



# Federal Emergency Management Agency

Washington, D.C. 20472

August 18, 2000

MEMORANDUM FOR: See Distribution List

FROM: John Magnotti, Task Leader  
Flood Hazard Mapping (FHM) Web Site

SUBJECT: Flood Hazard Mapping Web Site  
Monthly Activities Summary Report

---

This memorandum highlights new content that has been posted on the Flood Hazard Mapping (FHM) Web site in the last month, site statistics, and other pertinent information.

## ***FHM Web Summary***

**New Content on the Site:** The latest FHM Web site deliverable was sent to FEMA on August 7, 2000. The 228-file deliverable (including HTML, Adobe Acrobat PDF, WinZip, and graphic files) was posted to the FEMA Web site on August 8, 2000. Deliverable highlights are included below.

- CHECK-RAS, Version 1.1: The latest version of CHECK-RAS, which is designed to verify the validity of an assortment of parameters found in the HEC-RAS hydraulic modeling program, is now available from the FHM Web site. View program details and download the software at [http://www.fema.gov/mit/tsd/FRM\\_crld.htm](http://www.fema.gov/mit/tsd/FRM_crld.htm). Download the User's Manual at [http://www.fema.gov/mit/tsd/DL\\_crum.htm](http://www.fema.gov/mit/tsd/DL_crum.htm).
- Compliance with the Americans with Disabilities Act (ADA): As a result of an ongoing review of the FHM site to ensure its compliance with ADA requirements, all images on the site have been annotated with alternative text tags. This text helps to describe site content to users with visual impairments. The 1998 Technical Mapping Advisory Council Annual Report was the primary focus of this maintenance and compliance activity.
- CTC Guidance Document: The *Cooperating Technical Community (CTC) Guidance Document for FY 2000-2001* is now available at [http://www.fema.gov/mit/tsd/CTC\\_guid.htm](http://www.fema.gov/mit/tsd/CTC_guid.htm). This revised document supercedes the July 1999 guidance document.

- July-December 1999, Compendium of Flood Map Changes: The latest available Compendium of Flood Map Changes was added to the FHM Web site in Adobe Acrobat PDF format. View the July-December 1999 archive, along with several past Compendium installments at [http://www.fema.gov/mit/tsd/DL\\_comp.htm](http://www.fema.gov/mit/tsd/DL_comp.htm).
- New Technical Mapping Advisory Council Meeting Minutes Available: The June 1-2 and June 26, 2000, Technical Mapping Advisory Council Meeting Minutes have been posted to the FHM Web site. View the minutes archive, in Adobe Acrobat PDF format, at [http://www.fema.gov/mit/tsd/TMC\\_mm.htm](http://www.fema.gov/mit/tsd/TMC_mm.htm).
- Revision to Reflect New FEMA Assignments: The FHM Web site has been revised to reflect new FEMA Task Leaders for key FEMA initiatives. Katie Hayden has replaced Mary Jean Pajak as the National Cooperating Technical Communities Coordinator and John Magnotti has been assigned as an interim point of contact for Map Modernization issues. All affected references to these two initiatives have been modified to reflect the assignment changes.
- Update to FEMA Software Comment Form: The FEMA Software comment form, which allows site visitors to submit comments, questions, and suggestions regarding FEMA software packages, has been updated to reflect the release of CHECK-RAS, Version 1.1. A link has also been provided from this page to FEMA's privacy policy to make more information available to site visitors concerning the use of submitted information. View the revised form at [http://www.fema.gov/mit/tsd/FRM\\_com.htm](http://www.fema.gov/mit/tsd/FRM_com.htm).
- Update to Online Tutorials Main Page: The Online Tutorials main page has been updated to appropriately reflect the current availability of the Quick-2 Tutorial. Information provided for tutorials that are currently in development have also been reorganized. View the revised page at [http://www.fema.gov/mit/tsd/OT\\_main.htm](http://www.fema.gov/mit/tsd/OT_main.htm).

**New Content Under Development:** The FHM Web team has completed site revisions, development, and research over the last month. The most recent activities are listed below.

- How to Read A Flood Insurance Rate Map (FIRM) Online Tutorial: This tutorial covers the format, use, and application of FIRMs. Tutorial topics include "Flood Map Overview," "Reading Indexes," "Reading Panels," "Getting Specific Information," and "The Next Generation of Digital FIRMs." The tutorial includes technical explanations of each element found on FIRMs. The "Getting Specific Information" section of the tutorial is intended to help users find the general and specific location of a property, determine the Special Flood Hazard Area designation for that property, and calculate the base flood elevation in the subject area. The tutorial is currently in the final stages of review. View the latest iteration of the tutorial at [http://www.floodmaps.net/Practice/OT\\_Firm22.html](http://www.floodmaps.net/Practice/OT_Firm22.html).

- CHECK-RAS Tutorial: This tutorial demonstrates how to use the CHECK-RAS program by giving an introduction and overview of the program, explaining the setup procedures for the program, and discussing and displaying examples of each type of CHECK-RAS check (checks still in development). View the latest draft of the tutorial at [http://www.floodmaps.net/practice/OT\\_cras.html](http://www.floodmaps.net/practice/OT_cras.html)
- Introduction to GIS Tutorial: This tutorial introduces individuals to GIS. It includes an overview of what it is, what is needed for a GIS (hardware, software, data, and trained staff), basic mapping terminology, and how it is used to produce maps and other information. This tutorial leads into a second, more advanced tutorial about FEMA's use of GIS technology to create DFIRMs. Tutorial content is under review. View a copy of the draft tutorial content and graphics at [http://www.floodmaps.net/practice/OT\\_GIS1.ppt](http://www.floodmaps.net/practice/OT_GIS1.ppt).
- Interactive Tutorial Certificate: A servlet was written to enable members of the FHM Web team to create certificates for each tutorial to enhance tutorial interactivity and allow users to print personalized acknowledgments.
- CTC Web site redesign: The CTC Web site is being redesigned and expanded to provide more information. Content under development includes CTC success stories, links to CTC entities, and a list of Frequently Asked Questions. A copy of the draft main page redesign is available for review at [http://www.floodmaps.net/practice/CTC\\_NEWmain.htm](http://www.floodmaps.net/practice/CTC_NEWmain.htm).

**FHM Web Site Administration:** Using Linkbot Pro (link-checking software) on an NT server, we have scheduled automatic nightly site reviews. FHM team members check the report each morning and make any necessary repairs. The Information Technology group at FEMA has also begun using WebTrends to track and publish site use statistics for the FEMA server. Some pertinent information gathered from these latest reports is included below, along with summaries of other pertinent site administration activities.

– **Site Quality**

- Total files:\* 1546
- Broken links: 0

*\*Total files include HTML pages, images, Adobe Acrobat PDF files, Microsoft Word WinZip Archives, etc.*

- **WebTrends (July 1 - 31, 2000, FHM Web site highlights)**
    - 352,287 hits (average of 11,364 hits per day).
    - 25,922 visitor sessions. The average visitor session was 11 minutes 38 seconds.
    - 17,167 files\* downloaded saving FEMA approximately \$51,501\*\* in mailing costs over a 30-day period.
- \* Includes Adobe Acrobat PDF, WinZip, and Help files.  
 \*\* Figure based on \$3 per file mailing cost estimate.

A listing of the most requested FHM Web site pages and downloads is included in the following tables.

<b>Top 5 Most Requested FHM Web Site Pages (July 1 - 31, 2000)</b>		
<i>Page</i>	<i>URL</i>	<i>Requests</i>
<i>FHM Web site index page</i>	<a href="http://www.fema.gov/mit/tsd/">http://www.fema.gov/mit/tsd/</a>	14,142
<i>Map Modernization main page</i>	<a href="http://www.fema.gov/mit/tsd/MM_main.htm">http://www.fema.gov/mit/tsd/MM_main.htm</a>	3,082
<i>Why Flood Maps Are Important</i>	<a href="http://www.fema.gov/mit/tsd/TSD_mssn.htm">http://www.fema.gov/mit/tsd/TSD_mssn.htm</a>	2,805
<i>Information for Engineers / Surveyors</i>	<a href="http://www.fema.gov/mit/tsd/EN_main.htm">http://www.fema.gov/mit/tsd/EN_main.htm</a>	1,893
<i>Frequently Asked Questions main page</i>	<a href="http://www.fema.gov/mit/tsd/FQ_main.htm">http://www.fema.gov/mit/tsd/FQ_main.htm</a>	1,553

<b>Top 5 Most Downloaded FHM Web Site Files (July 1 - 31, 2000)</b>		
<i>File</i>	<i>URL</i>	<i>Downloads</i>
<i>Guidelines for Determining Flood Flow Frequency</i>	<a href="http://www.fema.gov/mit/tsd/DL_Flow.pdf">http://www.fema.gov/mit/tsd/DL_Flow.pdf</a>	2,217
<i>January-June 1999, Compendium</i>	<a href="http://www.fema.gov/mit/tsd/FRM_JJ99.pdf">http://www.fema.gov/mit/tsd/FRM_JJ99.pdf</a>	1,245
<i>MT-2 form</i>	<a href="http://www.fema.gov/mit/tsd/MT-2.pdf">http://www.fema.gov/mit/tsd/MT-2.pdf</a>	1,109
<i>MT-1 form</i>	<a href="http://www.fema.gov/mit/tsd/MT-1.pdf">http://www.fema.gov/mit/tsd/MT-1.pdf</a>	960
<i>Zone A Manual</i>	<a href="http://www.fema.gov/mit/tsd/FRM_znA.pdf">http://www.fema.gov/mit/tsd/FRM_znA.pdf</a>	929

- **Privacy Statement:** The FHM Web team has reviewed and documented the use of cookies on FEMA-related Web sites in response to the recent Federal Trade Commission

(FTC) Report to Congress concerning online privacy. The results of the review, and a draft policy to reflect the Viewer Privacy and Security Notice on the FEMA Web site (<http://www.fema.gov/privacy.htm>) have been documented in a memorandum, currently under review. Once approved, the policy will be added to the floodmaps.net protocols. A link to the policy will also be provided on the site (<http://www.floodmaps.net>) to provide information to site users concerning the collection and use of personal information.

**Listserv Sign-Ups Continue to Grow:** Listserv sign-ups are available from the FHM Web site for general FHM news and information and information related to the Quick-2 program and tutorial. Details about both listservs are provided below.

- **FHM Listserv:** As of August 16, 2000, 1,196 subscribers have signed up to receive e-mail updates on Flood Hazard Mapping. Sign-ups continue to increase each month: 87 new subscribers signed up in July, and 65 new subscribers have signed up as of August 16. Listservs sent during the first half of August 2000 include an announcement sent on August 8 about the update of the Numerical Models Accepted by FEMA for National Flood Insurance Program usage, and a message sent on August 15 regarding the update of Appendix 4B of the *Flood Insurance Study Guidelines and Specifications for Study Contractors*. The August 8 listserv also included a reference to FEMA's Software page. Listserv e-mails are sent out to subscribers when important new content is available on the Web site and to advertise training courses or other FEMA events.
- **Quick-2 Listserv:** A Quick-2 listserv was activated on June 6, 2000, to allow site users to subscribe to receive updates and information concerning the Quick-2 program, tutorial, and related information. A total of 24 members are signed up for this listserv. Eight new subscribers have signed up as of August 17.

**Online Multimedia Tutorials:** Several online multimedia tutorials are either in development or planned for development over the coming months. Many of these tutorials are based on the training modules that were originally piloted at the Emergency Management Institute (EMI) in Emmitsburg, Maryland, from October 12-22, 1999. These modules were designed to provide in-depth training in different facets of the National Flood Insurance Program (NFIP) and to support FEMA's public education and outreach efforts as part of the Map Modernization effort.

Software to enable tutorial users to enter information and print tutorial completion certificates and completed PDF forms, such as the MT-EZ and MT-1 forms in the LOMA/LOMR-F Tutorial has been installed on the floodmaps.net (FHM Web site) development server. This software will enhance the user's ability to interact with the tutorials. A brief description and progress report for each online tutorial project is included below.

- Quick-2, Version 2.0, Tutorial - This tutorial, developed in Macromedia Flash (a multimedia software package), uses sample data sets to illustrate the functionality of the Quick-2 program.  
*Completed May 2000. (Available from the FHM Web site at: [http://www.fema.gov/mit/tsd/OT\\_Q2sr.htm](http://www.fema.gov/mit/tsd/OT_Q2sr.htm)).*
- LOMA/LOMR-F Tutorial - This tutorial is intended to walk users through the LOMA and LOMR-F application processes, including helping them to gather all the information necessary to support a LOMA or LOMR-F request and complete the MT-EZ and MT-1 forms. Once they have completed the tutorial, users may print a completed MT-EZ or MT-1 form and mail it to FEMA for processing. A tutorial prototype is available for review at [http://www.floodmaps.net/practice/loma\\_fpi.htm](http://www.floodmaps.net/practice/loma_fpi.htm).  
*Projected completion: On hold pending changes to the MT-1 application/certification forms package and the LOMR-F process.*
- How to Read a FIRM Tutorial - This tutorial will contain information on the use and application of FIRMs. - Each component of the FIRM will be investigated. View the latest draft version of the tutorial at [http://www.floodmaps.net/practice/OT\\_firm22.html](http://www.floodmaps.net/practice/OT_firm22.html).  
*Projected completion: August 2000.*
- How to Read a FIS Tutorial - This tutorial will contain information on the use and application of FISs. Each aspect of the FIS will be investigated.  
*Projected completion: September 2000.*
- Introduction to GIS Tutorial - This tutorial provides an overview of GIS, including what it is, what is needed for a GIS (hardware, software, data, and trained staff), basic mapping terminology, and how GIS is used to produce maps and other information. Draft content and graphics are available for review at [http://www.floodmaps.net/practice/OT\\_GIS1.ppt](http://www.floodmaps.net/practice/OT_GIS1.ppt).  
*Projected completion: September 2000.*
- Using GIS to Create DFIRMs Tutorial - This tutorial will provide viewers with information on FEMA's use of GIS technology to create DFIRMs. Topics addressed include DFIRM components; graphic, base map, and metadata specifications; and database design. Draft content is under development.  
*Projected completion: October 2000.*
- Using GIS, DFIRM, and Other Data for Sample Community Applications Tutorial - This tutorial will provide users with guidance on the use DFIRM, GIS, and other data to produce sample community applications.  
*Projected completion: November 2000*

- CHECK-RAS Tutorial - This tutorial will demonstrate how CHECK-RAS can be used to verify the validity of an assortment of parameters found in the U.S. Army Corps of Engineers HEC-RAS program. View the latest draft of the tutorial at [http://www.floodmaps.net/practice/OT\\_cras.html](http://www.floodmaps.net/practice/OT_cras.html).  
*Projected completion: October 2000.*
  
- LOMR Tutorial – This tutorial will take the user through the LOMR and conditional LOMR application process. It will include an overview of the NFIP, information on NFIP regulations, and other pertinent topics. A committee is currently being formed to revise and streamline the MT-2 forms. Development of the LOMR Tutorial will be concurrent to the revision and approval of these forms.  
*Projected completion: December 2000.*
  
- RASPLOT Tutorial – This tutorial will demonstrate the use of RASPLOT to create flood profiles for FISs. The functions of the program will be discussed, including sample profiles generated from HEC-2 and HEC-RAS data.  
*Projected completion: January 2001.*
  
- NFF Tutorial – This tutorial will teach site visitors to use the National Flood Frequency (NFF) software to calculate peak discharge information. Development of this tutorial has been delayed to coincide with the projected schedule for the next release of the software.  
*Projected completion: April 2001.*

**White Papers:** The FHM Web team is currently working on several white paper activities to address key FEMA data-sharing initiatives. Summaries are provided below for all activities that are currently underway or are planned for completion in the near future.

- LOMRs/conditional LOMRs on the Web - This white paper will address the political and technical issues involved with making LOMRs and conditional LOMRs available on the Web. The culmination of the white paper will be a proposed phased approach and budget estimate for completion of the task.  
*Projected Completion: September 2000.*
  
- BFE Notices on the Web - This activity will address the political and technical issues involved with providing Base Flood Elevation (BFE) information on the Web.  
*Projected Completion: On hold pending the Office of General Counsel's legal determination.*
  
- Backup Data on the Web - This activity will address the political and technical issues involved with making backup data available on the Web. The culmination of this activity will be a proposed phased approach to deploying the data, along with a budget estimate and schedule. *Proposed Completion: September 2000.*

- Preliminary/Coastal Barrier Resources System (CBRS) Maps on the Web - This paper will address the political and technical issues involved with making Preliminary FIRMs and CBRS maps available on the Web. The culmination of the white paper will be a proposed phased approach and budget estimate for completion of the task.  
*Projected Completion: October 2000.*
- LOMAs on the Web - This white paper will address the political and technical issues involved with making LOMAs available over the Web. This activity will be closely related to the LOMR/conditional LOMR activity mentioned above.  
*Projected Completion: On hold pending the launch of the joint contractor Management Information System.*
- Mapping Needs Assessment Process (MNAP) Information Post - This activity will address the issues involved with the development of a Web-based response area to allow feedback and information to be posted for MNAP. A proposed phased schedule and budget will be prepared for this activity.  
*Projected Completion: Development dependent on MNUSS development, TBD.*

**New Applications:** The FHM Web team has developed some new Web applications to help facilitate the exchange of information between FEMA and contractor staff. Recent applications are included below.

- Map Modernization Database Web Site: A password-protected on-line Map Modernization Plan (MMP) database has been developed to allow objective leaders to update the status of their Map Modernization tasks. The information collected through this Web site is being used to:
  - Automate production of progress reports;
  - Track the status, schedule, and budget of all objectives;
  - Post relevant MMP and objective documents for easy access by objective members; and
  - Identify the need for routine updates to the Map Modernization component of the FHM Web site.
- Cooperating Technical Communities Database: This password-protected tracking and information database was designed for use by the FEMA Regional staff. The database is now in its beta test phase and is being populated with readily available data. Database enhancements are also under development. In the next phase, regional CTC representatives will have the opportunity to review the data and the database enhancements. Ultimately, the database will become a Web maintenance and reporting tool. The information will also be available to the public.

- Technical Mapping Advisory Council Web Posting Tool: This password-protected application allows members of the Technical Mapping Advisory Council to edit and post various documents, including reports and meeting minutes. The goal of this tool is to assist members of the Council in the preparation of their final report to Congress.

**Notification of “Hot” Map Changes:** The FHM Web site is being used as a tool to provide information about “hot” map changes, such as those that have generated a great deal of congressional and/or public interest. To date, information has been posted about changes in Harris County, Texas; Los Angeles County, California; Los Lunas, New Mexico; and Orange County, California. Visit [http://www.fema.gov/mit/tsd/ST\\_hot.htm](http://www.fema.gov/mit/tsd/ST_hot.htm) to stay on top of politically sensitive map revisions.

## ***FHM Web Site Project Status***

The FHM project status summary outlines the progress on active tasks over the last month, by contractor. A primary point of contact for each contractor is included in this section along with a brief description of the scope of work for each task. These descriptions provide general background information concerning the specific tasks.

### **Dewberry & Davis**

#### **Keith Steury**

PH: (703) 849-0387

E-mail: [ksteury@dewberry.com](mailto:ksteury@dewberry.com)

Match the number of the following task descriptions to the ID in the table on page 3 to get a summary of information for a particular task.

1. LOMRs/conditional LOMRs on the Web White Paper: Convene a task force of appropriate personnel to address the topic(s), conduct technical and regulatory research, and develop a white paper to outline a proposed phased approach and budget estimate for completion of the task.  
**FEMA Lead:** *Sally Magee*  
**Team:** *Jerry Sparks, Maggie Mathis, Dave Jula, Eric Simmons, Matt Morton, Lora Eskandary, Keith Steury, Paul Huang - D&D; other team members, TBD.*  
**Projected Completion:** *September 2000.*
2. Preliminary/CBRS Maps on the Web White Paper: Convene a task force of appropriate personnel to address the topic(s), conduct technical and regulatory research, and develop a white paper to outline a proposed phased approach and budget estimate for completion of the task.  
**FEMA Lead:** *Mark Crowell*  
**Proposed Team:** *Tony Hake, Sue Hoegberg, Steve Kalaf, Keith Steury - D&D; other team members, TBD.*  
**Projected Completion:** *October 2000.*
3. CHECK-RAS Tutorial: Create a multimedia tutorial to demonstrate how CHECK-RAS can be used to verify the validity of an assortment of parameters found in the U.S. Army Corps of Engineers HEC-RAS program.  
**FEMA Lead:** *John Magnotti*  
**Team:** *Moe Khine, Xiaoyi Zhang, Syed Qayum, Paul Huang, Keith Steury - D&D; other FHM Web team members.*  
**Projected Completion:** *October 2000.*

4. LOMR Tutorial: Create a multimedia tutorial, based on the existing NFIP Revisions and Amendments training module, to take users through the process of applying for LOMRs and conditional LOMRs. The tutorial will include an overview of the NFIP, information on NFIP Regulations, and other pertinent topics.

**FEMA Lead:** John Magnotti

**Proposed Team:** Bill Blanton - FEMA; Keith Steury - D&D; other FHM Web team members.

**Projected Completion:** December 2000.

5. RASPLOTTutorial: Create a multimedia tutorial to demonstrate the use of RASPLOTTutorial to create flood profiles for Flood Insurance Studies. The functions of the program will be discussed, including sample profiles generated from HEC-2 and HEC-RAS data.

**FEMA Lead:** John Magnotti

**Proposed Team:** Moe Khine, Xiaoyi Zhang, Syed Qayum, Paul Huang, Keith Steury – D&D

**Projected completion:** January 2001.

6. NFF Tutorial: Create a multimedia tutorial based on the previously developed software training module (used at Emmitsburg) to teach site visitors to use the NFF software to calculate peak discharge information.

**FEMA Lead:** John Magnotti

**Proposed Team:** Bill Blanton - FEMA; Bill Kirby - USGS; Keith Steury, Paul Huang - D&D.

**Projected Completion:** April 2001.

<b>ID</b>	<b>Task</b>	<b>Summary of Recent Activity</b>	<b>Current Status</b>
1	LOMRs/conditional LOMRs on the Web White Paper	Point Paper sent to Sally Magee on July 27, 2000. Paper outlined key areas where FEMA guidance was requested. White paper and PowerPoint presentation drafted.	80% complete.
2	Preliminary/CBRS Maps on the Web White Paper	First internal meeting held on July 20, 2000.	Just started.
3	CHECK-RAS Tutorial	Requested comment on the CHECK-RAS Tutorial Overview. Beginning to code the check examples in Flash.	40% complete.
4	LOMR Tutorial	Training materials gathered and organized. A committee is currently being formed to revise the MT-2 forms. Tutorial development will run concurrent to the revision of these forms.	Just started.
5	RASPLOT Tutorial	Project not started.	0% complete.
6	NFF Tutorial	Development of this tutorial has been delayed due to the projected schedule for the next release of the software (expected no earlier than January 2001).	Major development activities on hold. Dialogue is being maintained with Bill Kirby of the USGS to track scheduling changes and other significant developments.

**Maintenance:** The following tables provide information concerning special update requests and ongoing maintenance-level support for the Flood Hazard Mapping Web site.

<b>Task</b>	<b>Summary of Recent Activity</b>	<b>Current Status</b>
Special Requests*	1. Added July-December 1999, Compendium of Flood Map Changes to the site.	95% complete.
	2. Added June 1-2, and June 26, 2000, Technical Mapping Advisory Council Meeting Notes to the site.	
	3. Replaced all contact information for Mary Jean Pajak on the site with that of either Katie Hayden (CTCs) or John Magnotti (Map Modernization issues), as appropriate.	

\*For more details on these tasks and to view activities prior to July 2000, please visit our task tracking log at <http://www.floodmaps.net/fhmtracker/default.asp?direction=desc>

<b>Task</b>	<b>Summary of Recent Activity</b>	<b>Current Status</b>
General Maintenance	Please visit our task-tracking log to view details regarding the most recent maintenance tasks. *	95% complete.

\*<http://www.floodmaps.net/fhmtracker/default.asp?direction=desc>

**Michael Baker Jr. Inc.**

**Beatriz Pérez**

PH (703) 317-5047

E-mail: [bperez@mbakercorp.com](mailto:bperez@mbakercorp.com)

Match the number of the following task descriptions to the ID in the table on page 8 to get a summary of information for a particular task.

1. **BFE Notices on the Web White Paper:** Prepare a memo from Mike Armstrong to FEMA Counsel describing Mitigation's proposed approach to this effort and requesting their legal opinion. Convene a joint contractor task force to develop a white paper to include proposed phased approach, on-going updates, and associated budget estimates. Prepare pilot Web page(s) for review and comment.  
**FEMA Lead:** *Matt Miller*  
**Team:** *Mike Grimm, Doug Bellomo, Bill Blanton, and John Magnotti – FEMA; Don Bender, Beatriz Pérez, Susie Ellicott – MBJ, Jim Ochse, Lora Eskandary – D&D; Allen Goff – PBS&J*  
**Draft Memo Completed:** *March 2000 (delivered to Matt Miller).*  
**Projected White Paper Completion:** *On hold pending Counsel's legal determination.*
2. **LOMA/LOMR-F Tutorial:** Create a tutorial that explains the LOMA and LOMR-F application processes, including necessary forms and information.  
**FEMA Lead:** *John Magnotti*  
**Team:** *Bill Blanton, Katie Hayden, Mark Crowell – FEMA; Beatriz Pérez, Bill Davis, Dorene Taylor – MBJ.*  
**Projected Completion:** *On hold pending approval of changes to the MT-1 application/certification forms package and the LOMR-F process.*
3. **Introduction to GIS Tutorial:** Provide an overview that explains how FEMA's Mitigation Directorate uses GIS to meet mapping and analysis requirements. Show screen shot examples of GIS projects underway, such as the new DFIRMs, Hazard Exposure Study, etc. Create appropriate links to other related hazard GIS sites. The tutorial will also include a GIS quiz.  
**FEMA Lead:** *John Magnotti*  
**Team:** *Stu Nishenko – FEMA; Jane Huzil, Jeff Booth, Beatriz Pérez, Dorene Taylor – MBJ.*  
**Projected Completion:** *September 2000.*

4. Create Database for Study Status Web Pages: Create a Web database to automatically generate study status pages, including information on up-coming meetings and milestones, a map of the study location, and e-mail contact information for FEMA regional representatives.  
**FEMA Lead:** John Magnotti  
**Projected Completion:** On hold pending availability of GIS infrastructure on the Map Service Center server. This activity is currently unfunded.
5. LOMAs on the Web White Paper: Coordinate with the LOMA 2000 group and the Map Service Center. Conduct research and programming to the demonstration level. Prepare a white paper to include proposed phased approach and budget estimate.  
**FEMA Lead:** Mark Crowell  
**Proposed FEMA Team:** John Magnotti  
**Projected Completion:** On hold pending the development of the joint contractor Management Information System.
6. Technical Mapping Advisory Council Posting Tool: Coordinate with Council liaison to develop a tool to allow Council members to share information to prepare their final report to Congress. Provide support to users as necessary.  
**FEMA Lead:** Sally Magee  
**Projected Completion:** June 2000 (beta test phase). Support ongoing.
7. CTC Database: Develop a CTC tracking and information database for use by the FEMA Regions and CTC representatives.  
**FEMA Lead:** Katie Hayden  
**Team:** Beatriz Pérez, Dick Wild, Don Bender, Sean Harasin – MBJ  
**Projected Completion:** July 2000 (beta test with Regions). November 2000 (enhancements).
8. CTC Web Site Redesign: Redesign and expand site to provide more information. Develop new content, including CTC success stories, links to CTC entities, and list of Frequently Asked Questions.  
**FEMA Lead:** Katie Hayden  
**Team:** Beatriz Pérez, Wanda Rizer, Dick Wild – MBJ  
**Projected Completion:** October 2000
9. Using GIS to Create DFIRMs Tutorial: Create a tutorial to provide users with information on FEMA's use of GIS technology to create DFIRMs. Address various topics pertaining to DFIRM production, including DFIRM components; graphics, base map, and metadata specifications; and database design.  
**FEMA Lead:** John Magnotti  
**Team:** Beatriz Pérez, Dorene Taylor, Jane Huzil, Jeff Booth – MBJ  
**Projected Completion:** October 2000

10. Using GIS, DFIRM, and Other Data for Sample Community Applications Tutorial: Create a tutorial to provide users with information on how to use DFIRM, GIS, and other data to produce sample community applications.

***FEMA Lead:*** John Magnotti

***Team:*** Beatriz Pérez, Dorene Taylor, Jane Huzil, Jeff Booth – MBJ

***Projected Completion:*** November 2000

<b>ID</b>	<b>Task</b>	<b>Summary of Recent Activity</b>	<b>Current Status</b>
1	BFE Notices on the Web White Paper	Individual discussions and task group meeting held; regulations and background information research underway. On hold pending opinion from Office of General Counsel.	30% complete.
2	LOMA/LOMR-F Tutorial	Content and programming complete. Enhancements on hold pending changes to the forms and application process.	90% complete. On hold pending approval of changes to MT-1 forms and LOMR-F process.
3	Introduction to GIS Tutorial	Content and storyboard developed and under review.	50 % complete.
4	Create database for Study Status Web pages	Discussions underway. ST_hot.htm for new studies created for immediate outreach needs. On hold pending MICS and joint contractor MIS development.	5% complete.
5	LOMAs on the Web White Paper	On-hold pending the LOMA 2000 rollout.	5% complete.
6	TMAC Posting Tool	Beta test ongoing. One-on-one user training being provided.	100% complete.
7	CTC Database	Database completed. Enhancements under development.	Database: 100% complete. Enhancements: 10% complete.
8	CTC Web site redesign	New main page design created and under review. List of Frequently Asked Questions drafted. Other content under development.	20% complete.
9	Using GIS to Create DFIRMs Tutorial	Discussions held. Content under development.	10 % complete.
10	Using GIS, DFIRM, and Other Data for Sample Community Applications Tutorial	Discussions held. Draft content pending.	0% complete.

<b>Task</b>	<b>Summary of Recent Activity</b>	<b>Current Status</b>
-------------	-----------------------------------	-----------------------

<b>Task</b>	<b>Summary of Recent Activity</b>	<b>Current Status</b>
Special Requests*	1. Added Coordinating Technical Community (CTC) Guidance Document for FY 2000-2001.	
	2. Reviewed site for compliance with the ADA and Section 508 of the Rehabilitation Act and added alternative text tags to all images on the site.	100 % complete
	3. Programmed servlet to enable tutorial viewers to create personalized certificates at the end of each tutorial.	100% (alternative text tag additions; site review ongoing)

\*For more details on these tasks and to view activities prior to July 2000, please visit our task tracking log at <http://www.floodmaps.net/fhmtracker/default.asp?direction=desc>

<b>Task</b>	<b>Summary of Recent Activity</b>	<b>Current Status</b>
General Maintenance	Please visit our task-tracking log to view details regarding the most recent maintenance tasks. *	Will be covered under Task 5 budget in second half of FY 2000. This budget is not finalized as of the date of this memorandum.

\*<http://www.floodmaps.net/fhmtracker/default.asp?direction=desc>

**Post, Buckley, Schuh, and Jernigan**

**Thomas Schweitzer**

PH: (301) 210-6800

E-mail: [tjschweitzer@pbsj.com](mailto:tjschweitzer@pbsj.com)

Match the number of the following task descriptions to the ID in the table on the next page to get a summary of information for a particular task.

1. How to Read a FIRM Tutorial: Develop a Web-based tutorial on how to read a FIRM. The tutorial will contain information to educate the users on its use and application. It will take the user through each aspect of a FIRM, such as the legend and notes.  
*FEMA Lead: John Magnotti*  
*Proposed Team: Bill Blanton, Anne Flowers – FEMA;*  
*Mike Smith, Vince DiCamillo -- PBS&J*  
*Projected Completion: August 2000.*
2. How to Read a FIS Tutorial: Develop a Web-based tutorial on how to read a FIS report. The tutorial will contain information to educate the users on its use and application. It will take the user through each aspect of a FIS, such as profiles, cross-sections, and notes.  
*FEMA Lead: John Magnotti*  
*Proposed Team: Bill Blanton– FEMA; Gary Guhl -- PBS&J*  
*Projected Completion: September 2000.*
3. Backup Data on the Web White Paper: Assemble a task force and conduct technical research on supplying back-up data through the Web. Develop a white paper including a phased approach to deploying the data, along with a budget estimate and schedule.  
*FEMA Leads: Bill Blanton and Mike Grimm*  
*Proposed Team: Mike Gilliam – PBS&J*  
*Projected Completion: September 2000.*
4. MNAP Information Post White Paper: Develop a white paper for a Web-based response area to allow feedback and information to be posted for MNAP. Coordinate with the MNAP group on critical issues and needs. A proposed phased schedule and budget will be prepared.  
*FEMA Lead: Cindy Croxdale*  
*Proposed Team: TBD*

<b>ID</b>	<b>Task</b>	<b>Summary of Recent Activity</b>	<b>Current Status</b>
1	How to Read a FIRM Tutorial	Finalized tutorial content. Developing tutorial pre-loader graphics (i.e. TOC). Final in-house review	99% complete. QC of content, spelling and grammar being performed.
2	How to Read a FIS Tutorial	Outlined the menu in Macromedia Flash. Working on tutorial content. Developing graphics and reviewing content.	40% complete. Draft being reviewed in-house.
3	Backup Data on the Web White Paper	Scheduling review of other MCC libraries. Looking at the request process and other issues.	15% complete. Developing paper on major issues.
4	MNAP Information Post White Paper	Project not started.	0% complete.

Distribution with Attachment

Doug Bellomo  
Bill Blanton  
Edward Corvi  
Mark Crowell  
Cindy Croxdale  
Anne Flowers  
Mike Grimm  
Katie Hayden  
Sally Magee  
John Magnotti  
Matt Miller  
Stu Nishenko

Distribution without Attachment

Mike Buckley  
Chris Doyle  
Nancy Thrall