Wisconsin Department of Natural Resources
Cooperating Technical Partner
Mapping Activity Statement

Agreement WDNR-2003-04 – Scoping and Interim Data Preparation for Dane County

In accordance with the Cooperating Technical Partner (CTP) Memorandum of Agreement dated September 14, 2001, between the Wisconsin Department of Natural Resources and the Federal Emergency Management Agency (FEMA), Mapping Activity Statement WDNR-2003-04 is as follows:

1. **Statement Objective and Scope:** The objective of this Mapping Activity is to complete Appendix I of the *Guidelines and Specifications for Flood Hazard Mapping Partners* – Project Scoping – and evaluate and prepare the necessary data for remapping the floodplains in Dane County including incorporated communities.

2. **Period of Performance:**
   The period of performance will be in accordance with Cooperative Agreement Article II. It is anticipated that activities in this MAS will start January 1, 2004 and end December 30, 2004.

3. **Funding:**

4. **Standards:** Standards and documents relevant to this MAS are detailed in *Guidelines and Specifications for Flood Hazard Mapping Partners*, April 2003, which can be found at http://www.fema.gov/mit/tsd/dl_cgs.htm. In particular, this MAS envisions common and comprehensive use of Appendix I (Project Scoping Toolbox) as found in the *Guidelines and Specifications* document.

5. **Milestones & Products:**

   Milestone 1, Planning and Initial Coordination Phase: WDNR will facilitate formation of a Project Management Team, prepare a Preliminary Project Management Plan, and initiate contact with all municipalities in the Dane County. Products forwarded to the FEMA Project Officer (PO) at the end of Milestone 1 will include Project Management Plan. The target date for Milestone 1 is March 31, 2004.

   Milestone 2, Project Formation Phase: WDNR, in coordination with the Project Management Team, will conduct research sufficient to compile a Draft Scope of Project in accordance with the template provided in Appendix I (pages 41-47).

Products forwarded to the FEMA Project Officer (PO) at the end of Milestone 2 will include the Draft Scope of Work, MNUSS Data Worksheets (if generated), summary of effective flood study and other available data, and a checklist of potential obstacles. The documentation should also include contact reports/memoranda and meeting minutes. Sample templates are contained in Appendix I and are listed on Page I-2. The target date for Milestone 2 is June 30, 2004.

Milestone 3, Scoping Meeting and Task Assignment Phase: DNR, in coordination with the Project Management Team, will coordinate and oversee the following activities.

- Coordinate and document a scoping meeting, with invitation made to all Dane County communities, intended to vet the Draft Scope of Work and solicit assistance in the conduct of various tasks as envisioned by the Draft Scope of Work;
- Solicit and assist the development of Community Partner and Cooperating Technical Partner MOAs;
- Compile the Task Assignment and Scheduling Worksheet in accordance with the template provided in Appendix I (page 63); and
- Revise the draft Scope of Project where necessary.

Products forwarded to the FEMA Project Officer (PO) at the end of Milestone 3 will include a scoping meeting attendance sheet and meeting minutes, the Task Assignment and Scheduling Worksheet, and the revised Draft Scope of Project (as appropriate). The target date for Milestone 3 is September 30, 2004.

Milestone 4, Post-scoping Meeting Activities: DNR, in coordination with the Project Management Team, will coordinate, support and direct the development of draft Statements of Work or draft Mapping Activity Statements sufficient to execute the Task Assignment and Scheduling Worksheet and revised Scope of Project. Products forwarded to the FEMA Project Officer will included all draft Statements of Work or draft Mapping Activity Statements generated under this phase. The target date for Milestone 4 is December 31, 2004.

6. **Technical Assistance and Resources:** FEMA will provide copies of effective FIS hydraulic models, FEMA-issued Letters of Map Change (LOMCs), and archived engineering back-up data from FEMA's Mapping Coordination Contractor (MCC) or other contractors as assigned by FEMA for archive maintenance.

   Specific technical and programmatic support from FEMA force contracts should be coordinated with the FEMA Project Officer. This may included a request for support in selection of data sources, selection of digital data accuracy standards, assessment of vertical data accuracy, selection of data collection methods, selection of sub-contractors, and GIS-based engineering and modeling training.

7. **Contractors:** Procurement of subcontractors using Federal funds provided as part of this Mapping Activity will comply with the requirements of 44 CFR 13.36.

8. **Financial Reporting:** Financial reporting requirements will be in accordance with Cooperative Agreement Articles V & VI. WDNR shall work with the FEMA Project Officer to establish an acceptable protocol for entry of project information into the Monitoring of Contracted Studies (MICS) database at the beginning of each project. WDNR will update MICS quarterly. If this report proves to be sufficient, the Assistance Officer may waive the written quarterly 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 WDNR staff have been provided access and passwords to MICS. The PO will also provide project-naming conventions for MICS. Once access is provided, MICS (including a tutorial) may be found at: https://mics.fema.gov.

   In addition, MICS entries will be made at the completion of the following documents:
   - Project Management Plan
   - Task Assignment and Scheduling Worksheet
   - Draft statements of Work(s)
   - Cooperating Technical Partners Mapping Activity Statement(s)

9. **Points of Contact:** The CTP Project Manager is Alan Lulloff or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. Bob Watson will serve as WDNR Project Engineer for execution of this MAS. The FEMA contacts are: Ken Hinterlong, Project Officer, and Lee Traeger, Technical Monitor.

Each party has caused this Mapping Activity Statement to be executed by its duly authorized representative.

for Bruce Baker, Acting Director
Bureau of Watershed Management
Wisconsin Department of Natural Resources

9/29/03
Date

for Terry Fell, Chief
Hazard Identification and Risk Assessment Branch
Federal Emergency Management Agency, Region V

September 29, 2003
Date