP)	
Activity 10B – Floodplain Mapping (Refinement or Creation of Zone A)	(FEMA-IDIQ-SC); Lewis County (CTP)	
Activity 11 – Independent QA/QC Review of Floodplain Mapping (Revised Areas)	Michael Baker, Inc.	
Activity 12 – Base Map Acquisition	Lewis County (CTP)	June 2006
Activity 13 – DFIRM Production (Non-Revised Areas)	Lewis County (CTP)	
Activity 13A – Independent QA/QC Review of DFIRM Production (Non-Revised Areas)	Michael Baker, Inc.	
Activity 14 – DFIRM Production (Merging Revised and Non-Revised Information)	Lewis County (CTP)	Dec 2006
Activity 14A – DFIRM Production (Application of DFIRM Graphics and Database Specifications)	Lewis County (CTP)	
Activity 14B – Independent QA/QC Review of DFIRM Product Meeting FEMA Graphics and Database Specifications	Michael Baker, Inc.	
Activity 15 – Preliminary DFIRM and FIS Report Distribution	Michael Baker, Inc.; Lewis County (CTP)	June 2007
Activity 16 – Post-Preliminary Processing	Michael Baker, Inc.; Lewis County (CTP)	June 2008
Activity 17 - Outreach	Michael Baker, Inc.; Lewis County (CTP)	June 2008

## Section 7—Certifications

The following certifications apply to this MAS:

### **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), Activity 10 (Floodplain Mapping— Detailed Riverine), Activity 10A (Floodplain Mapping {Redelineation Using Effective Flood Profiles and Updated Topographic Data}), and Activity 10B (Floodplain Mapping {Refinement or Creation of Zone A})**

- 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); and
- Any levee systems to be accredited will be certified in accordance with 44 CFR 65.10(e).

### **Activity 10 (Floodplain Mapping— Detailed Riverine), Activity 10A (Floodplain Mapping {Redelineation Using Effective Flood Profiles and Updated Topographic Data}), and Activity 10B (Floodplain Mapping {Refinement or Creation of Zone A}), Activity 11 (Independent QA/QC Review of Floodplain Mapping {Revised Areas}), Activity 13 (DFIRM Production {Non-Revised Areas}), Activity 14 (DFIRM Production {Merging Revised and Non-Revised Information}), and Activity 14A (DFIRM Production {Application of FEMA Graphics and Database Specifications})**

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

### **Activity 12 (Base Map Acquisition and Preparation)**

- A community official or responsible party shall provide written certification that the digital data meet FEMA minimum standards and specifications.
- The responsible Mapping Partner shall provide documentation that the digital base map can be used by FEMA. Please note that uploading base map data to the MIP does not constitute agreement that the digital base map can be used by FEMA. Documentation that the digital base map can be used by FEMA will still be required.

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 FEMA Mapping Needs Assessment Process from the **Michael Baker, Inc. (NSP)**, who may be contacted by telephone at **(206) 344-3891** or by facsimile at **(206) 344-3901**.

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/flhm/>). Specific technical and programmatic support may be provided through the **Michael Baker, Inc. (NSP)**; such assistance should be requested through the FEMA Project Officer specified in Section 11 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**

**Lewis County (CTP)** does not intend to use the services of a contractor for the Flood Map Project documented in this MAS. **Lewis County (CTP)** 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\\_02/44cfr13\\_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html).

### **Section 10—Financial Reporting**

Because funding has been provided to **Lewis County (CTP)** by FEMA for the Flood Map Project documented in this MAS, financial reporting requirements for **Lewis County (CTP)** will be in accordance with Cooperative Agreement Articles V and VI.

**Lewis County (CTP)** will meet with the **Michael Baker, Inc. (NSP)** and/or FEMA (**To Be Determined**) to review the progress of the project. These meetings will alternate between FEMA's Regional Office and the **Lewis County (CTP)** office.

**Lewis County (CTP)** will provide to the **Michael Baker, Inc. (NSP)** bi-weekly reports for each of the mapping activity statements. This may, at FEMA's discretion be a spreadsheet template to be completed or the Monitoring Information on Contracted Studies (MICS) system may be used. It may include dollars spent, hours spent, and percent complete of each major Flood Map Project activity (e.g., field survey, terrain, hydrology) on a county basis. Specific reporting requirements will be finalized as a part of the scoping meeting.

### **Section 11—Points of Contact**

The points of contact for this Flood Map Project are **Joseph Weber**, the FEMA Regional Project Officer; **Mark R. Cook, P.E.**, the Project Manager for **Lewis County (CTP)**; or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. When necessary, the assistance of the **Michael Baker, Inc. (NSP)** should be requested through the FEMA Project Officer, **Allyson Lichtenfels**.

In addition, the **Michael Baker, Inc. (NSP)** is required to coordinate project issues with the responsible Mapping Partner that created the MAS deliverable or portions of the MAS deliverable product and will document all such coordination activities with the CTP and FEMA.

### **Section 12—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 may include:

- Meetings, teleconferences, and videoconferences with FEMA and other Project Team members (**To Be Determined**);
- Telephone conversations with FEMA and other Project Team members on a scheduled basis (**To Be Determined**) and an ad hoc basis, as required;
- Updates to the MICS, MNUSS database, 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
- E-mail, facsimile transmissions, and letters, as required.

*Will send  
The original*

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

*Page with  
Commissioner Hadaller  
Signature on*

\_\_\_\_\_  
Dennis Hadaller, Chairman  
Board of County Commissioners, Lewis County (CTP)  
Lewis County, Washington

\_\_\_\_\_  
Date *June 16<sup>th</sup>*

**COPY**

*Mr R Cook*  
\_\_\_\_\_  
Mark R. Cook, P.E., Director of Public Works  
Lewis County (CTL) Project Manager  
Lewis County, Washington

*June 08, 2005*  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Joseph Weber  
Regional Project Officer  
Federal Emergency Management Agency, Region X

\_\_\_\_\_  
Date

\_\_\_\_\_  
Allyson Lichtenfels  
Western Studies Team Project Officer  
Federal Emergency Management Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dan Sokol  
State NFIP Coordinator  
Washington State Department of Ecology

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark Riebau  
RMC Lead  
FEMA Regional Management Center 10

\_\_\_\_\_  
Date