Florida Department of Community Affairs
Division of Emergency Management
Federal Emergency Management Agency
Cooperating Technical Community
Mapping Activity Statement

Agreement #1- Assessment of Community Mapping Needs

In accordance with the Cooperating Technical Community (CTC) Memorandum of Agreement dated August 16, 1999 between the Florida Department of Community Affairs, Division of Emergency Management and the Federal Emergency Management Agency (FEMA), Agreement #1 is as follows:

1. **Objective and Scope:** The objective of this Mapping Activity is the assessment and evaluation of flood mapping needs for all participating communtities in the National Flood Insurance Program in the State. For each community, the assessment will consider the need for flood data updates (requiring new engineering analyses and/or floodplain mapping) and map maintenance (updating non-engineering reference features, such as roads and corporate limits).

2. **Period of Performance:**
   The period of performance will begin on September 1, 1999 and end no later than June 30, 2000.

3. **Funding/Cost-Sharing:** For FY '99, funding shall be non-matching and 100% Federal share. For specific funding, refer to the Simplified Acquisition OF 347 to be submitted under separate cover.

4. **Standards:** This assessment will be conducted and all products prepared in accordance with the procedures outlined in FEMA's *Assessment and Evaluation of Community Flood Mapping Needs*.

5. **Products:** Florida Department of Community Affairs, Division of Emergency Management shall make the following products available:
   - Electronic files containing summary data of mapping needs. The spreadsheet template provided by FEMA shall be used.
   - All materials (hardcopy or electronic) supporting community mapping needs collected as part of this investigation. Hardcopy materials and computer disks or CD-ROMs should be clearly marked with community name and identification number.
   - A summary report of Florida Department of Community Affairs, Division of Emergency Management's assessment of community map needs.

6. **Schedule and Milestones:** Upon completion, final products will be provided to the FEMA CTC Project Officer.

7. **Certification:** Not applicable.

8. **Technical Assistance and Resources:** FEMA's Mapping Coordination Contractor (MCC)/Technical Evaluation Contractor (TEC) maintains archives of community flood study data. Archived data include copies of FEMA-issued Letters of Map Change (LOMCs); engineering and mapping support data and documentation; information on deferred map actions; and data collected as part of FEMA's Five-Year Mapping Needs Assessment Process. A visit to research the MCC/TEC archives may be arranged by contacting the FEMA Project Officer. For specific data items, the MCC/TEC may be contacted at 1-877 FEMA MAP.

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

10. **Quality Assurance/Quality Control (QA/QC) Procedures:** The electronic summary data files shall be checked against the source data to verify accuracy of data entry prior to submission to FEMA.

11. **Reporting:** The CTC partner must submit status reports to the FEMA CTC Project Manager on a bi-monthly basis for the period of this Agreement, which is set forth in Section 2 of this Agreement

12. **Points of Contact:** The FEMA Project Officer and the CTC's Project Manager is Bel Marquez , or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities.

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

Joseph F. Myers — 9-7-99

CTC Partner's authorized representative — date

[signature] — 9/13/99

FEMA authorized representative — date