

Kentucky Division of Water
COOPERATING TECHNICAL PARTNERS
PROGRAM MANAGEMENT COOPERATIVE AGREEMENT
SCOPE OF WORK

PM MAS No. FY10.08.2

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In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated August 16, 1999 between the Kentucky Division of Water and the Federal Emergency Management Agency (FEMA), Program Management Mapping Activity Statement (PM MAS) No. FY10.08.2 is as follows:

I.1 SECTION 1—OBJECTIVE AND SCOPE

The objective of the Program Management activity documented in this Scope of Work (SOW) is to recognize activities undertaken by CTPs as part of the active process of managing multiple projects for the Upper Cumberland Watershed (HUC – 05130101), Spencer and Union Counties (levees) and CNMS efforts in Kentucky. 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:

- Kentucky Division of Water (KDOW);
- Stantec Consulting Services, Inc (SC) for pilot studies only

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)
3. Outreach
4. Providing Training to State and Local Officials
5. Staffing
6. Pilot Projects
7. Mentoring
8. Minimal Map Printing
9. Coordinated Needs Management Strategy (CNMS) Data Collection/Population

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: KDOW

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.

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) Business Plan development and/or updates which must include discussion of all Program Management activities

Global Program Management

Responsible Mapping Partner: KDOW

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.

The KDOW will work with the FEMA Regional Office during the initiation of this activity to determine a Program Management Plan for implementation.

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

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

- 1) Periodic updates of partnering agreements with other federal, state, and local stakeholders
- 2) Overview of coordination meetings with stakeholders
- 3) Updated QA/QC plan and relevant checklists for technical mapping activities
- 4) Outreach/educational activities in addition to those listed below in "Outreach"

Two KDOW staff (program manager and program engineer) will attend the annual Region IV CTP meeting in Atlanta, GA in the Fall of 2010. Funds from this cooperative agreement will be utilized for this travel.

Outreach

Responsible Mapping Partner: KDOW

Scope: The outreach activities for a Program Management Activity can best be understood as a process that enhances the understanding of the overall National Flood Insurance Program (NFIP) flood mapping program and the flood risk. This does not include the outreach activities for a specific mapping project that begins during the project scoping phase and continues through the map production and post preliminary phases.

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 Management Team (PMT) in responding to congressional inquiries. KDOW plans to continue Outreach activities to fulfill its

strategy to educate communities on the necessary standards and benefits of developing better flood risk information.

KDOW will work with the Regional Office during the initiation of this activity to determine an Outreach Plan. The Regional Office will have access to many outreach tools that have been developed for this process that can be utilized or customized. Volume 1 of the G&S provides specific outreach goals that can be considered.

All communication with local governments will be done in accordance with 44 CFR Part 66.

The Mapping Partner shall notify FEMA and all applicable parties of all meetings with community officials at least two weeks prior to the meeting (with as much notice as possible). FEMA and/or its contractor may or may not attend the community meetings.

Standards: All Outreach Activities work shall be performed in accordance with the standards specified in Section 4 - Standards. The activities must satisfy the applicable standards from FEMA's G&S and appropriate procedural memorandums.

Deliverables: Upon determination of an Outreach and Coordination Approach, the KDOW shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4 – Standards:

- 1) A report detailing outreach and coordination activities
- 2) Backup or supplemental information used in writing this report
- 3) Outreach activities must be described in detail in the next business plan update
- 4) Update KDOW's Website

Providing Training to State and Local Officials

Responsible Mapping Partner: KDOW

Scope: In-house training regarding Risk MAP production the use of DFIRM and Risk MAP databases in an ArcMap setting. KDOW shall conduct training to regional and local officials on how to utilize DFIRM and Risk MAP data in the GIS setting; including the use of products available on the FEMA Map Service Center. These efforts will increase dramatically as more areas of the state receive DFIRM and/or Risk MAP data. Local official training will be conducted on an as-needed basis using state personnel. This training will include delivery of DFIRM/Risk MAP databases and preparation for use in ArcView or some derivation thereof. In addition, DFIRM/Risk MAP databases and all other relevant data (such as LIDAR) will be delivered to Area Development Districts (ADDs) and other regional planning authorities, upon their request, for use in local and regional All-hazard Mitigation Plans.

KDOW has created a GIS workgroup, consisting of all GIS-users in each DOW branch. Existing staff will conduct presentations and training seminars on the flood map update-related data

available and its use in practical applications for other DOW programs. There will be no expenditure of grant funds to conduct training seminars for KDOW and EEC; other than the funds for personnel as part of this Cooperative Agreement. Any costs to other individuals attributed to travel or attending the training in GIS applications and the use of flood hazard data will be attributed to KDOW or local general funds.

Standards: Coordinate with Regional Project Officer to ensure that training complies with Region's standards.

Deliverables: The KDOW shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4– Schedule.

- 1) Coordinate and/or administer training for 15 Area Development Districts regarding DFIRM database use and overview of Risk MAP efforts; 15 Area Emergency Management Offices, Emergency Management Central Office, DOW Regional Offices, and communities as needed:
 - a) KDOW will determine target audience.
 - b) KDOW will advertise to and confirm training participants.
 - c) KDOW or one of its partners will determine training facility.
 - d) KDOW will provide training materials.
 - e) KDOW will provide training instructors.
 - f) KDOW will provide list of participants and evaluations to FEMA.
 - g) KDOW will follow-up with participants on unresolved issues.

Staffing

Responsible Mapping Partner: KDOW

Scope: KDOW currently has 3 full-time dedicated staff to support flood map production and Risk MAP activities. Those positions include: one Program Manager, one Professional Engineer, and one GIS/Outreach Specialist. The program manager is responsible for managing the day to day operations of flood map production and Risk MAP activities including contract and grant management and oversight; managing technical mapping activities; updating the MIP and other pertinent reports for KDOW, RSC IV, and FEMA RIV; coordination between local, state, and federal partners/stakeholders; data dissemination and management; limited outreach and other tasks as needed. The professional engineer is responsible for data management, creating and updating technical mapping activity QA/QC plans and checklists; and QA/QC activities. **Note: QA/QC activities are not conducted as part of this PM cooperative agreement; those activities are completed as part of the MAS for technical mapping activities.** The GIS/Outreach specialist is responsible for local and regional training sessions; website maintenance; data dissemination; and GIS analysis/training.

In addition to program oversight, KDOW will utilize existing administrative personnel to carry out PM eligible activities, such as grant management. KDOW continues to maintain staff to conduct BFE determinations, floodplain permitting, limited modeling, and administration of the NFIP program. KDOW staff has basic GIS capabilities, which have been supplemented with knowledge and training conducted by the existing KDOW CTP staff, and is supported by GIS personnel from the KDOW GIS and Data Management Section and the Kentucky Division of Geographic Information (DGI). Although there are personnel currently on staff for website development, additional support is available through the Energy and Environment Cabinet (EEC) and DGI.

KDOW will continue to coordinate outreach activities in accordance with *44 Code of Federal Regulations, Part 66 Consultation with Local Officials* in order to garner new partnerships between FEMA, the state, the state mapping contractors, and local communities and with communities in which partnerships have already been established. Since KDOW will be responsible for ensuring quality of ongoing studies, selection and monitoring of contractor activities will be essential to ensure performance goals continue to be met.

Due to current budgetary and personnel restraints, there will be no additional staff supported under this Cooperative Agreement; however, KDOW does have the need for an additional engineer (EIT preferred) and outreach specialist.

Standards: All Staffing activities work shall be performed in accordance with the standards specified in Section 4 - Standards.

Deliverables: The KDOW shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4 – Schedule.

1. Two KDOW staff will attend regional mapping meetings hosted by FEMA Regions.
2. Maintain 3 FTEs; potentially utilize 2-3 current personnel to support CTP program activities.
3. The completion of this activity will be accomplished by managing the overall CTP program, developing and strengthening relationships with other Federal, State and local stakeholders, and the execution of MAS-eligible activities. Documentation will be provided to the FEMA RIV project officer on a quarterly basis that indicates accomplishments, stakeholder meetings, and outcomes of current efforts.

Table 1.1 Identify Percentage of Time Spent on Activities

Staff positions funded under this task	Technical Engineering and Mapping (%)	Hazard Mitigation (%)	Risk Assessment (%)	Outreach (%)	Program Management and Overseeing Contracts (%)	Total (%) (not to exceed 100% per employee)
Example: Staff Engineer	90	0	5	3	2	100
Program Manager	5	5	5	5	80	100
Program Engineer (P.E.)	90	0	0	5	5	100
GIS/Outreach Specialist	10	5	5	75	5	100
DOW Manager	0	0	0	0	5	0
DOW Grant Specialist	0	0	0	0	5	0

Pilot Projects

Responsible Mapping Partner: KDOW

Scope: As defined by the FEMA Regional Office. (Please note that the LOMR Delegation Pilot has its own unique MAS. This PM MAS must not be used for the LOMR Delegation Pilot Activity and this activity can only be initiated with the approval of FEMA HQ.)

There are no pilot projects scheduled to date as part of this MAS. KDOW received notice on July 26, 2010 that two Early Demonstration Projects (KY Flood Risk Datasets and Kentucky (KDOW) Laughery HUC – Discovery) were selected by FEMA HQ for funding in FY 2010. These projects will be funded through a separate cooperative agreement with FEMA.

Standards: All Pilot Project activities work shall be performed in accordance with the standards specified in Section 4 or as specified below.

Deliverables: If any subsequent Pilot Projects are initiated, KDOW shall define the scope and deliver the applicable components to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 5 – Schedule when it is amended accordingly. The proposed deliverables are as follows:

Mentoring

Responsible Mapping Partner: KDOW

Scope: Share CTP program experience and related information with peer participants regarding best practices and process improvements. Specific experience and information to be shared will be:

- Efforts to complete risk assessments and Risk MAP products (from pilot projects)
- Community coordination tools and lessons learned on watershed basis
- Coordination efforts with local and regional planning entities
- Results of other pilot projects, including white papers

Standards: All Mentoring activities work shall be performed in accordance with the standards specified in Section 4 - Standards.

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

- 1) White papers denoting lessons learned as part of pilot projects
- 2) Overview of efforts and outcomes of watershed-based coordination strategies

Minimal Map Printing

Responsible Mapping Partner: KDOW

Scope: As FEMA discontinues the printing of paper maps through PaperCut for its users, CTPs are able to print copies of maps for their jurisdictions. Funding for this activity must not be covered under another FEMA grant program already and may not exceed \$5,000.

Standards: All Minimal Map Printing activities work shall be performed in accordance with the standards specified in Section 4 - Standards.

Deliverables: The KDOW shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4 – Schedule.

- 1) Paper copies of community-based maps, at the communities' request

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 KDOW in accordance with the provisions of the Partnership Agreement dated August 16, 1999. 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 \$1,000,000, to KDOW for the completion of this Program Management Activity. Upon concurrence with FEMA RIV and FEMA HQ, funding amounts for pilot projects will be determined. KDOW 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 and Local Business Plans and/or updates				
4	Managing Technical Mapping Activities				
5	Outreach				
6	Providing training to State and Local Officials				
7	Pilot Projects (as defined by FEMA Regional Office)				
8	Mentoring				
9	Minimal Map Printing				
	total funding amounts				

Note: Staffing budget is a culmination of all other eligible activities; therefore total budget does not reflect budgetary figures for staffing. The \$150,000 FEMA Contribution for all activities includes Personnel and Indirect Charges in order to carry out those activities.

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	KDOW	\$4,000	FEMA RIV
Managing Technical Mapping Activities	KDOW	\$100,000	MIP, FEMA RIV
Outreach	KDOW	\$43,000	State, Local
Providing training to State and Local Officials	KDOW	\$25,000	State, local
Staffing*	KDOW	\$178,000	KDOW
Pilot Projects (as defined by FEMA Regional Office)	KDOW	N/A	N/A
Mentoring	KDOW	\$3,000	Other CTPs, States, local
Minimal Map Print	KDOW	\$2,500	Local
TOTAL COST		\$177,500	

*Note: Staffing budget is a culmination of all other eligible activities; therefore total budget does not reflect budgetary figures for staffing.

I.6 SECTION 6—CONTRACTORS

The Kentucky Division of Water (KDOW) does not intend to use the services a contractor for the Program Management Activity documented in this MAS. KDOW shall ensure that the procurement for all contractors, if any, are 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 KDOW by FEMA, financial reporting requirements for KDOW will be in accordance with Cooperative Agreement Articles. KDOW shall also refer to 44 CFR 13.41.

KDOW 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. KDOW 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.

KDOW may meet with FEMA and/or its contractor up to bi-weekly, or more frequently if needed, to review the progress of the project in addition to the quarterly financial and status submittals. These meetings will alternate between FEMA's Regional Office, the KDOW 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

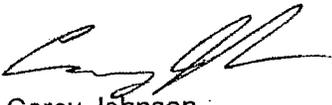
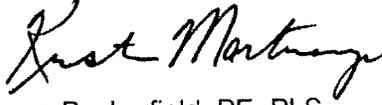
Throughout the project, all members of the PMT will coordinate, as necessary, to ensure the products meet the technical and format specifications required and contain accurate, up-to-date information. Coordination activities shall include:

- Meetings, teleconferences, and video conferences with FEMA and other PMT members as needed;
- Telephone conversations with FEMA and other PMT members on a scheduled basis as needed and an ad hoc 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, P.E. and/or Kristen Martinenza, P.E., the FEMA Regional Project Officer; Carey Johnson, the Project Manager for KDOW; 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.

 Carey Johnson Project Manager Kentucky Division of Water	<i>8/9/2010</i> Date
 Bruce Buckerfield, PE, PLS. Regional Project Officer Federal Emergency Management Agency, Region IV	<i>10/6/10</i> Date

End of document.