



Federal Emergency Management Agency

Washington, D.C. 20472

July 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 June 27, 2000. The 102-file deliverable (including HTML, Adobe Acrobat PDF, WinZip, and graphic files) was posted to the FEMA Web site on June 30, 2000. Deliverable highlights are included below.

- Quick-2, Version 2.0, Listserv Sign-Up: A Quick-2, Version 2.0, listserv mailing list has been created to disseminate Quick-2 program, tutorial, and related information. Site visitors may sign up for the listserv on the Online Tutorials main page (http://www.fema.gov/mit/tsd/OT_main.htm), the Quick-2 download page (http://www.fema.gov/mit/tsd/DL_Qck22.htm), or the Quick-2 resource page (http://www.fema.gov/mit/tsd/DL_Q2res.htm).
- RUNUP, Version 2.0, WHAFIS, Version 3.0, and *Guidelines and Specifications for Wave Elevation Determination and V Zone Mapping*: Information and downloads for RUNUP, Version 2.0, and WHAFIS, Version 3.0, have been posted to the FHM Web site. View the information for RUNUP and WHAFIS at http://www.fema.gov/mit/tsd/DL_RUN2.htm and http://www.fema.gov/mit/tsd/DL_WFIS3.htm, respectively. *Guidelines and Specifications for Wave Elevation Determination and V Zone Mapping* is available in Adobe Acrobat PDF format from http://www.fema.gov/mit/tsd/DL_VZn.htm.
- Redesigned Software Main Page: The Software main page has been revised to include links to downloads for all programs, tutorials, user's manuals/guidance documents, additional guidance information, and sample data sets that are currently available. This information will be updated as new programs are released and as additional resources are generated for FEMA programs that are already included on the page. View the revised content at http://www.fema.gov/mit/tsd/FRM_soft.htm.

- Update to List of Numerical Models Accepted by FEMA for NFIP Usage: An updated version of the Numerical Models list, effective June 9, 2000, has been posted on the FHM Web site. The revised list includes recently accepted models, new and revised hyperlinks to applicable model download and information pages, and a new page dedicated to Sediment Transport Models. View the revised list at http://www.fema.gov/mit/tsd/EN_modl.htm and the Sediment Transport page at http://www.fema.gov/mit/tsd/EN_sed.htm.
- Numerical Model Review Summary Documents: Review summary documentation has been posted to the FHM Web site for the HEC-IFH hydrologic model and the FLDWAV hydraulic model. Download the Adobe Acrobat PDF files from http://www.fema.gov/mit/tsd/DL_IFH.htm (HEC-IFH) and http://www.fema.gov/mit/tsd/DL_FD WV.htm (FLDWAV). These pages are linked from the Numerical Models hydrologic (http://www.fema.gov/mit/tsd/EN_hydro.htm) and hydraulic (http://www.fema.gov/mit/tsd/EN_hydra.htm) model pages.
- Update to Appendix 4B for Airborne Light Detection and Ranging Systems (LIDAR): Appendix 4B of the *Flood Insurance Study Guidelines and Specifications for Study Contractors* has been updated to reflect May 2000 revisions. The revised Appendix includes added clarification and definitions pertaining to the use of LIDAR systems for gathering the data necessary to create Digital Elevation Models (DEMs), digital terrain maps, and other NFIP products. View the revised content at http://www.fema.gov/mit/tsd/MM_lidar.htm.
- Update to "E-Mail a Map Specialist" Graphic: The "E-mail a Map Specialist" graphic has been modified to include information for PBS&J. The graphic helps site users determine where to direct map-related questions, including how to request map changes and the status of such requests. View the new graphic on the Engineers/Surveyors main page (http://www.fema.gov/mit/tsd/EN_main.htm), the Floodplain Managers main page (http://www.fema.gov/mit/tsd/FP_main.htm), the "How to Order Technical and Administrative Support Data for Flood Insurance Studies/Restudies and Map Revisions" page (http://www.fema.gov/mit/tsd/ST_order.htm), and the "E-mail a Map Specialist" page (http://www.fema.gov/mit/tsd/TSD_emap.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.

- CTC Guidance Document: The *Cooperating Technical Community (CTC) Guidance Document for FY 2000-2001* is now available at http://www.floodmaps.net/mit/tsd/CTC_guid.htm. This revised document supercedes the July 1999 guidance document.

- 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.

- 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. View the latest iteration of the tutorial at http://www.floodmaps.net/Practice/OT_Firm.swf.

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 (June 1 - 30, 2000, FHM Web site highlights)**

- 342,812 hits (average of 11,821 hits per day).
- 25,283 visitor sessions. The average visitor session was 9 minutes 58 seconds.
- 14,465 files* downloaded saving FEMA approximately \$43,395** in mailing costs over a 30-day period.

** Includes Adobe Acrobat PDF, WinZip, Help, and Microsoft Word 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.

Top 5 Most Requested FHM Web Site Pages (June 1 - 30, 2000)		
<i>Page</i>	<i>URL</i>	<i>Requests</i>
<i>FHM Web site index page</i>	http://www.fema.gov/mit/tsd/	15,283
<i>Map Modernization main page</i>	http://www.fema.gov/mit/tsd/MM_main.htm	3,236
<i>Why Flood Maps Are Important</i>	http://www.fema.gov/mit/tsd/TSD_mssn.htm	3,082
<i>Information for Engineers / Surveyors</i>	http://www.fema.gov/mit/tsd/EN_main.htm	2,044
<i>Frequently Asked Questions main page</i>	http://www.fema.gov/mit/tsd/FQ_main.htm	1,521

Top 5 Most Downloaded FHM Web Site Files (June 1 - 30, 2000)		
<i>File</i>	<i>URL</i>	<i>Downloads</i>
<i>January-June 1999, Compendium</i>	http://www.fema.gov/mit/tsd/FRM_JJ99.pdf	1,371
<i>Zone A Manual</i>	http://www.fema.gov/mit/tsd/FRM_znA.pdf	1,030
<i>MT-EZ form</i>	http://www.fema.gov/mit/tsd/MT-EZ.pdf	922
<i>MT-2 form</i>	http://www.fema.gov/mit/tsd/MT-2.pdf	851
<i>MT-1 form</i>	http://www.fema.gov/mit/tsd/MT-1.pdf	748

Visit FEMA's latest published Web report for additional Mitigation site statistic information at <http://www.fema.gov/stats/mit/monthly/2000-06/>.

- **Privacy Statement:** The FHM Web team is currently reviewing and documenting 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 final memorandum will include a proposed privacy statement for incorporation on all appropriate FEMA-related Web pages.

- **Americans with Disabilities Act (ADA) Compliance:** Preliminary steps are being taken to ensure that the FHM Web site complies with ADA requirements. As a result of an initial review, all images have been annotated with alternative text tags. This text helps to describe site content to users with visual impairments. A thorough review of the site to ensure its compliance is ongoing.

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 July 14, 2000, a total of 1,119 subscribers are receiving e-mail updates on Flood Hazard Mapping. Sign-ups continue to increase each month: 104 new subscribers signed up in June, and 63 new subscribers have signed up this month to date. A listserv to announce the posting of the Quick-2 Tutorial was sent on June 20, 2000, and the updated fees announcement was successfully distributed to 99% of the FHM Listserv subscribers on July 7, 2000. 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. To date, 12 members have signed up for this listserv.

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 that will 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, which was 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*).*

- 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 the tutorial is complete, 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/OT_loma.swf.
Projected completion: On hold pending approval of 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_firm.swf.
Projected completion: July 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: August 2000.
- GIS Tutorial - This tutorial, targeted primarily at CTCs, will use existing GIS demonstrations and training materials as a basis for the creation of an overview that explains how FEMA's Mitigation Directorate uses GIS to meet mapping and analysis requirements. *Projected completion: September 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. *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.
- RASPLOTTutorial – This tutorial will demonstrate the use of RASPLOTTutorial 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: August 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: August 2000.
- *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: August 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: Tied to development of 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: 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. In the next phase, regional CTC representatives will have the opportunity to review the data. Ultimately, the database will become a Web maintenance tool for CTCs. The information will also be available to the public.

- Technical Mapping Advisory Council Web Posting Tool: This tool allows members of the Technical Mapping Advisory Council to edit and post various documents, including reports and meeting minutes. This is also a password-protected application. 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 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.

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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: *August 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. RASPLOT Tutorial: Create a multimedia tutorial to demonstrate the use of RASPLOT 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.

ID	Task	Summary of Recent Activity	Current Status
1	LOMRs/conditional LOMRs on the Web White Paper	Second internal meeting held on June 30, 2000, to revisit issues from the first meeting, identify additional issues, and plan the next phase of the activity.	10% complete. A point paper is being developed to highlight key issues for review by Sally Magee.
2	Preliminary/CBRS Maps on the Web White Paper	First internal meeting planned for Thursday, July 20, 2000.	Just started.
3	CHECK-RAS Tutorial	Completing tutorial storyboard, gathering additional content, and drafting tutorial overview in Macromedia Flash.	10% 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	RASLOT 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.

Task	Summary of Recent Activity	Current Status
Special Requests*	1. Updated the Numerical Models list to include recently accepted models, new and revised hyperlinks to applicable model download and information pages, and a new page dedicated to Sediment Transport models.	55% complete.
	2. Added review summary documentation pages for the HEC-IFH hydrologic model and the FLDWAV hydraulic model.	

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

Task	Summary of Recent Activity	Current Status
General Maintenance	Please visit our task-tracking log to view details regarding the most recent maintenance tasks. *	55% complete.

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

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Match the number of the following task descriptions to the ID in the table on page 7 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 with Mitigation's proposed approach to this effort – asking for 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
Proposed FEMA Team: Mike Grimm, Doug Bellomo, Bill Blanton
Draft Memo Completed: March 2000 (delivered to Matt Miller).
Projected White Paper Completion: August 2000 (subject to 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
Proposed FEMA Team: Bill Blanton, Katie Hayden, Mark Crowell.
Projected Completion: On hold pending approval of changes to the MT-1 application/certification forms package and the LOMR-F process.
3. GIS Tutorial: Use existing GIS demos and training as a basis for the creation of 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. As appropriate, a GIS quiz may be prepared as well.
FEMA Lead: John Magnotti
Proposed FEMA Team: Stu Nishenko and Ed Corvi.
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
Proposed FEMA Team: Stu Nishenko and Ed Corvi.
Projected Completion: Depends on 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: Tied to 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.
FEMA Lead: Sally Magee
Projected Completion: June 2000 (beta test phase).

7. CTC Database: Develop a CTC tracking and information database for use by the FEMA Regions and CTC representatives.
FEMA Lead: Katie Hayden
Projected Completion: July 2000 (beta test with Regions).

ID	Task	Summary of Recent Activity	Current Status
1	BFE Notices on the Web White Paper	Individual discussions held; meeting pending; regulations and background information research underway. Prototype underway.	25% complete.
2	LOMA/LOMR-F Tutorial	Content and programming complete. Enhancements underway.	90% complete. On hold pending approval of changes to MT-1 forms and LOMR-F process.
3	GIS Tutorial	Discussions underway. Planning meeting held in May; outline developed. Draft content under development. On schedule.	20% complete.
4	Create database for Study Status Web pages	Discussions underway. ST_hot.htm for new studies created for immediate outreach needs. Schedule tied to MICS and joint contractor MIS.	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.

Task	Summary of Recent Activity	Current Status
Special Requests*	1. Added revised Appendix 4B for Airborne Light Detection and Ranging Systems (LIDAR).	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.
	2. Added Coordinating Technical Community (CTC) Guidance Document for FY 2000-2001.	
	3. Reviewed site for compliance with the ADA and added alternative text tags to all images on the site.	
	4. Updated "E-mail a Map Specialist" graphic to include information for PBS&J.	

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

Task	Summary of Recent Activity	Current Status
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>

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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;
Scott Freda, Vince DiCamillo -- PBS&J
Projected Completion: July 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: August 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: August 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

ID	Task	Summary of Recent Activity	Current Status
1	How to Read a FIRM Tutorial	Finalized tutorial content. Final in-house review complete.	99% complete.
2	How to Read a FIS Tutorial	Gathered documentation on FISs. Planning outline of tutorial content. Scanned images of FIS texts (including flood profiles). Experimenting with tutorial component size issues. Outlined the menu in Macromedia Flash. Working on tutorial content.	20% complete.
3	Backup Data on the Web White Paper	Examining the existing system for requesting and delivering backup data. Discussed issues with the PBS&J library manager.	5% complete.
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