FEMA

ILLINOIS DEPARTMENT OF NATURAL RESOURCES
COOPERATING TECHNICAL PARTNERS
MAPPING ACTIVITY STATEMENT

Mapping Activity Statement No. IDNR05-11 – Digital Flood Insurance Rate Map Production and Development of Updated Flood Data for Kane County, Illinois

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated 4-28-04 between the Illinois Department of Natural Resources (hereafter called the IDNR) and the Federal Emergency Management Agency (FEMA), Mapping Activity Statement (MAS) No. IDNR05-11 is as follows.

SECTION 1—OBJECTIVE AND SCOPE

The objective of this Mapping Activity Statement is to complete the Flood Map Project for Kane County, Illinois. Finalization of the project will be in accordance with MAS Activities 2, 15, and 16 described later in this Statement of Work. In broad terms the conclusion of the project consists of the distribution of Preliminary copies of the DFIRM and FIS report for public review and comment followed by adoption of the final version of the DFIRM and FIS report based on resolution of appeals and protests. Outreach is inherent in each activity.

This Flood Map Project will be completed by the following:

- Illinois Department of Natural Resources
- FEMA Region V; and
- Baker Corporation, under contract to FEMA's as National Service Provider (NSP).

IDNR shall coordinate with the FEMA Regional Office, the Project Team, the State NFIP Coordinator, and others as directed by FEMA to establish the date, time, and location of the community and public meeting to present the Preliminary DFIRM and FIS Report. Parties to the meeting will be notified by mail with as much advance notice as possible but not less than 30 days prior to the meeting with date, time, and location information. All requirements for public notification through news media outlets will be handled in accordance with specifications in Activities 15 and 16.

The activities for this Flood Map Project and the Mapping Partners that will complete them are summarized in the table below. The sections of this MAS that follow Table 1-1 describing the specific activities, responsible Mapping Partner(s), and FEMA standards that must be met.

Table 1-1

	CTP	NSP	FEMA
Activity 2 – Outreach	X	X	X
Activity 15 – Preliminary DFIRM and FIS Report Distribution	X	X	X
Activity 16 – Post-Preliminary Processing	X	X	X

Activity 2 – Outreach

Responsible Mapping Partner: IDNR and FEMA (NSP)

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 activities shall include, but are not limited to the following.

- ✓ Establishing two-way communication to address the needs of, inform and obtain feedback from, the stakeholders. Communication will take the form of the following activities:
    - community meetings;

- informational mailings;
- email; and
- a website posting of each county's Preliminary DFIRM panels for public viewing and comments.

✓ Ensuring compliance with due process requirements.

✓ Interacting with technical representatives to ensure production of accurate and up-to-date maps.

✓ Enhancing ownership by communities.

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

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

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

Deliverables: At the completion of the post-preliminary process, IDNR will, upon request of FEMA, submit a summary of outreach activities with an evaluation of their effectiveness.

Activity 15 - Preliminary DFIRM and FIS Report Distribution

Responsible Mapping Partners: FEMA (NSP) and IDNR

Scope: Activity 15 consists of the final preparation, review, and distribution of the Preliminary copies of the DFIRM and FIS report for community officials and general public review and comment. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. The activities to be performed are summarized below.

Preliminary FIS Compilation: The IDNR will be responsible for merging new and effective FIS text, tables, and profiles and producing one countywide FIS Report.

Preliminary Transmittal Letter Preparation: The IDNR shall prepare letters to accompany the Preliminary copies of the DFIRM and FIS report and related enclosures. This letter may be prepared for FEMA only.

Final QA/QC Review of Preliminary DFIRM and FIS Report: The 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 IDNR shall work to resolve discrepancies identified during the final QA/QC review.

Distribution of Preliminary DFIRM and FIS Report: The IDNR shall distribute by mail or package delivery service the Preliminary copies of the DFIRM and FIS report to all affected communities choosing to receive hardcopy documents and others as directed by FEMA. Additionally, IDNR shall post to a web site the Preliminary DFIRMs and FIS report for viewing by the public, the State NFIP Coordinator, and the FEMA Regional Office as an alternate means of collecting public comments

News Release Preparation: The NSP shall prepare news release notifications of BFE changes for all affected communities if appropriate and perform QA/QC reviews of the notices 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 IDNR in coordination with the NSP shall prepare Preliminary SOMAs for all affected communities if appropriate. The SOMA shall list pertinent information regarding LOMCs that will be affected by the issuance of the DFIRM (i.e., superseded, incorporated, and 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 IDNR shall make the products listed below available to FEMA in accordance with the schedule outlined in Section 6 for this Activity.

- Preliminary transmittal letters shall be prepared and transmitted. These letters 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 updated data tables and Flood Profiles shall be mailed to the Chief Executive Officer (CEO) and /or floodplain administrator of each affected community choosing to receive hardcopy documents, and others, as directed by FEMA. The State NFIP Coordinator and the FEMA Regional Office will be accorded access to the preliminary DFIRM and FIS report via a website posting.

- Preliminary SOMAs, prepared in accordance with FEMA requirements, shall be provided as appropriate.

- Revised DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided by uploading the digital data to the MIP or submitting it by using other digital media.

- Revised DFIRM database files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided by uploading the digital data to the MIP or submitting it by using other digital media.

- Revised metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided by uploading the digital data to the MIP or submitting it by using other digital media.

- 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 by the NSP.

Activity 16 - Post-Preliminary Processing

Responsible Mapping Partners: IDNR and FEMA (NSP)

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. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. The activities to be performed are summarized below.

Initiation of Statutory 90-Day Appeal Period: When required, upon completion of a final coordination meeting with the all communities in the project area, FEMA (NSP) and IDNR 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 in accordance with 44 CFR.
- The NSP shall prepare the appropriate notices (Proposed Rules) are to be published in the *Federal Register*. The NSP shall then deliver those notices to FEMA for publication.
- When FEMA holds public meetings to present and discuss the results of this Flood Map Project, IDNR will attend the meetings and assist in the presentation of the maps.

Resolution of Appeals and Protests: FEMA or its designated contractor and IDNR shall review and resolve 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 for co-signature with FEMA and IDNR and revised DFIRM and FIS report materials for FEMA review.

FEMA's Contractor and/or IDNR shall mail all associated correspondence upon authorization by FEMA.

Preparation of Special Correspondence: IDNR 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 for co-signature. IDNR 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 FIRM and FIS Report: If necessary, IDNR shall work together with FEMA to revise the DFIRM and FIS report and shall 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: IDNR shall prepare Final SOMAs for the affected communities as

appropriate.

Processing of Letter of Final Determination: The IDNR shall work with FEMA to establish the effective date for the DFIRM and FIS report, and shall prepare a Letter of Final Determination (LFDs) for each affected community for FEMA review in accordance with the FEMA *Document Control Procedures Manual*. They also shall mail the final signed LFDs and enclosures 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 IDNR 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 NSP 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 NSP shall prepare and distribute letters for FEMA signature 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 NSP shall ensure that technical and administrative support data are packaged in the FEMA required format and stored properly in the library archives until they are transmitted to the FEMA Engineering Study Data Package Facility. In addition, the NSP will maintain copies of all data for a period of no less than 3 years.

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*, FEMA's Contractor and/or IDNR shall make the following products available to FEMA in accordance with the schedule outlined in Section 6 for this Activity:

- Documentation that the news releases 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
- Complete, organized and archived case file and flood elevation docket

SECTION 2—TECHNICAL AND ADMINISTRATIVE SUPPORT DATA SUBMITTAL

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

All supporting documentation for the activities in this Mapping Activity Statement shall be submitted in the TSDN format in accordance with Appendix M of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners*, dated April 2003. Table 2-1 indicates the sections of the TSDN that apply to each mapping activity.

If any issues arise that could affect the completion of an activity within the proposed scope or budget, the responsible Mapping Partner shall complete a Special Problem Report (SPR) as soon as possible after the issue is identified and submitted to FEMA. The SPR is to describe the issue and propose possible resolutions.

Table 2-1. Mapping Activities and Applicable TSDN Sections

TSDN Section	Mapping Activities		
	2	15	16
General Documentation			
Special Problem Reports	X	X	X
Telephone Conversation Reports	X	X	X
Meeting Minutes/Reports	X	X	X
General Correspondence	X	X	X
Engineering Analyses			
Hydrologic Analyses			
Hydraulic Analyses			
Key to Cross-Section Labeling			
Key to Transect Labeling			
Draft FIS Report		X	
Mapping Information	X	X	X
Miscellaneous Reference Information	X	X	X

SECTION 3—PERIOD OF PERFORMANCE

The mapping activities outlined in this MAS will begin on September 1, 2005 and will be completed no later than December 31, 2006. The mapping activities may be terminated at the option of FEMA or the

IDNR in accordance with the provisions of the Partnership Agreement dated 4-28-04. If these Mapping Activities are terminated; the remaining funds from uncompleted activities, provided by FEMA for this Mapping Activity Statement, will be returned to FEMA.

SECTION 4—FUNDING/LEVERAGE

[illegible] IDNR for the completion of this Flood Map Project. The IDNR shall provide any additional resources required to complete the assigned activities for this Flood Map Project. During the scoping process, additional needs may be identified. Activities associated with any additional needs would be performed based on availability of additional funds. More detailed leverage information will be determined during the detailed scoping process and reported back to FEMA at that time.

Additional work needed to complete project		% of Project	Managed by	FEMA Contribution	CTP Contribution	% Leverage	Total Project Cost
Activity 2	Outreach	26.5%	IDNR, FEMA, NSP				
Activity 15	Preliminary DFIRM and FIS Report Distribution	48.8%	IDNR, FEMA, NSP				
Activity 16	Post-Preliminary Processing	24.7%	IDNR, FEMA, NSP				
			TOTALS				

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

Activities	FUNDABLE?
Activity 2 – Outreach	Yes, up to 10% of total cost

Activities	FUNDABLE?
Activity 15 – Preliminary DFIRM and FIS Report Distribution	Yes
Activity 16 – Post-Preliminary Processing	Yes

SECTION 5—STANDARDS

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

Table 5-1. Applicable Standards for Project Activities

	Activities															
Applicable Standards		**2**													**15**	**16**
Guidelines and Specifications for Flood Hazard Mapping Partners, April 2003		X													X	X
American Congress on Surveying and Mapping Procedures																
Global Positioning System (GPS) Surveys: National Geodetic Survey (NGS-510), "Guidelines for Establishing GPS-Derived Ellipsoid Heights," November 1997																
Engineer Manual 1110-1-1000, *Photogrammetric Mapping* (USACE), July 1, 2002																
Engineer Manual 1110-2-1003, *Hydrographic Surveys* (USACE), January 1, 2002																

"Numerical Models Accepted by FEMA for NFIP Usage," Updated April 2003																
Content Standard for Digital Geospatial Metadata (Federal Geographic Data Committee), 1998		X													X	X
Document Control Procedures Manual, December 2000		X													X	X
44 Code of Federal Regulations Part 66 and 67		X														

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

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
2	Outreach	44 Code of Federal Regulations Part 66 and 67
15	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)
16	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 below. If changes to this schedule are required, the responsible Mapping Partner shall coordinate with FEMA and the other Mapping Partners in a timely manner.

Activities	RESPONSIBLE PARTNER(S)	DATE DUE
Activity 2 – Outreach	IDNR, FEMA, NSP	2006
Activity 15 – Preliminary DFIRM and FIS Report Distribution	IDNR, FEMA, NSP	03/31/06
Activity 16 – Post-Preliminary Processing	IDNR, FEMA, NSP	12/31/06

SECTION 7—CERTIFICATIONS

There are no applicable certifications for the activities listed in this MAS.

Section 8—Technical Assistance and Resources

The IDNR may consult with the FEMA Regional Project Officer to request support in the area of post-preliminary processing from the National Service Provider. Certain subtasks in Activity 15 and Activity 16 described earlier in this MAS have been designated as the responsibility of the NSP. If it is determined that these tasks fall outside of the scope of the NSP work agreement with FEMA, then further discussion and negotiation will be necessary between the CTP and FEMA to determine how certain post-preliminary processing tasks are to be accomplished.

SECTION 9 --Contractors

The IDNR does not intend to use the services of a contractor for the Flood Map Project documented in this Mapping Activity Statement. The IDNR shall ensure that the procurement for all contractors, if any are used for this Flood Map Project complies with the requirements of 44 CFR 13.36.

Part 13 may be downloaded in PDF or text format from the U.S. Government Printing Office Web site at http://www.access.gpo.gov/nara/cfr/waisidx_04/44cfr13_04.html.

SECTION 10—REPORTING

FINANCIAL REPORTING:

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

IDNR 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 Mapping Activity Statement.

STATUS REPORTING:

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

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

Where specific actions are funded by FEMA, the reporting requirements will be in accordance with the FEMA Cooperative Agreement. IDNR shall work with the FEMA Project Officer to establish an acceptable protocol for reporting of project information at the beginning of each project. IDNR will update the Multi-Hazard Information Platform (MIP) on a monthly basis. If the MIP is not available, the information shall be submitted to the Regional Management Center (RMC).

If this report proves to be sufficient, the Assistance Officer may waive the written monthly reports thereafter (reference 44 CFR Part 13.40, *Monitoring and Reporting Program Performance*). However, this shall not affect the financial reporting requirements (reference 44 CFR Part 13.41, *Financial Reporting*). The PO shall ensure that key IDNR staff have been provided access and passwords to the MIP. The PO will also provide project-naming conventions for the MIP.

Section 11—Project Coordination

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

- Meetings, teleconferences, and video conferences with FEMA and other Project Team members monthly basis;
- Telephone conversations with FEMA and other Project Team members on a scheduled basis monthly and an ad hoc basis, as required;
- Updates to the MIP, and other FEMA status information systems in accordance with requirements in Volumes 1 and 3 of *Guidelines and Specifications for Flood Hazard Mapping Partners*; and Section 10; and
- E-mail, facsimile transmissions, and letters, as required.

SECTION 12—POINTS OF CONTACT

The points of contact for this Flood Map Project are Lee Traeger, the FEMA Regional Project Officer; John Bishop, the Project Manager for the CTP; or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. When necessary, the any additional assistance of FEMA should be requested through the FEMA Regional Project Officer.

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

Gary Clark, Director
Office of Water Resources
Illinois Department of Natural Resources

7/19/2005
Date

Terry Reuss-Fell, Branch Chief
Hazard and Risk Assessment, Region 5
Federal Emergency Management Agency

July 7, 2005
Date