



State of Alabama Cooperating Technical Partners Mapping Activity Statement

LOMR Delegation Mapping Activity Statement – FY10.ALR - LOMR Delegation Partner Review Process

In accordance with the Cooperating Technical Partner (CTP) Memorandum of Agreement or Partnership Agreement dated September 30, 2002, between the State of Alabama and the Federal Emergency Management Agency (FEMA), Mapping Activity Statement No. FY10.ALR is as follows:

SECTION 1—OBJECTIVE AND SCOPE

The objective of the Flood Map Project documented in this Mapping Activity Statement is to have the Alabama Office of Water Resources assume the responsibility of the evaluation of conditional and final map revision requests for the entire State of Alabama geographical area. The Alabama Office of Water Resources shall process these conditional and final map revision requests in accordance with the provisions of Part 65 of the National Flood Insurance Program (NFIP) regulations (44 CFR Part 65).

Based on the results of the Alabama Office of Water Resources' review, FEMA shall issue determinations regarding the requests. For proposed projects, FEMA shall issue Conditional Letters of Map Revision (CLOMRs) in accordance with Section 65.8 of the NFIP regulations (44 CFR 65.8). For existing or "as-built" projects, FEMA shall issue Letters of Map Revision (LOMRs) in accordance with Section 65.9 of the NFIP regulations (44 CFR 65.9), as appropriate. In instances where the size of revisions warrants it, physical map revisions (PMRs) will be required. Funding for PMRs are outside of the scope of this agreement.

The Alabama Office of Water Resources shall coordinate with the FEMA Headquarters Contact regarding potential violations of the NFIP regulations prior to Activity 5 as defined by this document. The Alabama Office of Water Resources will document potential violations with FEMA Headquarters and the Regional office through the use of standard potential violation letters. Submittals that are determined to be potential violations must be suspended until the potential violation has been resolved to the satisfaction of FEMA Headquarters and the Regional office.

This project will be completed by FEMA and the following:

- Alabama Office of Water Resources;
- AMEC Earth and Environmental, Inc.; and
- FEMA's contractor.

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 below in Table 1-1. All activities that are to be accomplished by the Alabama Office of Water Resources, AMEC Earth and Environmental, Inc., or other contractors to the Alabama Office of Water Resources that may be added after the project startup, are inclusive in the term "AL - OWR."

The sections of this Mapping Activity Statement that follow Table 1-1 describe the specific mapping activities associated with this Flood Map Project. Each activity description identifies the responsible Mapping Partner(s), the scope of the activity, the FEMA standards that must be met, and resultant product(s).

Table 1-1. Summary of Mapping Activities and Responsible Mapping Partners

ACTIVITY	AL - OWR	FEMA/ CONTRACTOR
Activity 1 – Initiation of Request	X	
Activity 2 – Fee-Charge System Administration/Coordination	X	X
Activity 3 – Initial Technical Review of Request	X	
Activity 4 – Final Technical Review of Request	X	
Activity 5 – Preparation of Draft Determination Documents	X	
Activity 6 – Internal QA/QC Review of Draft Determination Documents	X	
Activity 7 – Audit Review		X
Activity 8 – FEMA Approval of Determination Documents		X
Activity 9 – Distribution of Determination Documents		X
Activity 10 – Post Processing and Appeals		X
Activity 11 – Data Upload Requirements and Library Submittals	X	X
Activity 12 – Miscellaneous	X	X

Activity 1—Initiation of Request

Responsible Mapping Partner: The Alabama Office of Water Resources and its contractor

Scope: The Alabama Office of Water Resources shall receive copies of conditional and final map revision requests (hereinafter referred to as CLOMR and LOMR requests) from requesters within the geographical extent of the State of Alabama. The review and processing fee for these cases shall be received by the Alabama Office of Water Resources for review for completeness. Received fees are then processed as outlined in Activity 2.

The Alabama Office of Water Resources shall enter all information into the Mapping Information Platform (MIP) within 24 hours of receipt of a CLOMR or LOMR request and the MIP will generate a case number for the case. FEMA and its contractor shall use the MIP to track the cases reviewed and processed by the Alabama Office of Water Resources. The Alabama Office of Water Resources shall use the unique case number on all correspondence generated by the Alabama Office of Water Resources regarding that particular case. The Alabama Office of Water Resources will be responsible for maintaining and tracking all CLOMR and LOMR requests within the entire state of Alabama geographical area, as described herein. Within 3 working days, the Alabama Office of Water Resources shall e-mail an acknowledgement to the requestor to verify that the submittal was received (mail is acceptable when e-mail is not available). At this time, potential conflicts of interest shall be coordinated with FEMA HQ.

Standards: The relevant standards for Activity 1 are provided in Section 4 of this Mapping Activity Statement.

Products: The Alabama Office of Water Resources shall prepare the following products for this mapping activity:

- Updates to the MIP.
- Email acknowledgement letter.

Activity 2—Fee-Charge System Administration/Coordination

Responsible Mapping Partners: The Alabama Office of Water Resources, FEMA and its contractor

Scope: FEMA has established a centralized fee-charge system, administered by a Fee-Charge System Administrator (FCSA) located at the LOMC Clearinghouse. The FCSA responsibilities and those of FEMA's contractor are provided in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners*.

The review and processing fee is based on the type of map change requested. A list of current review and processing fees for map change requests is provided on the FEMA Flood Hazard Mapping website at http://www.fema.gov/plan/prevent/fhm/frm_fees.shtm.

Upon receipt of the request, the Alabama Office of Water Resources shall review the submittal to determine whether the request is fee exempt. Fee exempt cases will proceed to the initial technical review step. Once the Alabama Office of Water Resources determines that the request is not fee-exempt, the Alabama Office of Water Resources then shall review the payment received. When a check or money order is submitted, it is reviewed to identify obvious errors (e.g., missing date, missing signature, discrepancies between the written and the numerical amount, and check made payable to incorrect entity).

Some checks have a 60- or 90-day *void clause* from the date of the check. If no void clause appears on the check, the check is good for 6 months from its issue date, unless otherwise

indicated. If the check is past its expiration date, the Alabama Office of Water Resources shall not forward the check to FEMA for submission to the FCSA. Instead, the Alabama Office of Water Resources shall return the check to the requester and ask for a new check with a current date. FEMA cannot accept any check over 6 months old, unless stated otherwise on the check.

The Alabama Office of Water Resources shall ensure that any credit card payment form submitted directly to the Alabama Office of Water Resources contains the required information, including the following: correct amount; credit card number; current expiration date; signature of cardholder; date of signature; name of cardholder as it appears on the credit card; address of cardholder (for the credit card receipt); daytime telephone number; and case number. If any of the required information is missing, the FCSA shall call the requester and request a corrected Payment Information Form. The FCSA cannot process credit card payments unless all correct information is provided. The FCSA and/or the Alabama Office of Water Resources cannot, under any circumstances, accept a credit card authorization over the telephone.

Before forwarding checks, money orders, or credit card information to the FCSA, the Alabama Office of Water Resources shall ensure the check, money order, or Payment Information Form has been annotated with the correct case number. The Alabama Office of Water Resources shall place a copy of the annotated check or money order in the case file for the map change request. For security reasons, the Alabama Office of Water Resources shall block out the credit card number and expiration date on any copy of the original credit card information form before placing the copy in the case file.

If during the following activities it is determined that a possible refund of fee payment is required, the Alabama Office of Water Resources should coordinate and monitor the refund request with FEMA and its contractor. If fee refund is approved by FEMA, the Alabama Office of Water Resources should prepare and make available all necessary documentation to move forward with the fee refund process as outlined by the FCSA.

The responsibilities of the FCSA are documented in the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Standards: The relevant standards for Activity 2 are provided in Section 4 of this Mapping Activity Statement.

Products: The Alabama Office of Water Resources and/or FEMA's contractor shall provide the following to FEMA and the FCSA as appropriate:

- Copies of checks, money orders, and credit card payment sheets annotated to show assigned case number;
- Copies of letters sent to requester to notify requester about refund or incorrect payment; and
- Memorandums to the Office of the Comptroller to request refunds when appropriate.
- Coordination with FEMA HQ

Activity 3— Initial Technical Review of Request

Responsible Mapping Partner: The Alabama Office of Water Resources and its contractor

Scope: Upon receiving a case, the Alabama Office of Water Resources shall review the submittal for technical and regulatory adequacy, required information, application forms, H&H modeling, and supporting data and documentation.

The Alabama Office of Water Resources shall identify previous letters or map actions for the affected map panel(s); determine if any pending request for the same area may affect the submittal; and contact the requester for missing information or additional data required to ensure that the data are scientifically sound and technically accurate. (See Section 7, Technical Assistance and Resources, of this Mapping Activity Statement.) These activities are a part of the “pre-acceptance review” of the case, which shall be completed within 5 working days of receiving the case.

The Alabama Office of Water Resources shall inform the requester in writing about the additional data necessary to complete the processing of the case. The Alabama Office of Water Resources shall mail the letter within 5 working days of receiving the case. If all data was received with the initial submittal, the email acknowledgment discussed in Activity 1 shall serve as notification to the requester.

If additional data are requested and the required data are not received within 90 days of the date of the letter, the Alabama Office of Water Resources shall contact the requestor before the close of the 90-day period to coordinate on status of the submittal. If the requestor cannot submit the additional data in a timely fashion, the Alabama Office of Water Resources shall suspend processing of the case. No extensions shall be granted. When additional data is received within the 90 days of the date of the additional data letter, the Alabama Office of Water Resources shall acknowledge the receipt of this data by e-mail to the requestor.

Additional information on the additional data letter is provided in FEMA’s *Document Control Procedures Manual*. Standard templates must be used.

Standards: The relevant standards for Activity 3 are provided in Section 4 of this Mapping Activity Statement.

Products: The Alabama Office of Water Resources shall make the following products available through the MIP to FEMA and FEMA’s contractor as appropriate:

- Additional data letter using the appropriate letter template provided by FEMA; and
- Enclosures to the additional data letter as appropriate.
- MIP updates

Activity 4—Final Technical Review of Request

Responsible Mapping Partner: The Alabama Office of Water Resources and its contractor

Scope: Upon receipt of all required data in accordance with Part 65 of the NFIP regulations (44 CFR Part 65), the Alabama Office of Water Resources shall review the technical, scientific, and other information submitted by the requester to ensure that the data are technically accurate, consistent with standard engineering practice and FEMA standards, and sufficient to warrant a conditional or final determination regarding a revision to the Flood Insurance Rate Map (FIRM), Flood Boundary and Floodway Map (FBFM), and/or Flood Insurance Study (FIS) report. The Alabama Office of Water Resources generally shall limit the extent of the technical review to a review of the information presented on the MT-2 application forms and the supporting documentation submitted with them against the requirements in Part 65 of the Code of Federal Regulations.

The Alabama Office of Water Resources shall use the forms to identify inconsistencies and discrepancies and judge reasonableness. In certain cases, such as review of requests involving alluvial fan flooding, unique hydrologic or hydraulic analyses, or significant changes to the Special Flood Hazard Areas (SFHAs) shown on the effective FIRM, additional technical reviews beyond the reviews of the application forms may be required, as directed by the FEMA Headquarters contact and Regional Project Monitor or his/her designee.

For revisions involving the addition of detailed flood information or changes to flooding sources originally studied by detailed methods, analyses and other supporting data for the 10-percent-annual-chance (10-year), 2-percent-annual-chance (50-year), 1-percent-annual-chance (100-year), and 0.2-percent-annual-chance (500-year) floods and regulatory floodway may be required. At a minimum, the analyses and other supporting data provided in support of a revision request must meet the standards employed by FEMA for the preparation of the FIS report, FIRM, and FBFM, which are documented in the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

The Alabama Office of Water Resources shall perform the required coordination and documentation activities necessary for processing each request. During the processing, the Alabama Office of Water Resources shall:

- Communicate with the requester and officials of the affected communities, as necessary;
- Coordinate activities with the FEMA Regional Office and Headquarters Office as appropriate;
- Communicate with other FEMA contractors and Federal, State, and local agencies, as needed;
- Prepare letters and other correspondence for FEMA signature; and
- Maintain legal documentation, records of correspondence, and technical data.

In addition, the Alabama Office of Water Resources shall organize and submit to FEMA, via the MIP, records of the correspondence and supporting data associated with each request.

Standards: The relevant standards for Activity 4 are provided in Section 4 of this Mapping Activity Statement.

Products: The Alabama Office of Water Resources shall make the following products available to FEMA and its contractor, the following items may be provided in a digital format:

- A case file maintained on a continuous basis of all supporting data provided by the requester(s) and community official(s) in support of the request. The contents of the case file, should include copies of records of telephone conversations, emails and faxes with requesters, community officials, FEMA, and others regarding each request and copies of correspondence sent to requesters, community officials, FEMA, and others regarding each request, to FEMA and FEMA's contractor;
- All appropriate documentation and modeling;
- Submissions to FEMA's library, maintained by FEMA's contractor, shall be made on a quarterly basis and shall be in a standard and accepted digital format;
- MIP updates

Activity 5—Preparation of Draft Determination Documents

Responsible Mapping Partner: The Alabama Office of Water Resources and its contractor

Scope: Within 60 calendar days of receiving all required data, the Alabama Office of Water Resources and its contractor shall prepare draft determination letters and map attachments (Activity 5), as well as perform an internal QA/QC of those documents (Activity 6), and submit them for final audit review by FEMA's contractor and FEMA (Activity 7). At the time that the Alabama Office of Water Resources submits these draft determination letters and map attachments to FEMA, the Alabama Office of Water Resources also shall ensure a complete file containing the case correspondence, backup material, engineering review notes have been assembled and are available to FEMA upon request. A detailed list of the required products, to be submitted to FEMA, is provided under "Products" below.

Standards: The relevant standards for Activity 5 are provided in Section 4 of this Mapping Activity Statement. FEMA's standard digital file templates for preparing maps and graphics to meet these standards can be obtained from FEMA's contractor.

Products: The Alabama Office of Water Resources and its contractor shall make the following products available to FEMA and its contractor as appropriate after Activity 6 (Independent QA/QC of Draft Determination Documents) is complete:

1. A case summary providing the case background and review and final recommendation;

2. Draft determination document and associated cover letter (where applicable);
3. Annotated FIRM(s) showing the proposed boundary delineations for a CLOMR and the revised boundary delineations for a LOMR of the 1-percent-annual-chance (100-year) and 0.2-percent-annual-chance (500-year) floodplain boundaries and/or regulatory floodway boundaries as appropriate;
4. Topographic maps of the revision area that meet the requirements outlined in MT-2 Application/Certification Form 2, "Riverine Hydrology & Hydraulics Form;"
5. Digital Flood Profiles of the 10-percent-annual-chance (10-year), 2-percent-annual-chance (50-year), 1-percent-annual-chance (100-year), and 0.2-percent-annual-chance (500-year) water-surface elevations representing proposed conditions for a CLOMR and existing or "as-built" conditions for a LOMR, if applicable;
6. Revised Floodway Data Table(s) and any other modified FIS tables;
7. Revised Summary of Discharges Table(s), if applicable;
8. Revised Summary of Stillwater Elevations Table(s), if applicable;
9. Copies of the effective FIRM(s), FIS profiles, and any other affected FIS tables, if applicable;
10. 44 CFR 65.12 Documentation for CLOMR Requests when required;
11. 44 CFR 65.7 Documentation for LOMR Requests involving a floodway revision;
12. Individual property owner notification if a request for a revision or proposed revision to the FIRM which involves an increase in the base flood elevation (BFE), the 1-percent-annual-chance floodplain, and/or the regulatory floodway for LOMR Requests. An increase in BFE is defined by the comparison of the effective FIS and FIRM data, including profiles, and the requested revised condition. An increase in the 1-percent-annual-chance floodplain and regulatory floodway is defined as the addition of the 1-percent-annual-chance floodplain and/or regulatory floodway into an area not so designated on the effective FIRM(s). Only those property owners impacted by the increase need to be notified. The notification should explain the extent and reason for the increase and its impact, if any, on the property owner.
13. Draft BFEs on the Web, when required, based on the template and notice types and draft newspaper notice;
14. For effective digital FIRMs (DFIRMs) a digital attachment will be issued to amend the effective DFIRM. Draft digital data that will be posted to the National Flood Hazard Layer should be made available; (NFHL data submittal requirements are shown under Activity 12).

15. Monitoring Checklist

16. LOMC case tracking

17. MIP updates

Activity 6—Internal QA/QC Review of Draft Determination Documents

Responsible Mapping Partner: The Alabama Office of Water Resources and its contractor

Scope: The Alabama Office of Water Resources shall develop and follow internal procedures for QA/QC reviews (review of technical accuracy of data, technical agreement between all components, and graphic accuracy, along with a review against NFIP Regulations). All products produced by the Mapping Partners involved in this project are subject to periodic auditing by FEMA. Quality review plans shall be coordinated with FEMA prior to implementation.

Standards: The relevant standards for Activity 6 are provided in Section 4 of this Mapping Activity Statement.

Products: Once the internal QA/QC review is completed and all concerns raised during the QA/QC review have been addressed, the Alabama Office of Water Resources shall package the required products listed in Activity 5 and deliver them to FEMA. The Alabama Office of Water Resources shall retain a complete case file and all supporting back up data for each case in an archive

- Annotated copies of draft determination documents and enclosures with all questions and/or concerns indicated if necessary.

Activity 7—Audit Review

Responsible Mapping Partners: FEMA and its contractor and the Alabama Office of Water Resources and its contractor

Scope: 100 % of LOMR and 100 % of CLOMR determination documents and enclosures are subjected to a final audit by FEMA's contractor before they are submitted to FEMA for approval. Based on performance, a reduction in the number of cases audited may occur over time.

Standards: The relevant standards for Activity 7 are provided in Section 4 of this Mapping Activity Statement.

Products: FEMA's contractor shall make the following products available to the Alabama Office of Water Resources and FEMA as appropriate:

- A Summary Report that describes the findings of the audit, noting any deficiencies and providing recommendations to resolve them or noting agreement with the results; and

- Annotated copies of draft determination documents and enclosures with all questions and/or concerns indicated if necessary.

Activity 8— FEMA Review of Determination Documents

Responsible Mapping Partner: FEMA

Scope: FEMA shall review and sign all determination letters for the CLOMR and LOMR cases reviewed and processed by Alabama Office of Water Resources or its contractor.

Standards: The relevant standards for Activity 8 are provided in Section 4 of this Mapping Activity Statement.

Activity 9—Distribution of Determination Documents and BFE Publication

Responsible Mapping Partner: FEMA and its contractor

Scope: Upon receipt of the signed determination letter for a CLOMR or LOMR, FEMA and its contractor shall distribute copies of the determination letter and enclosures to the requester, Chief Executive Officers (CEOs) and floodplain administrators of the affected communities, FEMA Regional Office, the State of Alabama, and others identified in FEMA's *Document Control Procedures Manual*. The affected communities shall receive a 30-day period to review and comment on the determination letter and enclosures as applicable (as some cases will become effective on the issue date, per FEMA standards and NFIP regulations). LOMRs with BFE changes will require publication outlined below and follow the 90-day appeal period process outlined in Activity 10.

When BFEs are changed as a result of a LOMR, publication of the change and a 90-day appeal period is required. In such cases, FEMA and its contractor shall distribute the appropriate transmittal letter to the local newspaper(s) and provide the standard notice regarding the proposed modified BFEs to be published twice in that paper. The notice will direct interested individuals to the appropriate web site where the entire BFE notice will be available. FEMA and its contractor will perform a QA/QC review of the BFE notice and will update the database in order to publish the BFEs on the web site. The BFE notice must be published on the web prior to the first newspaper publication date. BFE notices can be removed from the web site and archived once the 30-day comment period or 90-day appeal period has ended.

Standards: The relevant standards for Activity 9 are provided in Section 4 of this Mapping Activity Statement.

Products: FEMA and its contractor shall make the following products available through the MIP for CLOMR and LOMR requests:

- Copies of CLOMR determination letter, for the community CEO(s) and floodplain administrator(s), FEMA Regional Office, and others as directed by FEMA;

- Copies of LOMR determination letter and FIRM, FBFM, and/or FIS report enclosures, for the community CEO(s) and floodplain administrator(s), FEMA Regional Office, and others as directed by FEMA; and
- BFEs on the Web notification and newspaper publications

Activity 10—Post Processing of LOMRs

Responsible Mapping Partners: FEMA and its contractor

Scope: When BFEs are changed as a result of a LOMR, publication of the change and a 90-day appeal period is required. Publication responsibilities are listed in Activity 9. FEMA and its contractor shall follow the appeal period requirements which are documented in the *Document Control Procedures Manual*

Standards: The relevant standards for Activity 10 are provided in Section 4 of this Mapping Activity Statement.

Products: FEMA and its contractor shall make the following products available, as appropriate:

- Interim and Final Rule published in the *Federal Register*
- Finalized BFE change letter (116 letter)
- MIP Updates

Activity 10—Appeal and Protest Processing

Responsible Mapping Partners: FEMA and its contractor

Scope: The responsibilities of the Mapping Partners are summarized below.

FEMA and its contractor shall perform the required coordination and documentation activities necessary for processing appeals or protests for any LOMR. During the processing, FEMA and its contractor shall:

- Communicate with the requester and community, as necessary, while involving the Alabama Office of Water Resources.
- Coordinate activities with the FEMA Headquarters Contact or Regional Project Monitor or his/her designee.
- Communicate with other FEMA contractors and Federal, State, and local agencies, as needed.
- Prepare letters and other correspondence for FEMA signature.
- Maintain legal documentation, records of correspondence, and technical data.

- MIP updates
- When a 30-day comment period is required for a LOMR, FEMA and its contractor shall review all comments submitted by the affected communities during the 30-day comment period.
- FEMA and its contractor shall review and resolve all appeals and protests in reference to these cases in accordance with Part 67 of the NFIP regulations (44 CFR Part 67). Close coordination with the Alabama Office of Water Resources shall be a part of this process. For each appeal or protest, the following activities shall be conducted as appropriate:
 - Initial processing and acknowledgment of the submittal;
 - Technical review of the submittal;
 - Preparation of letters requesting additional supporting data;
 - Performance of revised analyses; and
 - Preparation of the draft resolution letter and revised FIRM panels, FBFM panels, and FIS report materials for FEMA review.
 - FEMA and its contractor shall distribute copies of resolution letters and enclosures as appropriate.
- Provide draft and final Appeal and/or Protest resolution letters, and all backup data and information for FEMA review and signature if appropriate

Standards: The relevant standards for Activity 11 are provided in Section 4 of this Mapping Activity Statement.

Products: FEMA and its contractor shall make the following products available, as appropriate:

- Copies of all correspondence related to the appeal/protest.
- A summary providing background and review and final recommendations for the appeal/protest
- Final version of revised h/h modeling based on the appeal/protest
- Final resolution letters and enclosures, as appropriate
- MIP updates.

Activity 11 - Data Uploads Requirements and Library Submittals

Responsible Mapping Partners: The Alabama Office of Water Resources and its contractors, FEMA, and its contractor

Scope: The responsibilities of the Mapping Partners are summarized below.

- The Alabama Office of Water Resources shall ensure that all required correspondence and data have been uploaded to the Content Manager in MIP. Required items and upload specifications can be found in the *Guidance for Content Manager in MIP, version 1.4*
- The Alabama Office of Water Resources shall ensure that all digital mapping data revised by LOMR has been submitted to FEMA and FEMA's contractor. Data submittal specifications can be found in the *Procedures for LOMR mapping attachments, Incorporation of changes in to the National Flood Hazard Layer, Version 2.0(a) dated, August 12, 2009.*
- The Alabama Office of Water Resources shall ensure that all engineering back up data and related correspondence for all completed LOMR and CLOMR requests are packaged and submitted to the FEMA library archives on a quarterly basis. A detailed list of the required products is provided under "Products" below
- FEMA's contractor shall ensure the engineering backup data and related correspondence for all CLOMR and LOMR requests are packaged and stored properly in the library archives.

Standards: The relevant standards for Activity 12 are provided in Section 4 of this Mapping Activity Statement.

Products: In accordance with the requirements of FEMA, the Alabama Office of Water Resources and its contractor and/or FEMA and its contractor shall make the following products available as appropriate:

- Complete, organized Engineering Study Data Package which includes the following:
 - Digital and paper copies of all final materials including topographic work map, drainage area map, hydrologic model, hydraulic model
 - Finalized version of the TSDN or other bound report/binder submitted
 - Complete case file which includes of all supporting data provided by the requester(s) and community official(s) in support of the request. The contents of the case file, should include copies of records of telephone conversations, emails and faxes with requesters, community officials, FEMA, and others regarding each request and copies of correspondence sent to requesters, community officials, FEMA, and others regarding each request, to FEMA and FEMA's contractor. The case file should also include copies or original MT-2 forms submitted by the requester. A copy of the finalized CLOMR or LOMR determination should be included along with any associated annotations.

Activity 12 - Miscellaneous

Responsible Mapping Partners: The Alabama Office of Water Resources and its contractor, FEMA, and its contractor

Scope: The responsibilities of the Mapping Partners are summarized below.

- The Alabama Office of Water Resources shall provide FEMA with support in the processing of congressional responses and other special responses related to CLOMR and LOMR requests reviewed by the Alabama Office of Water Resources under this Mapping Activity Statement.

Standards: The relevant standards for Activity 12 are provided in Section 4 of this Mapping Activity Statement.

Products: In accordance with the requirements provided by FEMA, the Alabama Office of Water Resources and/or FEMA and its contractor shall make the following products available as appropriate:

- Draft Special Correspondence and backup data and information for FEMA review and signature;

SECTION 2—PERIOD OF PERFORMANCE

The period of performance for this MAS will begin on July 1, 2010, and continue through June 30, 2011, and may be renewed on a regular basis, based on a review of the quality of products, the timely submission of products, periodic reviews of the pilot program, and other performance criteria. This pilot project may be terminated at the option of FEMA or the Alabama Office of Water Resources in accordance with the provisions of the Memorandum of Agreement or Partnership Agreement dated September 30, 2002. FEMA and the Alabama Office of Water Resources will review the activities under this Mapping Activity Statement at the end of the performance period.

SECTION 3—FUNDING/COST-SHARING

FEMA will provide funding in the amount of

SECTION 4—STANDARDS

The standards relevant to this Mapping Activity Statement are provided in the following documents:

- FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners*, appropriate Procedure Memorandums, guidance, policies and procedures;
- FEMA's *Document Control Procedures Manual*; and
- NFIP Regulations (44 CFR Parts 59-77).

Detailed H&H analyses and required documentation shall follow the standards set forth in Part 65 of the NFIP regulations, in particular the following sections:

- Section 65.2, Definitions;
- Section 65.5, Revision to special hazard area boundaries with no change to BFE determinations;
- Section 65.6, Revision of BFE determinations;
- Section 65.7, Floodway revisions;
- Section 65.8, Review of proposed projects;
- Section 65.10, Mapping of areas protected by levee systems;
- Section 65.11, Evaluation of sand dunes in mapping coastal flood hazard areas;
- Section 65.12 Revision to flood insurance rate maps to reflect BFE changes caused by proposed encroachments;
- Section 65.13 Mapping and map revisions for areas subject to alluvial fan flooding; and
- Section 65.14 Remapping of areas for which local flood protection systems no longer provide base flood protection.

The following additional requirements also must be followed by the responsible Mapping Partners:

- All projects, "as-built" or proposed, shall comply with all applicable criteria set forth in 44 CFR 60, which outlines floodplain management regulations for NFIP participation. Any determination that a community may not have complied with Part 60 of the NFIP regulations (44 CFR Part 60) will be brought to the attention of the FEMA Headquarters Contact or Regional Project Monitor.
- All requests shall include a completed copy of the MT-2 application forms package, or comparable, forms.
- Base (1-percent-annual-chance) flood discharges cannot be revised as a result of the use of alternative methodology or data for computing discharges, unless the change is shown to be statistically significant as per 44 CFR 65.6(a)(5).

- Hydrologic analyses must include evaluation of the same recurrence interval(s) studied in the effective FIS, such as the 10-, 2-, 1-, and 0.2-percent-annual-chance floods, as set forth in 44 CFR 65.6(a)(7).
- The hydraulic models shall be completed in the various “layers” described in MT-2 Form No. 4, “Riverine Hydraulic Analysis.” This “layering” approach allows impacts of projects on water-surface elevations (WSELs) to be isolated from impacts resulting from using more detailed data (e.g., additional cross sections).
- The following shall apply for determining compliance with Paragraph 60.3(c)(10) or Paragraph 60.3(d)(3) of the NFIP regulations:
 - Proposed projects - The “post-project conditions” model shall be compared to the “existing conditions” or “pre-project conditions” model.
 - “As-built” projects – The “revised conditions” or “post-project conditions” model shall be compared to the “pre-project conditions” model.
 - Existing-conditions requests - The “existing conditions” model shall be compared to the “corrected effective” model.
- For flooding sources studied by approximate methods and designated as Zone A, the provisions of Paragraph 60.3(b) of the NFIP regulations shall apply. If the community proposes to allow development in an area designated Zone A, the requirements of Paragraph 60.3(b)(4) shall be followed.
- Computer models used for H&H analyses must meet the requirements of Paragraph 65.6(a)(6) of the NFIP regulations and be on FEMA’s *Numerical Models Accepted by FEMA for NFIP Usage*, which is available at http://www.fema.gov/fhm/en_modl.shtm.
- Hydraulic analyses must include evaluation of the same recurrence interval(s) studied in the effective FIS, such as the 10-, 2-, 1-, and 0.2-percent-annual-chance floods and the floodway, as set forth in 44 CFR 65.6(a)(8).
- Hydraulic analyses must be performed using the same computer model used to develop the BFEs shown on the effective FIRM. An alternative model shall be used only if the basis of the request is the use of an alternative hydraulic methodology or it can be demonstrated that the data of the original hydraulic computer model is unavailable or its use is inappropriate, as set forth in 44 CFR 65.6(a)(8).
- Flood elevations and floodplain and floodway boundaries must tie in to effective information in accordance with 44 CFR 65.6(a)(2).
- Public notification of intended revisions to the regulatory floodway shall be completed in accordance with Paragraph 65.7(b) of the NFIP regulations.

SECTION 5—SCHEDULE

The statutory timeframe for a determination on a CLOMR or LOMR request under Part 65 of the NFIP regulations is 90 days after all data is received; however, the Alabama Office of Water Resources shall adhere to the same 60-day schedule for processing cases as FEMA’s contractor does. This means that the Alabama Office of Water Resources will submit all cases to

audit/review within 60 days of a case having all data received. The final 30 days within the regulatory timeframe will be used for reviews and coordination as needed between FEMA, its contractor, and the Alabama Office of Water Resources. If additional time is required, due to complexities of the particular case, the Alabama Office of Water Resources shall coordinate with the FEMA Headquarters contact. Upon approval by FEMA, the Alabama Office of Water Resources will prepare an interim letter to explain that more time is needed. The Alabama Office of Water Resources shall obtain concurrence from FEMA and/or its contractor on the draft letter then shall transmit this letter to the requester and community officials before the 90-day processing period expires.

SECTION 6—CERTIFICATION

The definitions of certification in Paragraph 65.2(b) of the NFIP regulations (44 CFR 65.2(b)) for certification of analyses, “as-built” plans, and structural works apply to this Mapping Activity Statement. Specifically:

- If fill is to be considered in the mapping to raise land areas to or above the 1-percent-annual-chance flood elevation, certification of the fill shall be provided in accordance with 44 CFR 65.5(a)(6) by the community’s NFIP permit official, a Registered Professional Engineer, or a Licensed Land Surveyor.
- Topographic information shall be certified by a Registered Professional Engineer or Licensed Land Surveyor in accordance with 44 CFR 65.5(c).
- All analyses and data submitted in support of a revision to BFEs shall be certified by a Registered Professional Engineer or Licensed Land Surveyor as appropriate in accordance with 44 CFR 65.6(f).
- All analyses submitted in support a revision to the regulatory floodway shall be certified by a Registered Professional Engineer in accordance with 44 CFR 65.7(d).
- Any levee systems to be credited with flood protection as discussed in Section 4 of this Mapping Activity Statement shall be certified in accordance with 44 CFR 65.10(e).
- Data submitted to support flood-control measures that provide protection from the 1-percent-annual-chance flood in an area subject to alluvial fan flooding shall be certified by a Registered Professional Engineer in accordance with 44 CFR 65.13(f).

Additionally, a Professional Engineer within the Alabama Office of Water Resources must be assigned to oversee the project to ensure that standard engineering practices are followed. This person must be on staff for the entire period of performance and the FEMA Headquarters contact should be immediately notified if staffing changes are made.

SECTION 7—ORDINANCE ADOPTION AND COMPLIANCE

FEMA provides communities with flood hazard information upon which floodplain management regulations are based. Communities are required to adopt a floodplain management ordinance that meets or exceeds the minimum NFIP requirements. FEMA can suspend communities from the NFIP Program for failure to adopt once the community is notified of being flood-prone or for

failure to maintain a floodplain management ordinance that meets or exceeds the minimum requirements of the NFIP. Procedures for suspending a community from the NFIP Program for failure to adopt or maintain a floodplain management ordinance that meets or exceeds the minimum requirements of the NFIP are established in the NFIP regulations at 44 CFR §59.24(a) and (d).

To assure that communities within the State of Alabama maintain the legal ability to enforce NFIP development requirements, the Alabama Office of Water Resources shall work with the NFIP Coordinator for the State of Alabama as well as local communities to help maintain local laws that are compliant with NFIP regulations. In addition, the Alabama Office of Water Resources shall work with the NFIP Coordinator for the State of Alabama to assure that the State Model Ordinance is consistent with Federal and State Law, if applicable. The NFIP Coordinator for the State of Alabama shall review ordinances routinely as part of Community Assistance Visits (CAVs) and Community Assistance Contracts (CACs). Ordinance reviews shall also be conducted for any community requesting assistance. Assistance shall be provided to communities required to adopt and amend ordinances as a result of map revisions. State model ordinances shall be revised and updated as necessary, if applicable. The Alabama Office of Water Resources shall coordinate with the FEMA Regional Office as well as FEMA's contractor for any instances of non-compliant ordinance items.

Communities must formally adopt new and revised FIRMs and FISs in order to legally enforce NFIP requirements. Due legal process requires a community to have a public process to adopt and enforce a FIRM and FIS. This requires communities to formally adopt, by Local Law or Ordinance, any new or revised FIRM or FIS that affects land within its jurisdiction(s).

Many States have adopted floodplain management statutes and regulations and have established and funded their own floodplain management programs. Where a State requires that communities adopt more restrictive requirements than the NFIP minimum requirements, such as a more restrictive floodway or additional freeboard (requiring new construction to be elevated to a level 1 or more feet higher than the BFE), the State requirements take precedence over the NFIP minimum.

SECTION 8—TECHNICAL ASSISTANCE AND RESOURCES

The Alabama Office of Water Resources may obtain copies of FEMA-issued CLOMRs, LOMRs, Letters of Map Amendment, and Letters of Map Revision Based on Fill; archived engineering backup data; and data collected as part of the FEMA Mapping Needs Assessment Process. The Alabama Office of Water Resources may contact FEMA Map Information eXchange (FMIX) at 1-877-FEMA MAP (1-877-336-2627) or e-mail a FEMA map specialist FEMAMapSpecialist@riskmapcds.com.

General technical and programmatic information not cited in this Mapping Activity Statement also can be downloaded from the FEMA Flood Hazard Mapping Web site (<http://www.fema.gov/plan/prevent/fhm/>).

Technical and programmatic issues requiring FEMA resolution will be coordinated, as needed, with the FEMA Headquarters contact specified in Section 12 of this Mapping Activity Statement.

Additional guidance for H&H analyses and floodplain mapping can be found in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners*. Additional guidance for preparing correspondence can be found in FEMA's *Document Control Procedures Manual*.

The Alabama Office of Water Resources may obtain the map revision production tools, software, automated QA/QC tools, etc., that FEMA has developed for its own use. For example, copies of FEMA's rule-based engineering software packages, such as CHECK-RAS for evaluating HEC-2/HEC-RAS models and RASLOT for automatically plotting flood profiles, may be obtained through FEMA's contractor.

Specific technical and programmatic support may be provided by FEMA's contractor; such assistance must be requested through the FEMA Headquarters contact specified in Section 12 of this Mapping Activity Statement and may include:

1. Technical assistance in the form of training and/or technical guidance regarding the review and processing of revision cases;
2. Training on using the MIP; and
3. Training on resolving protests and appeals.

SECTION 9—CONTRACTORS

The Alabama Office of Water Resources intends to use the services of a contractor for this Flood Map Project. The Alabama Office of Water Resources shall ensure that the procurement for all contractors used for this Flood Map Project complies with the requirements of 44 CFR 13.36.

Procurement of the consultant shall comply with the requirements of 44 CFR 13.36. Part 13 may be acquired from the U.S. Government Printing Office Web site at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html.

SECTION 10—REPORTING

The Alabama Office of Water Resources shall upload to the MIP copies of all correspondence between the Alabama Office of Water Resources and the requester and/or community officials, including acknowledgment letters, additional data letters, processing delay letters, phone call reports, e-mail correspondence, and any other documents. FEMA's contractor shall use this information to audit the appropriate status information in the MIP. FEMA's contractor shall then use the MIP to provide FEMA with updates to the LOMC module of FEMA's CIS database. Additional information on the CIS database is provided FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners*. FEMA Headquarters will use the MIP to track progress of individual projects and may perform periodic audits of the MIP to ensure that timeframe processing standards are being met. The Alabama Office of Water Resources will ensure that the data in the MIP is up-to-date at all times.

SECTION 11—FINANCIAL REPORTING

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

The Alabama Office of Water Resources shall provide financial reports to the FEMA Headquarters contact, Regional Project Monitor, and Assistant Officer in accordance with the terms of Cooperative Agreement, dated September 30, 2002.

SECTION 12—POINTS OF CONTACT

The FEMA Headquarters contact will be Beth Norton, the Regional Office Project Monitor will be Laura Algeo, and the Alabama Office of Water Resources Program Director will be Leslie A. Durham, or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. Phillip Hicks will be the Alabama Office of Water Resources LOMR Manager.

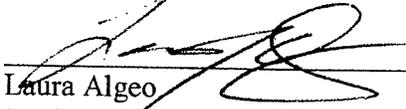
Each party has caused this Task Agreement to be executed by its duly authorized representatives on the date mentioned above.



Leslie A. Durham
Project Manager
Alabama Office of Water Resources

7/22/10

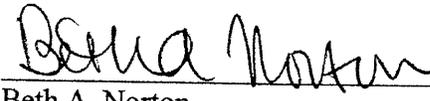
Date



Laura Algeo
Regional Project Officer
Federal Emergency Management Agency, Region IV

7/26/10

Date



Beth A. Norton
Program Specialist
Federal Emergency Management Agency, HQ

8/19/10

Date