



Illinois Department of Natural Resources COOPERATING TECHNICAL PARTNERS MAPPING ACTIVITY STATEMENT

Mapping Activity Statement No. IDNR06-17 – Digital Flood Insurance Rate Map Production and Development of Updated Flood Data for Ogle County, Illinois

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated April 28, 2004 between the Illinois Department of Natural Resources (IDNR) and the Federal Emergency Management Agency (FEMA), Mapping Activity Statement (MAS) No. IDNR06-17 is as follows:

SECTION 1—OBJECTIVE AND SCOPE

The objective of the Flood Map Project documented in this MAS is to develop a Digital Flood Insurance Rate Map (DFIRM) and Flood Insurance Study (FIS) report for Ogle County, Illinois. The DFIRM and FIS report will be produced in the FEMA Countywide format. The mapping will use the Universal Transverse Mercator (UTM) projection, North American horizontal Datum (NAD) of 1983, and the North American Vertical Datum (NAVD) of 1988.

The scope of work and subsequent cost estimate for the work in this Mapping Activity Statement is based, in part, upon the information provided to IDNR in the Pre-Scoping Reports produced by Baker Engineering, Inc. The Pre-Scoping Reports provided to IDNR include studied stream miles (Zone AE floodplain with and without floodway), unstudied stream miles (Zone A floodplain), and Letters of Map Change (LOMC) that must be addressed in this map project.. Should stream miles or LOMC's vary significantly from those reported in the Pre-Scoping Reports, IDNR shall prepare and deliver to FEMA a Special Problem Report (SPR) noting estimated costs differentials due to the change in scope of work. The DFIRM panel layout and map scales shown in the attached graphic were prepared by the Illinois State Water Survey.

The base map identified for this project is the series of United States Geological Survey Digital Orthophoto Quadrangles. Should an alternate, higher resolution source of base map data be identified through the Scoping process the implications with respect to the scope of work and costs will be evaluated and a Special Problems Report (SPR) prepared, if appropriate.

The best available digital topographic data identified to date for this project are United States Geological Survey Digital Raster Graphics (DRG's). The floodplain boundaries of studied streams will be visually inspected for agreement with the identified DRG's. Should an alternate, higher resolution source of topographic data be identified during the scoping process the implications with respect to the scope of work and costs will be evaluated and a Special Problems Report (SPR) prepared, if appropriate.

Existing Geographic Information System (GIS) data and study needs for the community will be researched, obtained, organized, and provided in accordance with the Scoping Activity. Scoping will be necessary to determine the final scope of work for this project.

This Flood Map Project will be completed by the following Cooperating Technical Partner:

- Illinois Department of Natural Resources

The Cooperating Technical Partner shall notify FEMA and/or its contractor by e-mail of all meetings with community officials at least one week prior to the meeting (with as much notice as possible). FEMA and/or its contractor may or may not attend the community meetings.

The activities for this Flood Map Project, including required Quality Assurance/Quality Control (QA/QC) reviews, and the CTP that will complete them are summarized in Table 1.2, Flood Mapping Project Activities. The sections of this MAS that follow the table below describe the specific mapping activities, responsible Mapping Partner(s), FEMA standards that must be met, and resultant map components.

Table 1.2 Flood Mapping Project Activities

Activities	CTP or IDIQ	FEMA (or its Contractor)
Scoping	X	
Outreach	X	
Base Map Acquisition and Preparation	X	
Floodplain Mapping (Detailed Riverine or Coastal Analysis, Redelineation Using Effective Flood Profiles and Updated Topographic Data ¹ , Refinement or Creation of Zone A, Redelineation (digitization) of Non-Revised Areas ¹ , Merge Revised and Non-Revised Information)	X	
Develop DFIRM Database (including Graphic Specifications)	X	
Independent QA/QC Review of DFIRM Database and Graphics		X
Produce Preliminary Map Products	X	
Post-Preliminary Processing	X	X
¹ These sub-tasks can be performed and reported in the Management Information Portal (MIP) Work Flow as part of Floodplain Mapping activity or Redelineation activity.		

FEMA has developed tools to assist in the development of the flood hazard data studies and DFIRMs if the CTP wishes to use them. FEMA will provide all CTPs access to and training in these tools. The tools available at this time include WISE software and the DFIRM production tools

QA/QC review activities may be performed by the CTPs or FEMA's contractor at the discretion of FEMA. If the CTP will be utilizing its staff to do the QA/QC review, this should be identified during scoping. The CTP will need to submit its QA/QC plan with checklist to the Regional Project Officer for approval. Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality.

FEMA will be providing download/upload capability for intermediate data submittals through the MIP. Data submittals uploaded via the MIP will include the same data required prior to the existence of the MIP, with the addition of Metadata profiles required for search and retrieve capabilities. A Federal Geographic Data Committee (FGDC) adopted metadata profile, Content Standard for Digital Geospatial Metadata (CSDGM), must accompany the uploaded digital data in order to facilitate proper cataloging of the data for search and retrieve capabilities within the MIP. The metadata profile should be obtained from FEMA or its contractor to assure compliance.

Metadata profiles are to be included with each of the following four activities that must satisfy Data Capture Standards; Base Map Data, Topographic Data, Hydrologic Data, and Hydraulic Data. The metadata profiles are available from FEMA.

Scoping

Responsible Mapping Partner: Illinois Department of Natural Resources

Scope: This task involves collecting data from a variety of sources including community surveys, other Federal and State Agencies, National Flood Insurance Program (NFIP) State Coordinators, Community Assistance Visits (CAVs), and FEMA archives. A list of mapping needs will be obtained from the *WISE* Scoping Tool, Map Needs Update Support System (MNUSS) database, community surveys, and CAVs, if available.

Data collection will include obtaining the best available base map materials (corporate limits, roads, orthophotos, etc) along with stream centerline files. The acquired data may be imported into the Scoping Tool for use during the Scoping Task at the discretion of the CTP. If the Scoping tool is used, all streams should have unique names, the limits of the effective FEMA studies should be identified, Letter of Map Change (LOMC) areas should be identified, and community requests should be identified. This task also includes populating the streamlines with existing and currently scoped studies.

Preliminary Research Activities can be separated into two categories—researching effective information and researching available base map data for the Flood Map Project. The following tasks shall be completed by the National Service Provider (NSP) to research effective information: inventory the FEMA archives for effective FIRM panels, Flood Boundary Floodway Map (FBFM) panels, Letters of Map Change, and mapping needs from the MNUSS data base. The NSP will summarize the information in the *WISE* Scoping Tool. The IDNR will review CAV and Community Assistance Contact files and develop a “scoping map” and an overview of the results of the research for effective information.

The NSP and IDNR will research available data for the project as well. The NSP will supply stream and stream centerline information and water polygons from the National Hydrography data set; road centerlines and railroad information from Tiger files; and township and range boundaries. IDNR will

research and obtain political boundaries; develop baseline information for the geographic location of levees as well as contact information for levee and drainage districts; inventory available statewide orthophotography and United States Geologic Survey (USGS) topographic data; identify available flood hazard data and other existing hydrologic and hydraulic data relevant to the study.

A Project team will be established consisting of personnel from IDNR, the County, and community officials within the county. The Project Team will be responsible for the tasks identified in Activity 1 including, but not limited to, identifying and acquiring local base map information relevant to this MAS, coordinating meeting dates and locations for Project Scoping and Post Preliminary presentation of the DFIRMs, and generally assisting with the completion of tasks identified in this MAS.

IDNR in cooperation with the Project Team will coordinate, setup, and hold the Scoping Meeting. This includes identifying a time, place, and participants. The purpose of this meeting is to present the current information to the local officials (State, county, and municipal) and coordinate on prioritization and identification of study areas. IDNR shall be responsible for compiling the necessary information for the meeting. These items, from the research described above, may include: the FIS and FIRM for affected communities; USGS quads for the study area; best available community base map(s); effective FIRM summary; Available Data Inventory; Scoping Map; Scoping Meeting Agenda/Minutes form; Aerial photos/topographic mapping, if available; existing drainage studies or other H&H data; Community Master Plan(s)/Drainage Master Plan(s); Zoning Maps; Street Maps; As-built plans; and Floodplain Ordinance(s). The MIP shall be updated with Scoping status as appropriate.

Where appropriate, the state CTP will make attendees of the Project Team and Scoping meetings aware of the importance of levee certifications and provide contact information for the FEMA Regional Office when further guidance is sought. If levee certification is not provided by the community or levee owner in the project timeframes identified by the Regional Office, then the areas needed for new flood hazard analysis or mapping will be documented and sent to the mapping partner. Where necessary, the partner will map the without-levee inundation for all affected areas based on the information provided by FEMA. The NSP will provide a list of all mapped levees or levees for which a LOMR has been approved in the County to IDNR for IDNR's use.

The CTP management team shall review the initial mapping needs list, review the research findings, and make selections of proposed methods for obtaining/producing flood data. Any additions or changes to the needs list shall be discussed with all members. All needs shall also be prioritized. In general, highest priority shall be given to the following areas: areas of dense existing or anticipated development including areas where new road crossings have been constructed over stream(s); areas affected by flood-control structures and/or channelization; areas where natural physical changes in the floodplain have been significant (due to subsidence or extreme erosion, for example); areas that were studied by approximate methods and unmapped areas especially those with development pressure; areas where the community has experienced flooding outside mapped floodplains with severe damage to buildings and/or infrastructure; areas where mapped flood hazards do not match those shown on contiguous FIRMs (unless those FIRMs are not considered to be accurate); and areas where flood data (Base Flood Elevations (BFEs), floodplains, and regulatory floodways) are likely to be changed the most by a restudy.

Based on the discussion of mapping needs, IDNR and the FEMA Project Officer will finalize the areas to be included in the project (based on recommendations provided by the Project Team). Areas to be studied by detailed, limited detail, and approximate methods shall be identified. The following issues will be discussed and refined: Review and Refinement of Flood Hazard Identification Methodologies, Review of Proposed Paneling Scheme, Review and Refinement of Base and Topographic Map Source, and Finalization of Map Production and Database Options.

FEMA or the NSP will be acting as the Consultation Coordination Officer for this flood study as identified in 44 CFR Part 66. At this point, FEMA or the NSP will prepare and setup the Community Case File and Flood Elevation Docket for the maintenance of all communication and coordination throughout the project as outlined in 44CFR Parts 66 and 67.

Standards: All Scoping work shall be performed in accordance with the standards specified in Section 5 - Standards.

Deliverables:

- The Final Scoping with all of the components as laid out in the attached “Partner Flood Map Modernization Program Scoping Report” template in Appendix A, or an approved alternate, will be delivered in accordance with the schedule outlined in Section 6 - Schedule to the Regional Project Officer for approval.
- QA/QC Plan for the review of the mapping project outlined in this MAS. This will include the checklists developed for that review in accordance with the schedule included in Section 6 - Schedule.
- MNUSS and the WISE Scoping Tool (optional) population.

OUTREACH

The outreach activities for a Flood Map Project can best be understood as a process that begins during the Project Scoping phase and continues through the map production and post-preliminary phases. A regulatory overview of required activities is followed by a description of tools that can be used in working with stakeholders to keep them informed and to solicit their input.

The overarching goal for conducting outreach is to create a climate of understanding and ownership of the mapping process at the State and local levels. Well-planned outreach activities can reduce political stress, confrontation in the media, and public controversy, which can arise from lack of information, misunderstanding, or misinformation. These outreach activities also can assist FEMA and other members of the Project Team in responding to congressional inquiries.

The IDNR will work with the Regional Office during the initiation of this activity to determine an Outreach Plan for implementation throughout the mapping project. The Regional Office will have access to many outreach tools that have been developed for this process that can be utilized or customized.

All communication with local governments will be done in accordance with 44 CFR Part 66.

- Upon determination of an Outreach and Coordination Approach the IDNR shall, upon request, deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 6 - Schedule:
 - A report detailing outreach and coordination activities
 - Backup or supplemental information used in writing this report

Base Map Acquisition

Responsible Mapping Partner: Illinois Department of Natural Resources

Scope: Base Map Acquisition consists of obtaining the digital base map, U.S. Geological Survey digital orthophotography (2005), for the project. The Illinois Department of Natural Resources shall provide the digital base map. The required activities are as follows:

- Obtain digital files (raster or vector) of the base map.
- Provide documentation that the digital data meets the minimum standards and specifications that FEMA requires for DFIRM production.
- Secure data sharing agreement where appropriate for use of local data submitted as base map information. Preparation of this data is an allowable CTP cost.

Standards: All Base Map Acquisition work shall be performed in accordance with the standards specified in Section 5 - Standards. The Data Capture Standards must be met for this deliverable to be acceptable.

Deliverables: In accordance with the Technical Support Data Notebook (TSDN) format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, the Illinois Department of Natural Resources shall make the following products available to FEMA by uploading the digital data to the MIP or submitting it on a “Digital Versatile/Video Disk” (DVD) media to the FEMA Regional Office. A Federal Geographic Data Committee (FGDC) adopted metadata profile, Content Standard for Digital Geospatial Metadata (CSDGM), must accompany the uploaded digital data in order to facilitate proper cataloging of the data for search and retrieve capabilities within the MIP. The metadata profile should be obtained from FEMA or its contractor to assure compliance. The MIP shall be updated for status reporting not less than prescribed 3-month periods and when the activity is complete. The Illinois Department of Natural Resources shall make the following products available to FEMA in accordance with the schedule outlined in Section 6 – Schedule.

- Written documentation that the digital data meet the minimum standards and specifications;
- Documentation that FEMA can use the digital base map; and
- Documentation of the Datum, if appropriate.

Appendix M and Appendix N may be downloaded from the FEMA Flood Hazard Mapping website at http://www.fema.gov/fhm/dl_cgs.shtm.

Floodplain Mapping

Responsible Mapping Partner: Illinois Department of Natural Resources

Scope for Refinement or Creation of Zone A: The Illinois Department of Natural Resources shall delineate the 1-percent-annual-chance floodplain boundaries for the flooding sources listed earlier in Table 1.1 or in the subsequent Scoping Report. In Accordance with Procedure Memorandum 38, page 7, the strategy for how to handle any approximate Zone A areas will be determined in the Scoping Phase. Development of elevation data for Zone A areas is not part of the current project work and will be addressed through a Special Problems Report should it be determined necessary during the scoping process.

The Illinois Department of Natural Resources shall use existing topographic data or the topographic data acquired during the scoping process to delineate the floodplain boundaries on a digital work map.

The Illinois Department of Natural Resources may expand on the approaches for analyzing Zone A areas outlined in *Guidelines and Specifications for Flood Hazard Mapping Partners* and in FEMA 265, *Managing Floodplain Development in Approximate Zone A Areas* (April 1995), and/or develop new approaches. Such approaches must be coordinated with the FEMA Regional Project Officer identified in Section 12 – Points of Contact, before analysis and mapping begin.

Scope for Non-revised Areas:

For all flooding sources except those segments for which updated flood data will be developed, the Illinois Department of Natural Resources shall convert the information shown on the effective FIRM and Flood Boundary and Floodway Map (FBFM) panels for all incorporated and unincorporated areas of Ogle County to digital format in conformance with FEMA DFIRM specifications. The Illinois Department of Natural Resources shall use the acquired base map for the conversion. The Illinois Department of Natural Resources shall digitize all FIRM panels and all FBFM panels. The Illinois Department of Natural Resources shall not digitize the flood theme for those segments of flooding sources for which updated flood data will be developed.

Scope for Merging Revised and Non-Revised Information: Upon completion of the floodplain mapping activities for the revised and non-revised areas, the Illinois Department of Natural Resources shall merge the digital floodplain data into a single, updated DFIRM. This work is to include tie-in of flood hazard information for areas that were not studied as part of the Flood Map Project documented in this MAS. The Illinois Department of Natural Resources also shall tie in the revised and non-revised Flood Profiles, floodplain boundaries, and regulatory floodway boundaries with contiguous communities that were not studied as part of the Flood Map Project documented in this MAS. The Illinois Department of Natural Resources shall coordinate with FEMA and any additional Mapping Partners responsible for other components of Floodplain Mapping, as necessary, to resolve any potential tie-in issues.

The Illinois Department of Natural Resources shall incorporate the results of all effective LOMCs for all affected communities on the DFIRM. Also, the Illinois Department of Natural Resources shall address all concerns or questions regarding Floodplain Mapping that are raised during the independent QA/QC review.

Standards: All Floodplain Mapping work shall be performed in accordance with the standards specified in Section 5 - Standards. Mapping quality standards should be consistent with Procedure Memorandum No. 38, dated September 2, 2005. The Illinois Department of Natural Resources will be responsible for establishing risk classes. Floodplain boundaries for studied streams for which BFE data is available will be delineated using appropriate topography as described in Procedure Memorandum 38. In accordance with Procedure Memorandum 38, page 7, the strategy for how to handle any Approximate Zone A areas will be determined in the scoping process. The Illinois Department of Natural Resources may expand on the approaches for analyzing Zone A areas outlined in *Guidelines and Specifications for Flood Hazard Mapping Partners* and in FEMA 265, *Managing Floodplain Development in Approximate Zone A Areas* (April 1995), and/or develop new approaches. Such approaches must be coordinated with the FEMA Regional Project Officer before analysis and mapping begin. Since specific implementation processes and procedures for quality assurance/quality control of floodplain boundaries have not been approved at this time, the process already developed and implemented by IDNR shall be used for internal quality assurance and control. This includes auto-redelineation when possible, on screen review of floodplain boundaries by non-originating GIS staff, and spot checks by engineering staff.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, and upon completion of floodplain mapping for all flooding sources in Ogle County, the Illinois Department of Natural Resources shall upload the digital data to the MIP or submit by using other digital media so that it can be accessed for the independent QA/QC review. A FGDC adopted metadata profile CSDGM must accompany the uploaded digital data in order to facilitate proper cataloging of the data for search and retrieve capabilities within the MIP. The metadata profile should be obtained from FEMA or its contractor to assure compliance. The mapping for

the remaining flooding sources including any non-revised digital panels and all merged revised and non-revised floodplain mapping data is to be submitted for a final QA/QC review at the completion of this activity. This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule. The MIP shall be updated for status reporting not less than prescribed 3-month periods and when the activity is complete. Where paper documentation is required by State Law for Professional certifications, this form of documentation may be submitted in addition to a scanned version for the digital record.

- DFIRM mapping files prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM;
- Any backup or supplemental information including supporting calculations and assumptions used in the mapping required for the independent QA/QC review of Hydrologic, Coastal and /or Hydraulic Analyses and Floodplain Mapping;
- An explanation for the use of existing topography for the studied reaches, if appropriate.
- Written summary of the analysis methodologies;
- Digital versions of input and output for any hydrologic or hydraulic computer programs that were used;
- Format Mapping Database or Data Delivery consistent with the Data Capture Standards– Appendix N of the *Guidelines and Specifications for Flood Hazard Mapping Partners*;

Appendix M and Appendix N may be downloaded from the FEMA Flood Hazard Mapping website at http://www.fema.gov/fhm/dl_cgs.shtm.

DFIRM Database

Responsible Mapping Partner: Illinois Department of Natural Resources

Scope: The Illinois Department of Natural Resources shall apply the final FEMA DFIRM graphic and database specifications to the DFIRM files produced under Floodplain Mapping and/or Redelineation. This work shall include adding all required annotation, line pattern, area shading, and map collar information (e.g., map borders, title blocks, legends, notes to user). The Illinois Department of Natural Resources will be preparing the database for this project in the standard format. The database shall be produced in accordance with Appendix L of the *Guides and Specifications for Flood Hazard Mapping Partners*. The Illinois Department of Natural Resources shall coordinate with those Mapping Partners responsible for Floodplain Mapping and/or Redelineation, as necessary, to resolve any problems that are identified during development of the DFIRM Database and graphics. An independent QA/QC review shall be performed within the CTP before the release of the preliminary DFIRMs and FIS.

Standards: All DFIRM Database work shall be performed in accordance with the standards specified in Section 5 - Standards.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, the Illinois Department of Natural Resources shall make the following products available to FEMA by uploading the digital data to the MIP or submitting it to the FEMA Regional Office on a DVD. A Federal Geographic Data Committee (FGDC) adopted metadata profile, Content Standard for Digital Geospatial Metadata (CSDGM), must accompany the uploaded digital data in order to facilitate proper cataloging of the data for search and retrieve capabilities within the MIP. The metadata profile should be obtained from FEMA or its contractor to assure compliance. This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule. The MIP shall be updated for status reporting not less than prescribed 3-month periods and when the activity is complete. Where paper documentation is required by State Law for Professional certifications, this form of documentation may be submitted in addition to a scanned version for the digital record.

- DFIRM mapping files prepared in accordance with the MSC Deliverable Package Guide Version 1.1 (March 2006);
- Metadata files describing the DFIRM data including all required information shown in MSC Deliverable Package Guide Version 1.1 (March 2006);
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale;
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM if requested and
- Format DFIRM Database or Data Delivery consistent with the Data Capture Standards– Appendix N of the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Appendix M and Appendix N may be downloaded from the FEMA Flood Hazard Mapping website at http://www.fema.gov/fhm/dl_cgs.shtm.

Produce Preliminary Map Products

Responsible Mapping Partners: FEMA (NSP) and the Illinois Department of Natural Resources.

Scope: Preliminary Map Products consist of the final preparation, review, and distribution of the Preliminary copies of the DFIRM and FIS report for community officials and the general public review and comment. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. The activities to be performed are summarized below.

Preliminary FIS Compilation: The IDNR will be responsible for merging new and effective FIS text, tables, and profiles and producing one countywide FIS report.

Preliminary Transmittal Letter Preparation: The IDNR shall prepare letters and transmit the Preliminary copies of the DFIRM and FIS report and related enclosures to all affected communities and the county, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA. This letter may be prepared for FEMA or for signature by IDNR on behalf of FEMA with the approval of the Regional Project Officer.

Distribution of Preliminary DFIRM and FIS Report: The IDNR shall distribute the Preliminary copies of the DFIRM and FIS report to all affected communities the FEMA Regional Office, and others as directed by FEMA. Additionally, IDNR shall post to a web site the Preliminary DFIRMs and FIS report for viewing and download.

News Release Preparation: The IDNR, with the assistance of FEMA or the NSP, shall prepare news release and/or web notifications of BFE changes for all affected communities, if appropriate, and perform QA/QC reviews of the notices for accuracy and compliance with FEMA format requirements. The IDNR shall file the notifications for later submittal to FEMA for review.

Preliminary Summary of Map Actions (SOMA) Preparation: The IDNR shall prepare Preliminary SOMAs for all affected communities, if appropriate. The SOMA shall list pertinent information regarding LOMCs that will be affected by the issuance of the DFIRM (i.e., superseded, incorporated, revalidated).

Standards: All Preliminary Map Products work shall be performed in accordance with the standards specified in Section 5 - Standards. Mapping quality standards should be consistent with Procedure Memorandum No. 38, dated September 2, 2005. Floodplain boundaries for studied streams for which BFE data is available will be delineated using appropriate topography as described in Procedure Memorandum 38. In accordance with Procedure Memorandum 38, page 7, the strategy for how to handle any approximate Zone A areas will be determined in the scoping process. Since specific implementation processes and procedures for quality assurance/quality control of floodplain boundary have not been approved at this time, the process already developed and implemented by IDNR shall be used for internal quality assurance and control. This includes auto-redelineation when possible, on screen review of floodplain boundaries by non-originating GIS staff, and spot checks by engineering staff. The Data Capture Standards must be met for this deliverable to be acceptable.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, IDNR shall make the following products available to FEMA by uploading the digital data to the MIP or submitting it to the FEMA Regional Office on DVD. A Federal Geographic Data Committee (FGDC) adopted metadata profile, Content Standard for Digital Geospatial Metadata (CSDGM), must accompany the uploaded digital data in order to facilitate proper cataloging of the data for search and retrieve capabilities within the MIP. The metadata profile should be obtained from FEMA or its contractor to assure compliance. This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule. The MIP shall be updated for status reporting on a 3-month cycle or when an activity is complete.

- Preliminary transmittal letters shall be prepared and transmitted. These letters and any additional letters requested by FEMA shall be prepared in accordance with the current version of the *FEMA Document Control Procedures Manual* and in conjunction with Guidance provided by the Region and/or its contractor
- The FIS report is prepared in the FEMA Countywide Format as documented in Appendix J of *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- Preliminary copies of the DFIRM and FIS report, including all updated data tables and Flood Profiles shall be mailed to the Chief Executive Officer (CEO) of each affected community, the FEMA Regional Office, and others as directed by FEMA.
- Preliminary SOMAs, prepared in accordance with FEMA requirements, shall be provided as appropriate.

- If appropriate, revised DFIRM mapping and database files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided by uploading the digital data to the MIP or submitting it by using other digital media.
- A Federal Geographic Data Committee (FGDC) adopted metadata profile, Content Standard for Digital Geospatial Metadata (CSDGM), must accompany the uploaded digital data in order to facilitate proper cataloging of the data for search and retrieve capabilities within the MIP. The metadata profile should be obtained from FEMA or its contractor to assure compliance.
- Upon request a Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the final preparation of the preliminary DFIRM shall be provided by the reviewer to FEMA.

Independent QA/QC of Preliminary Map Products

Responsible Mapping Partners: NSP

Scope:

Final QA/QC Review of Preliminary DFIRM and FIS Report: The NSP shall perform a final QA/QC review of the Preliminary DFIRM and FIS report including all data tables, Flood Profiles, and other components of the FIS report. The QA/QC review procedures shall be consistent with the *Guidelines and Specifications for Flood Hazard Mapping Partners* and the QA/QC report submitted for approval at the end of scoping.

Discrepancy Resolution: The IDNR shall work to resolve discrepancies identified during the final QA/QC review.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, IDNR shall make the following products available to FEMA by uploading the digital data to the MIP or submitting it to the FEMA Regional Office on a DVD. A Federal Geographic Data Committee (FGDC) adopted metadata profile, Content Standard for Digital Geospatial Metadata (CSDGM), must accompany the uploaded digital data in order to facilitate proper cataloging of the data for search and retrieve capabilities within the MIP. The metadata profile should be obtained from FEMA or its contractor to assure compliance. The MIP shall be updated for status reporting on a 3-month cycle or when an activity is complete. This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule.

- An annotated copy of the DFIRM with all questions and/or concerns indicated, if necessary.
- If data changed during review, then updated deliverables for previous tasks will be submitted at this time.

Appendix M and Appendix N may be downloaded from the FEMA Flood Hazard Mapping website at http://www.fema.gov/fhm/dl_cgs.shtm.

Post-Preliminary Processing

Responsible Mapping Partners: IDNR, FEMA and/or the NSP

Scope: Post-Preliminary Processing includes coordination with FEMA and the Community to schedule a Community Meeting(s) for review of the Preliminary DFIRM, if required. This activity consists of finalizing the DFIRM and FIS report after the Preliminary copies of the DFIRM and FIS report have been issued to community officials and the public for review and comment. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. The activities to be performed are summarized below.

Open House Meeting: If an Open House meeting is required, IDNR shall arrange for and verify that the following activities are completed:

- Establish invitee list,
- Schedule meeting date and place,
- Complete and Distribute Meeting Notice/Letter,
- Record Meeting Minutes,
- Archive attendee list and forward a copy to the Region 5 CCO and
- Identify any/all communities with BFE changes for required appeal period.

Initiation of Statutory 90-Day Appeal Period: When required, upon completion of a 30-day community comment period and/or final Open House meeting with the affected communities, FEMA and/or IDNR shall arrange for and verify that the following activities are completed in accordance with the current version of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners and Document Control Procedures Manual*:

- Proposed BFE determination letters are sent to the community CEOs and floodplain administrators.

News release notifications of BFE changes are published in prominent newspapers with local circulation in accordance with 44 CFR Part 65.

The NSP shall prepare the appropriate notices (Proposed Rules) that are to be published in the *Federal Register*. The NSP shall then deliver those notices to FEMA for publication.

- When IDNR holds public meetings to present and discuss the results of this Flood Map Project, FEMA may attend the meetings and assist where possible, if requested.

Resolution of Appeals and Protests: FEMA or its designated contractor and IDNR shall review and resolve appeals and protests received during the 90-day appeal period. For each appeal and protest, the following activities shall be conducted as appropriate:

- Initial processing and acknowledgment of submittal;
- Technical review of submittal;

- Preparation of letter(s) requesting additional supporting data;
- Performance of revised analyses; and
- Preparation of a draft resolution letter for co-signature with FEMA or sent by IDNR on behalf of FEMA with the approval of the Regional Project Officer
- Provision of revised DFIRM and FIS report materials for FEMA review.

FEMA’s contractor and/or IDNR shall mail all associated correspondence upon authorization by FEMA.

Preparation of Special Correspondence: IDNR shall support FEMA in responding to comments not received within the 90-day appeal period (referred to as “special correspondence”) including drafting responses for FEMA review when appropriate and finalizing responses for co-signature with FEMA. Alternatively correspondence may be mailed out by IDNR on behalf of FEMA with the Regional Project Officer’s approval. IDNR also shall mail the final correspondence (and enclosures, if appropriate) and distribute appropriate copies of the correspondence and enclosures upon receipt of authorization from FEMA.

Revision of FIRM and FIS Report: If necessary, IDNR shall work together with FEMA to revise the DFIRM and FIS report and shall distribute revised Preliminary copies of the DFIRM and FIS report to the CEO of each affected community, the FEMA Regional Office, and others as directed by FEMA.

Final SOMA Preparation: IDNR shall prepare Final SOMAs for the affected communities with assistance from FEMA or its designated contractor, as appropriate.

Processing of Letter of Final Determination: The IDNR shall work with FEMA to establish the effective date for the DFIRM and FIS report, and shall prepare Letters of Final Determination (LFDs) for each affected community for FEMA review in coordination with the Region and its contractor, and in accordance with the FEMA *Document Control Procedures Manual*. FEMA or its designated contractor shall mail the final signed LFDs and enclosures and distribute appropriate copies of the signed LFDs.

Processing of Final DFIRM and FIS Report for Printing: IDNR shall prepare final reproduction materials for the DFIRM and FIS report and provide these materials to the Map Service Center (MSC) for printing by the United States Government Printing Office. IDNR shall also prepare the appropriate paperwork to accompany the DFIRM and FIS report (including Print Processing Worksheet, Printing Requisition Forms, and Community Map Actions Form) and transmittal letters to the community CEOs.

Revalidation Letter Processing. The IDNR, with the assistance of the NSP shall prepare and distribute letters on behalf of FEMA to the community CEOs and floodplain administrators to notify the affected communities about LOMCs for which determinations will remain in effect after the DFIRM and FIS report become effective.

Archiving Data: The NSP shall ensure that technical and administrative support data are packaged in the FEMA required format and stored properly in the library archives until transmitted to the FEMA Engineering Study Data Package Facility. In addition, the IDNR will maintain copies of all data for a period of no less than three years.

Standards: All Post Preliminary DFIRM work shall be performed in accordance with the standards specified in Section 5 - Standards.

Deliverables: In accordance with the TSDN format described in Appendix M of Guidelines and Specifications for Flood Hazard Mapping Partners, the NSP and/or IDNR shall make the following products available to FEMA by uploading the digital data to the MIP or submitting it to the FEMA Regional Office on DVD. A Federal Geographic Data Committee (FGDC) adopted metadata profile, Content Standard for Digital Geospatial Metadata (CSDGM), must accompany the uploaded digital data in order to facilitate proper cataloging of the data for search and retrieve capabilities within the MIP. The metadata profile should be obtained from FEMA or its contractor to assure compliance. This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule. The MIP shall be updated for status reporting on a 3-month cycle or when the activity is complete for the following:

- Documentation that the news releases were published in accordance with FEMA requirements;
- Documentation that the appropriate *Federal Register* notices (Proposed and Final Rules) were published in accordance with FEMA requirements;
- Draft and final Special Correspondence (and all associated enclosures, backup data, and other related information) for FEMA review and signature, as appropriate;
- Draft and final Appeal and Protest acknowledgment, additional data, and resolution letters (and all associated enclosures, backup data, and other related information) for FEMA review and signature, as appropriate;
- Draft and final LFDs (and all associated enclosures, backup data, and other related information) for FEMA review and signature;
- DFIRM negatives and final FIS report materials including all updated data tables and Flood Profiles;
- Paperwork for the final DFIRM and FIS report materials;
- Transmittal letters for the printed DFIRM and FIS report;
- LOMC Revalidation Letters, if appropriate;
- Completed, organized, and archived technical and administrative support data; and
- Completed, organized, and archived case files and flood elevation dockets.

SECTION 2—TECHNICAL AND ADMINISTRATIVE SUPPORT DATA SUBMITTAL

The CTP for this Flood Map Project that has responsibilities for activities included in this MAS shall comply with the data submittal requirements summarized below.

All supporting documentation for the activities in this MAS shall be submitted in the TSDN format in accordance with Appendix M of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners*, dated April 2003. Appendix M may be downloaded from the FEMA Flood Hazard Mapping

website at http://www.fema.gov/pdf/fhm/frm_gsam.pdf. Table 2-1 indicates the sections of the TSDN that apply to each mapping activity.

If any issues arise that could affect the completion of an activity within the proposed scope or budget, the responsible Mapping Partner shall complete a Special Problem Report (SPR) as soon as possible after the issue is identified and submitted to FEMA. The SPR is to describe the issue and propose possible resolutions. (For additional information on SPRs, refer to Appendix M, Subsection M.2.1.1 of *Guidelines and Specifications for Flood Hazard Mapping Partners*.)

Table 2-1. Mapping Activities and Applicable TSDN Sections

TSDN Section	Mapping Activities						
	Scoping	Base Map	Flood-plain Mapping (and Re-delineation)	QA/QC of FP Mapping	DFIRM Database	Preliminary Map Products	Post-Preliminary
General Documentation							
Special Problem Reports	X	X	X	X	X	X	X
Telephone Conversation Reports	X	X	X	X	X	X	X
Meeting Minutes/ Reports	X	X	X	X	X	X	X
General Correspondence	X	X	X	X	X	X	X
Draft FIS Report		X					
Mapping Information	X		X	X	X	X	X
Miscellaneous Reference Information	X	X	X	X	X	X	X

SECTION 3—PERIOD OF PERFORMANCE

The mapping activities outlined in this MAS will begin on August 31, 2006, and will be completed no later than June 30, 2008. The mapping activities may be terminated at the option of FEMA or IDNR in accordance with the provisions of the Partnership Agreement dated April 28, 2004. If these mapping activities are terminated; the remaining funds from uncompleted activities, provided by FEMA for this MAS, will be returned to FEMA.

SECTION 4—FUNDING/LEVERAGE

FEMA is providing funding, in the amount of _____ to IDNR for the completion of this Flood Map Project. During the scoping process, additional needs may be identified. Activities associated with any additional needs would be performed based on availability of additional funds. The CTP Leverage listed below includes in-kind services and blue book values for acquired information (i.e. base map data, hydrologic and hydraulic analysis, etc.). More detailed leverage information will be determined during the detailed scoping process and reported back to FEMA at that time.

Funding for Project	FEMA Contribution	CTP Contribution	% Leverage	Total Project Cost
TOTAL FUNDING AMOUNTS				

The FEMA funds identified above are available to be used for the activities included in Table 4.1.

Activities	FUNDABLE?
Scoping	Yes, up to 10 percent of total cost
Outreach	Yes
Field Surveys and Reconnaissance	Yes
Topographic Data Development	No, unless approval given during scoping phase by Regional Project Officer
Independent QA/QC Review of Topographic Data	No, unless approval given during scoping phase by Regional Project Officer
Base Map Acquisition	No
Base Map Preparation (with approval of Regional Project Officer)	Yes

Activities	FUNDABLE?
Hydrologic Analyses	Yes
Independent QA/QC Review of Hydrologic Analyses	Yes
Hydraulic Analyses	Yes
Independent QA/QC Review of Hydraulic Analyses	Yes
Coastal Flood Hazard Analyses	Yes
Independent QA/QC Review of Coastal Hazard Analyses	Yes
Floodplain Mapping (Detailed Riverine or Coastal Analysis; Redelineation Using Effective Flood Profiles and Updated Topographic Data; Refinement or Creation of Zone A; Redelineation/digitization of Non-Revised Areas; and Merging Revised and Non-Revised Areas)	Yes
Independent QA/QC of Floodplain Mapping	Yes
Optional: Redelineation (Redelineation Using Effective Flood Profiles and Updated Topographic Data; Refinement; and Redelineation (digitization) Non-Revised Areas)	Yes
Independent QA/QC of Redelineation	Yes
DFIRM Database and Graphic Specifications	Yes
Independent QA/QC Review of DFIRM Database and Graphic Specifications	Yes
Produce Preliminary Map Products	Yes
Post-Preliminary Processing	Yes

*This table is for information purposes only.

SECTION 5—STANDARDS

The standards relevant to this MAS are provided in Tables 5-1 and 5-2. Information on the correct volume, appendix, section, or subsection of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners* to be referenced for each mapping activity are summarized in Table 5-2.

These guidelines may be downloaded from the FEMA Flood Hazard Mapping website at http://www.fema.gov/fhm/dl_cgs.shtm.

Table 5-1. Applicable Standards for Project Activities

Applicable Standards	Activities														
	Scoping	Field Survey	Topo Data	QA/QC Topo Data	Base Map	Hydrology/Coastal	QA/QC Hydrology/Coastal	Hydraulic Analysis	QA/QC of Hydraulic Analysis	Floodplain Mapping (inc. Redelineation)	QA/Qc Flood-plain Mapping	DFIRM Dbase	QA/QC DFIRM Database	Preliminary Map Products	Post-Preliminary Processing
<i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> , April 2003	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
American Congress on Surveying and Mapping Procedures	X	X	X	X											
Global Positioning System (GPS) Surveys: National Geodetic Survey (NGS-510), "Guidelines for Establishing GPS-Derived Ellipsoid Heights," November 1997	X	X	X	X											
Engineer Manual 1110-1-1000, <i>Photogrammetric Mapping</i> (USACE), July 1, 2002	X	X	X	X											
Engineer Manual 1110-2-1003, <i>Hydrographic Surveys</i> (USACE), January 1, 2002	X	X													
"Numerical Models Accepted by FEMA for NFIP Usage," Updated April 2003	X				X	X	X	X	X						
<i>Content Standard for Digital Geospatial Metadata</i> (Federal Geographic Data Committee), 1998	X		X	X						X	X	X	X	X	X
<i>Document Control Procedures Manual</i> , December 2000	X													X	X
<i>44 Code of Federal Regulations Part 66 and 67</i>	X													X	

Table 5-2. Project Activities and Applicable Portions of FEMA Guidelines and Specifications

Activity Description	Applicable Volume, Section/Subsection, and Appendix
Scoping	Appendix I, Scoping Report document attached in Appendix A to this Mapping Activity Statement; 44 Code of Federal Regulations Part 66 and 67
Field Survey	Volume 1, Section 1.4 (specifically Subsection 1.4.2.1)
	Appendix A, Sections A.4, A.5, A.6, A.7, and A.8
	Appendix F, Section F.3
	Appendices B, C, and M
Topographic Data Development	Volume 1, Section 1.4 (specifically Subsection 1.4.2.1)
	Appendix A, Sections A.2 , A.3, A.7, and A.8
	Appendix M
Independent QA/QC Review of Topographic Data	Volume 1, Section 1.4 (specifically Subsections 1.4.1 and 1.4.2.1)
	Appendix A, Sections A.2, A.3, A.7 (specifically Subsection A.7.5), and A.8 (specifically Subsection A.8.6)
	Appendix M
Base Map Acquisition and Preparation	Volume 1, Section 1.3 (specifically Subsection 1.3.1.8) and 1.4 (specifically Subsections 1.4.3.1 and 1.4.3.2)
	Appendix A, Section A.1 (specifically Subsection A.1.1)
Hydrologic Analyses	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2 and 1.4.2.4)
	Appendix A, Section A.4
	Appendix C, Sections C.1 and C.7
	Appendices E, F, G, H, and M

Activity Description	Applicable Volume, Section/Subsection, and Appendix
Independent QA/QC Review of Hydrologic Analyses	Volume 1, Section 1.4 (specifically Subsection 1.4.1) Appendix A, Section A.4 Appendix C, Section C.2 Appendices E, F, G, H, and M
Hydraulic Analyses	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2 and 1.4.2.4) Appendix A, Section A.4 (specifically Subsection A.4.7) Appendix C, Sections C.3 and C.7
Independent QA/QC Review of Hydraulic Analyses	Volume 1, Section 1.4 (specifically Subsection 1.4.1) Appendix A, Section A.4 (specifically Subsection A.4.7) Appendix C, Section C.5
Levee Evaluation (if appropriate)	Appendix H Procedure Memorandum 34 (and related PMs) 44 CFR 65.2, 44 CFR 65.10
Coastal Hazard Analyses	Appendix A, Section A.4 (specifically Subsection A.4.7) Appendix C, Section C.5 Appendices B, D, and M
Independent QA/QC Review of Coastal Hazard Analyses	Volume 1, Section 1.4 (specifically Subsection 1.4.1) Appendix A, Section A.4 Appendices B, D, and M

Activity Description	Applicable Volume, Section/Subsection, and Appendix
Floodplain Mapping	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2, 1.4.2.3, and 1.4.3.2) Appendix C, Sections C. 4 and C.6 (specifically Subsection C.6.1.3) Appendix D, Sections D.2 (specifically Subsection D.2.7) and D.3 (specifically Subsection D.3.7) Appendices E, F, G, H, K, L, and M
Perform Redelineation	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2, 1.4.2.3, and 1.4.3.2) Appendix C, Section C.6 (specifically Subsection C.6.1.3) Appendices K, L, and M
Independent QA/QC Floodplain Mapping (including Redelineation/Digitization)	Volume 1, Section 1.4 (specifically Subsections 1.4.1 and 1.4.2.3) Appendix C, Sections C.4 and C.6 Appendix D, Sections D.2 (specifically Subsection D.2.7) and D.3 (specifically Subsection D.3.7) Appendices E, F, G, H, K, L, and M
Independent QA/QC Review of DFIRM Database and Graphic Specs	Volume 1, Section 1.4 (specifically Subsections 1.4.2.3, 1.4.3.3, 1.4.3.9, and 1.4.3.10) Appendices K, L, and M
Production of Preliminary Map Products	Volume 1, Sections 1.4 (specifically Subsections 1.4.2 and 1.4.3) and 1.5 (specifically Subsection 1.5.1) Appendices J, K, L, and M
Post-Preliminary Processing	Volume 1, Section 1.5 (specifically Subsection 1.5.2) Appendices J, K, L, and M

SECTION 6—SCHEDULE

The activities documented in this MAS shall be completed in accordance with the project schedule below. If changes to this schedule are required, the responsible Mapping Partner shall coordinate with FEMA and the other Mapping Partners in a timely manner.

Table 6.1 Mapping Activities Schedule

Activities	RESPONSIBLE PARTNER(S)	DATE DUE
Scoping	IDNR	10/12/06
Base Map Acquisition	IDNR	11/12/06
Floodplain Mapping: <ul style="list-style-type: none"> • Refinement or Creation of Zone A • Merging Revised and Unrevised Areas • Redelineation Using Effective Flood Profiles and Updated Topographic Data • Redelineation/Digitization of Non-Revised Areas 	IDNR	7/31/07
Independent QA/QC Review of Floodplain Mapping	IDNR	8/30/07
DFIRM Database (including Graphic Specifications)	IDNR	9/30/07
Produce Preliminary Map Products (including 1/3 Outreach)	IDNR	10/30/07
Post-Preliminary Processing (including 1/3 Outreach)	IDNR	4/30/08

SECTION 7—CERTIFICATIONS

Field Surveys and Topographic Data Development

A Registered Professional Engineer or Licensed Land Surveyor shall certify topographic data in accordance with 44 CFR 65.5(c). Certification of topographic data by the American Society for Photogrammetry and Remote Sensing is also acceptable.

Base Map Acquisition and Preparation

- A community official or responsible party shall provide written certification that the digital data meet FEMA minimum standards and specifications.
- The responsible Mapping Partner shall provide documentation that the digital base map can be used by FEMA. Please note that uploading base map data to the MIP does not constitute agreement that the digital base map can be used by FEMA. Documentation that the digital base map can be used by FEMA will still be required.

Certifications must be made at the time the intermediate data is submitted. For example, if hydrologic data is submitted, certification will be required at the time it is submitted.

Hydrologic Analyses, Hydraulic Analyses, and Floodplain Mapping

- A Registered Professional Engineer shall certify hydrologic and hydraulic analyses and data in accordance with 44 CFR 65.6(f).
- A Registered Professional Engineer or Licensed Land Surveyor shall certify topographic information in accordance with 44 CFR 65.5(c).
- Any levee systems to be accredited will be certified in accordance with 44 CFR 65.10(e).

Floodplain Mapping, Independent QA/QC Review of Floodplain Mapping and DFIRM Database

The DFIRM metadata files shall include a description of the horizontal and vertical accuracy of the DFIRM base map and floodplain information.

SECTION 8—TECHNICAL ASSISTANCE AND RESOURCES

Project Team members may obtain copies of FEMA-issued LOMCs, archived engineering backup data, and data collected as part of the Mapping Needs Assessment Process from FEMA and/or your Regional Project Officer.

General technical and programmatic information, such as FEMA 265 and the Quick-2 computer program, can be downloaded from the FEMA website at <http://www.fema.gov/fhm/>. Specific technical and programmatic support may be provided through FEMA and/or its contractor; such assistance should be requested through the FEMA Project Officer specified in Section 12 – Points of Contact.

Project Team members also may consult with the FEMA Regional Project Officer to request support in the areas of selection of data sources, digital data accuracy standards, assessment of vertical data accuracy, data collection methods or subcontractors, and GIS-based engineering and modeling training.

SECTION 9—CONTRACTORS

IDNR intends to use the services of a contractor for this Flood Map Project to produce photographic negatives of final map panels for the MSC. IDNR shall ensure that the procurement for all contractors used for this Flood Map Project complies with the requirements of 44 CFR 13.36.

Part 13 may be downloaded in PDF or text format from the United States Government Printing Office website at http://www.access.gpo.gov/nara/cfr/waisidx_04/44cfr13_04.html.

SECTION 10—REPORTING

FINANCIAL REPORTING:

Because funding has been provided to IDNR by FEMA, financial reporting requirements for IDNR will be in accordance with Cooperative Agreement Articles V and VI.

IDNR shall provide financial reports to the FEMA Regional Project Officer and Assistance Officer in accordance with the terms of the signed Cooperative Agreement for this MAS.

STATUS REPORTING:

Status reports will be submitted on a quarterly basis in accordance with the financial reporting submittals. At a minimum, these reports will include a summary of the work as outlined in the CTP/Map Modernization Project Quarterly Report located in Appendix B of this MAS. The Project Officer, as needed, may request additional information on status.

IDNR may meet with FEMA and/or its contractor up to bi-weekly, or more frequently if needed, to review the progress of the project in addition to the quarterly financial and status submittals. These meetings will alternate between FEMA's Regional Office, the IDNR office, and conference calls, as necessary.

SECTION 11— PROJECT COORDINATION

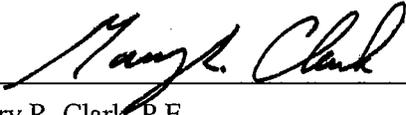
Throughout the project, all members of the Project Team will coordinate, as necessary, to ensure the products meet the technical and format specifications required and contain accurate, up-to-date information. Coordination activities shall include:

- Meetings, teleconferences, and video conferences with FEMA and other Project Team members on a quarterly basis;
- Telephone conversations with FEMA and other Project Team members on a scheduled basis weekly and an ad hoc basis, as required;
- Updates to the MIP and other FEMA status information systems in accordance with requirements in Volumes 1 and 3 of *Guidelines and Specifications for Flood Hazard Mapping Partners*; and
- E-mail, facsimile transmissions, and letters, as required.

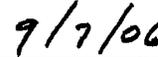
SECTION 12—POINTS OF CONTACT

The points of contact for this Flood Map Project are Lee Traeger, the FEMA Regional Project Officer; John Bishop, the Project Manager for IDNR; or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. When necessary, any additional FEMA assistance should be requested through the FEMA Regional Project Officer.

Each party has caused this MAS to be executed by its duly authorized representative.



Gary R. Clark, P.E.
Director
Office of Water Resources
Illinois Department of Natural Resources



Date



Terry Reuss Fell
Branch Chief
Hazard Identification and Risk Assessment Branch
Federal Emergency Management Agency, Region 5



Date