

State of North Carolina
COOPERATING TECHNICAL PARTNERS
PROGRAM MANAGEMENT COOPERATIVE AGREEMENT
MAPPING ACTIVITY STATEMENT
PM MAS No. 1

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In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated September 15, 2000 between the State of North Carolina and the Federal Emergency Management Agency (FEMA), Program Management Mapping Activity Statement (PM MAS) No. 1 is as follows:

I.1 SECTION 1—OBJECTIVE AND SCOPE

The objective of the Program Management activity documented in this Mapping Activity Statement (MAS) is to recognize activities undertaken by CTPs as part of the active process of managing multiple projects for the State of North Carolina. All processes and deliverables shall be completed in accordance to the Federal Emergency Management Agency's (FEMA's) *Guidelines and Specifications for Flood Hazard Mapping Partners (G&S)* and effective Procedure Memoranda (PMs). These documents can be found on FEMA's website at http://www.fema.gov/plan/prevent/fhm/gs_main.shtm and http://www.fema.gov/plan/prevent/fhm/gs_memos.shtm.

This Program Management Activity will be completed by the following Mapping Partners:

- The State of North Carolina Floodplain Mapping Program (NCFMP);
- NCFMP contractors.

Program Management activities cannot result in the production of a Flood Insurance Rate Map. Activities that can be accomplished under this PM MAS are as follows:

1. State and Local Business Plans and/or Updates (required)
2. Program Management Activities (required)

All supporting data must be retained in accordance with Title 44 of the Code of Federal Regulations, Section 13.42.

State and Local Business Plans and/or Updates

Responsible Mapping Partner: NCFMP

The amount requested for this activity is :

Scope: State and Local Business Plans and/or updates must be submitted in order for a partner performing the Program Management activity to receive funding for Program Management in FY 2010. Plans should not only include updates but give recommendations to FEMA regarding future mapping within the State or local jurisdiction and document the capabilities and accomplishments of the partner.

The Business Plan outlines State objectives and goals, current Map Mod and RiskMAP efforts, schedule and cost for future RiskMAP projects, and funding requests for FY2011-2015.

Standards: All State and Local Business Plans and/or Updates work shall be performed in accordance with the standards specified in Section 4 - Standards.

Deliverables:

- 1) North Carolina 2010-2014 Business Plan – This document will include updated information based on FEMA's review comments and the total funding the State received from FEMA for FY2010. The plan will also provide a list of present unmet needs that have been collected. Upon completion of the grant, a document shall be prepared that describes the following:
 - a) A description of the goals (desired outcomes) of the grant.
 - b) The strategy (activities and outputs) that have been determined will accomplish the desired outcomes of the grant.
 - c) An assessment of how well the strategy achieved the intended goals of the grant.
 - d) A brief analysis of which activities were most cost-effective and productive.
 - e) Any unintended consequences of the grant, both positive and negative.
 - f) Any additional relevant comments.

Global Program Management

Responsible Mapping Partner: NCFMP

The amount requested for this activity is

Scope: Program Management is the active process of managing multiple related projects which need to meet or exceed pre-defined performance metrics. Efforts across a program should be aligned and integrated toward the accomplishment of Risk MAP goals.

Program Management activities will typically occur in the areas of integration, scope, schedule, cost, quality, human resources (staffing, training, resource enablement, etc.), communication, risk and/or procurement. Some efforts may extend beyond the scope of work defined in the Mapping Activity Statement.

Standards: All Global Program Management Activities work shall be performed in accordance with the standards specified in Section 4 - Standards.

Deliverables: The NCFMP shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 5 – Schedule.

- 1) Item 1: **Reporting and administrative tasks associated with the CTP agreement.**
 - a) MIP schedule and status updates for 2010 funding (Alamance, Bladen, Chatham, Cumberland, Granville, Guilford, Harnett, Hoke, Lee, Moore, Orange, Pender, Person, Sampson, Stokes, Vance and Warren counties). These updates will be done at least at a monthly basis or when a task is completed in the MIP workflow. Project completion will be monitored to assess if MIP SPI and CPI metrics are met, as required in the CTP MAS.
 - b) Project risk identification and management. Monitoring, assessment and potential solution for risks that threaten the completion of the project. The NCFMP will conduct bi-monthly or quarterly meetings with the NCFMP contractor(s) and FEMA, as necessary, to discuss project risks and solution strategies. Meeting minutes will be generated and distributed following each issue meeting.

I.2 SECTION 2—PERIOD OF PERFORMANCE

The mapping activities outlined in this MAS will be completed as specified in the Agreement Articles of the Cooperative Agreement. The Mapping Activities may be terminated at the option of FEMA or the NCFMP in accordance with the provisions of the Partnership Agreement dated September 15, 2000. If these mapping activities are terminated, all products produced to date must be returned and the remaining funds from uncompleted activities, provided by FEMA for this MAS, will be returned to FEMA.

I.3 SECTION 3—FUNDING/LEVERAGE

FEMA is providing funding, in the amount of _____, to the NCFMP for the completion of this Program Management Activity. The NCFMP shall provide any additional resources required to complete the assigned activities for this Program Management Activity. The leverage listed below is based on blue book values or actual costs where Blue Book values don't exist. The current Blue Book is dated January 2009 and can be downloaded from FEMA's Information Resource Library at <http://www.fema.gov/library/viewRecord.do?id=2473>.

Table 3.1 Contribution and Leverage

| a | b | c | d | e | f |
|---|-------------------------------|-------------------------------|----------------------------------|-----------------------------|--|
| 2 | project task | fema contribution (\$) | partner contribution (\$) | total task cost (\$) | ratio of partner contribution to total project cost (%) |
| 3 | State Business Plan | | 0 | | 0% |
| 4 | Program Management Activities | 0 | 0 | | 0% |
| 8 | total funding amounts | | \$ 0 | | 0.0% |
| | | | | | |

I.4 SECTION 4—STANDARDS

Mapping partners working on a Program Management Activity are responsible for complying with all related PMs published by FEMA as of the date of this agreement. Relevant standards can be found in the G&S and PMs, FEMA’s Federal Regulation 44 CFR and the appropriate year CTP Guidance. CTPs should also coordinate with their Regional office to determine additional standards that should be met.

G&S may be downloaded from the FEMA Flood Hazard Mapping website at http://www.fema.gov/plan/prevent/fhm/dl_cgs.shtm.

I.5 SECTION 5—SCHEDULE

The activities documented in this MAS shall be completed in accordance with Table 5.1 Program Management Activities Schedule. If changes to this schedule are required, the responsible Mapping Partner shall coordinate with FEMA and the other Mapping Partners in a timely manner. Please also identify to whom the products associated with each task are to be submitted to (i.e. the MIP, FEMA Regional Office, etc.).

Table 5.1 Program Management Activities Schedule

| Activities | Responsible Partner(s) | Cost | Submitted To |
|---|------------------------|------|----------------|
| State and Local Business Plans and/or updates | NCFMP | | FEMA Region IV |
| Managing Technical Mapping Activities | NCFMP | | N/A |
| TOTAL COST | | | |

I.6 SECTION 6—CONTRACTORS

The NCFMP intends to use the services of the NCFMP's contractors for this Program Management Activity. The NCFMP shall ensure that the procurement for all contractors used for this Program Management Activity complies with the requirements of 44 CFR 13.36.

I.7 SECTION 7—REPORTING

Financial Reporting: Because funding has been provided to the NCFMP by FEMA, financial reporting requirements for the NCFMP will be in accordance with Cooperative Agreement Articles. The NCFMP shall also refer to 44 CFR 13.41.

The NCFMP shall provide financial reports to the FEMA Regional Project Officer and Assistance Officer in accordance with the terms of the signed Cooperative Agreement for this MAS.

Status Reporting: Status reports will be submitted on a quarterly basis in accordance with the financial reporting submittals. The NCFMP shall refer to 44 CFR 13.4 to obtain minimum requirements for status reporting. The Project Officer, as needed, may request additional information on status.

The NCFMP may meet with FEMA, if needed, to review the progress of the project in addition to the quarterly financial and status submittals. These meetings will alternate between the NCFMP's office and conference calls, as necessary.

Earned Value Data Entry:

As there are no tasks within the Mapping Information Platform (MIP) Workflow associated with Program Management tasks, the MIP cannot be used to set baselines and track progress against these baselines. However, the FEMA Regional office and the CTP should set a cost and schedule baseline at the beginning of the project and review it quarterly when assessing the status of the project. The Project Officer may request additional information regarding status on an ad-hoc basis.

I.8 SECTION 8—PROJECT COORDINATION

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

- Meetings, teleconferences, and video conferences with FEMA on an as needed basis.;
- Telephone conversations with FEMA on an as needed basis, as required;
- E-mail, facsimile transmissions, and letters, as required.

I.9 SECTION 9—POINTS OF CONTACT

The points of contact for this Program Management Activity are Laura Algeo, the FEMA Regional Project Officer; John K. Dorman, the Director for the NCFMP; or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. When necessary, any additional FEMA assistance should be requested through the FEMA Regional Project Officer.

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



John K. Dorman

Director

NC Floodplain Mapping Program

Date 9/8/10



Laura Algeo, P.E.

Regional Project Officer

Federal Emergency Management Agency, Region IV

Date 9/28/10