



# Federal Emergency Management Agency

Washington, D.C. 20472

September 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 is under development for the Flood Hazard Mapping (FHM) Web site, site statistics, and other pertinent information.

## *FHM Web Summary*

**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\\_Firm.html](http://www.floodmaps.net/Practice/OT_Firm.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. The tutorial includes an overview of what a GIS is, what is needed for a GIS (hardware, software, data, and trained staff), basic mapping terminology, and how a GIS is used to produce maps and other information. This tutorial is the first in a series. A second, more advanced tutorial will cover FEMA's use of GIS technology to create DFIRMs; the third tutorial will provide guidance on the use of GIS, DFIRMs, and other data for community applications. The first tutorial is under review. View a copy of latest version of this tutorial at [http://www.floodmaps.net/practice/OT\\_GIS1.swf](http://www.floodmaps.net/practice/OT_GIS1.swf)
- 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).

- Technical Mapping Advisory Council Meeting Minutes: Several sets of meeting minutes from recent meetings of the Council have been posted to the development site in Adobe Acrobat PDF format. Access the December 6-7, and 21, 1999, January 6 and 20, 2000, March 13-14, 2000, April 18, 2000, and July 12-14, 2000, minutes at [http://www.floodmaps.net/mit/tsd/TMC\\_mm.htm](http://www.floodmaps.net/mit/tsd/TMC_mm.htm).
- Los Angeles County LOMR Information: As a result of a recently issued Letter of Map Revision (LOMR), parts of Los Angeles County, California, previously designated Zone AR have been re-designated Zone A99. The LOMR was issued to show the effects of adequate progress, as defined in Section 61.12 of the National Flood Insurance Program (NFIP) regulations, toward the completion and expected certification of a section of the Los Angeles County Drainage Area Project (LACDA), a federally sponsored flood-control project. Details are available at [http://www.floodmaps.net/mit/tsd/ST\\_LACDA.htm](http://www.floodmaps.net/mit/tsd/ST_LACDA.htm).
- Additional Guidance for FEMA Software: There are some known issues with CHECK-RAS, Version 1.1, and RASPLOT, Version 2.0.1, that have not warranted a new release of the applications, but may result in some user difficulty with the software. An additional guidance page has been created for each software package to describe known issues and provide users with possible solutions. View the CHECK-RAS, Version 1.1 additional guidance page at [http://www.floodmaps.net/mit/tsd/FRM\\_crgd.htm](http://www.floodmaps.net/mit/tsd/FRM_crgd.htm) and the RASPLOT, Version 2.0.1 additional guidance page at [http://www.floodmaps.net/mit/tsd/FRM\\_rpgd.htm](http://www.floodmaps.net/mit/tsd/FRM_rpgd.htm).
- Updates to Key Contacts Pages: Several organizational and personnel changes have recently taken place both at FEMA and at the MCC offices. As a result, the key contact information currently available for Floodplain Managers from the FHM Web site has become outdated. This information has been revised on the development site. View the changes to this information at [http://www.floodmaps.net/mit/tsd/FP\\_key.htm](http://www.floodmaps.net/mit/tsd/FP_key.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 is also 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:\* 1548
- Broken links: 0

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

– **WebTrends (August 1 - 31, 2000, FHM Web site highlights)**

- 452,964 hits (average of 14,611 hits per day).
- 26,369 visitor sessions. The average visitor session was 10 minutes 12 seconds.
- 22,461 files\* downloaded saving FEMA approximately \$67,383\*\* 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 (August 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>	15,258
<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>	3,351
<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>	3,214
<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>	2,284
<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>	1,689

<b>Top 5 Most Downloaded FHM Web Site Files (August 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>	4,795
<i>July-December 1999, Compendium</i>	<a href="http://www.fema.gov/mit/tsd/FRM_JD99.pdf">http://www.fema.gov/mit/tsd/FRM_JD99.pdf</a>	1,142
<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>	1,077
<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>	1,067
<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>	1,040

- **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, as well as information related to the Quick-2 program and tutorial. Details about both listservs are provided below.

- FHM Listserv: As of September 17, 2000, 1,286 subscribers have signed up to receive e-mail updates on Flood Hazard Mapping. Sign-ups continue to increase each month: 112 new subscribers signed up in August, and 46 new subscribers have signed up this month as of September 17. The latest listserv, which was sent on September 8, 2000, included information about the posting of the July-December 1999 Compendium of Flood Map Changes, the FY 2000-2001 Guidelines for Cooperating Technical Communities, the availability of CHECK-RAS, Version 1.1, and the new Quick-2 mailing list. Listserv e-mails are sent to subscribers on a monthly basis to announce important new content 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 35 members are signed up for this listserv. To date, 10 new subscribers have signed up for the listserv in the month of September.

**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 in Emmitsburg, Maryland, from October 12-22, 1999. These modules were designed to provide in-depth training in different facets of the 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 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).
- *Introduction to GIS Tutorial* - This tutorial provides an overview of GIS, including what GIS is, what is needed for a GIS (hardware, software, data, and trained staff), basic mapping terminology, and how a GIS is used to produce maps and other information. The latest version of the tutorial is available for review at  
[http://www.floodmaps.net/practice/OT\\_GIS1.swf](http://www.floodmaps.net/practice/OT_GIS1.swf).  
*Projected completion: September 2000.*
- *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.html](http://www.floodmaps.net/practice/OT_firm.html).  
*Projected completion: September 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: October 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.*
- *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.*
- *Using GIS, DFIRMs, and Other Data for Sample Community Applications Tutorial* – This tutorial will provide users with guidance on the use of GIS, DFIRMs, and other data for community applications.  
*Projected completion: November 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 forms. Development of the LOMR Tutorial will be concurrent to the revision and approval of the MT-2 application/certification package. *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: Pending feedback from Bill Kirby of the USGS concerning the anticipated release of the new version.*
  
- 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.*

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

- Backup Data on the Web - This white paper will address the political and technical issues involved with making backup data available on the Web. The paper will outline a proposed phased approach to deploying the data, along with a budget estimate and schedule. *Proposed Completion: September 2000.*
  
- 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 paper will outline a proposed phased approach and budget estimate for completion of the task. *Projected Completion: November 2000.*

- *Preliminary FIRMs and CBRS Maps on the Web* - This paper will address the political and technical issues involved with making preliminary FIRMs and Coastal Barrier Resources System (CBRS) maps available on the Web. The paper will outline a proposed phased approach and budget estimate for completion of the task.  
*Projected Completion: November 2000.*
- *BFE Notices on the Web* - This white paper 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.*
- *LOMAs on the Web* - This white paper will address the political and technical issues involved with making LOMAs available over the Web. The paper will be closely related to the LOMR/conditional LOMR white paper mentioned above.  
*Projected Completion: On hold pending the launch of the joint contractor Management Information System.*
- *MNAP Information Post* - This white paper will address the issues involved with the development of a Web-based response area to allow feedback and information to be posted for the Mapping Needs Assessment Process (MNAP). This paper will outline a proposed phased schedule and budget for this task.  
*Projected Completion: Development dependent on Mapping Needs Update Support System 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 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
- 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.
- Tutorial Glossary Maintenance Tool: This tool will allow all contractors developing online tutorials to easily determine which words are already in the glossary, detect existing glossary terms in glossary definitions for ease of cross-referencing, add terms and definitions to the glossary tool, and edit existing terms and definitions in the glossary tool. The tool will reduce the need to manually cross-reference glossary terms, thus saving many hours of work. This tool is under development.

**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.

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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. **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.*
2. **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**: *November 2000.*
3. **Preliminary FIRMs/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**: *November 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:*** Pending feedback from Bill Kirby of the USGS concerning the anticipated release of the new version.

ID	Task	Summary of Recent Activity	Current Status
1	CHECK-RAS Tutorial	NT and cross section check examples complete. Currently collecting data for Floodway, Profile, and Structure check examples.	70% complete.
2	LOMRs/Conditional LOMRs on the Web White Paper	Third internal meeting held on September 12, 2000. Several possible recommendations identified. Will convene joint-contractor task force to solicit additional input before finalizing initiative.	85% complete.
3	Preliminary FIRMs/CBRS Maps on the Web White Paper	First internal meeting held on July 20, 2000. Second internal meeting planned for September 21, 2000, to formalize recommendations and plan for completion of the initiative.	5% complete.
4	LOMR Tutorial	Training materials gathered and organized. A committee was recently formed to revise the MT forms. Tutorial development will run concurrent to the revision of the MT-2 application/certification package.	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. Projected release of the new software is late November or early December 2000.	Need to set up a meeting in November between Bill Kirby of the USGS and John Magnotti to discuss development of the tutorial. Need to request an Alpha/Beta version of the software so that tutorial development might begin sooner than expected.

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. Changed the "NationsBank" reference on the Technical Mapping Advisory Council homepage to "Bank of America" (per the request of Sally Magee).	100% complete.
	2. Revised the "Data Request forms" text link in section 6.2.1 of the 1999 Technical Mapping Advisory Council Report from the credit card form to the Status order page.	
	3. Added December 6 - 7, 21, 1999 and January 6 and 20, 2000 (combined minutes), March 13-14, 2000, April 18, 2000, and July 12-14, 2000, Technical Mapping Advisory Council meeting minutes (per the request of Sally Magee).	
	4. Added additional guidance pages for CHECK-RAS, Version 1.1, and RASPLOT, Version 2.0.1.	
	5. Updated information on "Key Contacts" pages for Regions I-IV, and the "Contact a Specialist" section, as appropriate.	

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

Task	Summary of Recent Activity	Current Status
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General Maintenance	Please visit our task-tracking log to view details regarding the most recent maintenance tasks. *	100% complete.
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\*<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 8 to get a summary of information for a particular task.

1. **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  
**Completed:** June 2000 (beta test phase). Support ongoing.
2. **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.
3. **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
4. **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

5. Using GIS, DFIRMs, and Other Data for Sample Community Applications Tutorial: Create a tutorial to provide users with information on how to use GIS, DFIRMs, and other data for community applications.  
**FEMA Lead:** John Magnotti  
**Team:** Beatriz Pérez, Dorene Taylor, Kristin Plum, Jeff Booth – MBJ  
**Projected Completion:** November 2000
  
6. 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).
  
7. BFE Notices on the Web White Paper: Prepare a memo from Mike Armstrong to FEMA Office of General Counsel describing the Mitigation Directorate's proposed approach to this effort and requesting its legal opinion. Convene a joint contractor task force to develop a white paper to include proposed phased approach, ongoing 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.
  
8. 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.
  
9. 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.

10. 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  
**FEMA Team:** John Magnotti  
**Projected Completion:** On hold pending the development of the joint contractor Management Information System.

<b>ID</b>	<b>Task</b>	<b>Summary of Recent Activity</b>	<b>Current Status</b>
1	TMAC Posting Tool	Beta test ongoing. One-on-one user training being provided.	100% complete.
2	Introduction to GIS Tutorial	Content and storyboard developed and under review.	70 % complete.
3	CTC Web Site Redesign	New main page design created and under review. List of Frequently Asked Questions drafted. Other content under development.	30% complete.
4	Using GIS to Create DFIRMs Tutorial	Discussions held. Content under development.	15 % complete.
5	Using GIS, DFIRMs, and Other Data for Sample Community Applications Tutorial	Discussions held. Draft content pending.	0% complete.
6	CTC Database	Database completed. Enhancements under development.	Database: 100% complete. Enhancements: 10% complete.
7	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.
8	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.
9	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.
10	LOMAs on the Web White Paper	On-hold pending the LOMA 2000 rollout.	5% complete.

<b>Task</b>	<b>Summary of Recent Activity</b>	<b>Current Status</b>
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<b>Task</b>	<b>Summary of Recent Activity</b>	<b>Current Status</b>
Special Requests*	1. Created page to provide information about September 1, 2000, LOMR for Los Angeles County, California, issued to show the effects of LACDA (www.floodmaps.net/mit/tsd/ST_LACDA.htm)	100% complete
	2. Developed Tutorial Glossary Maintenance Tool.	70% complete
	3. Updated information on "Key Contacts" pages for Regions VIII - X, as appropriate.	100% complete

\*For more details on these tasks and to view activities prior to August 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**

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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 the FIRM's 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: September 2000.*
2. **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 to outline 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.*
3. **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 the FIS report's use and application. The tutorial 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: October 2000.*
4. **MNAP Information Post White Paper:** Develop a white paper outlining 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. The white paper will include a proposed phased schedule and budget.  
*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 MCC review complete.	99% complete. QC performed final edits.
2	Backup Data on the Web White Paper	Talked with other MCCs. Reviewing different file management systems. Completed draft concept document.	60% complete. Reviewing comments from other MCCs. Detailing development approach.
3	How to Read a FIS Tutorial	Outlined the menu in Macromedia Flash. Working on tutorial content. Developed graphics and reviewing content.	60% complete. Draft being reviewed in-house.
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