



North Central Texas Council of Governments COOPERATING TECHNICAL PARTNERS MAPPING ACTIVITY STATEMENT

Mapping Activity Statement No. 1

Topographic Data Development and Outreach Support

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated August 26, 2004 between the North Central Texas Council of Governments (NCTCOG) and the Federal Emergency Management Agency (FEMA), Mapping Activity Statement (MAS) No. 1 is as follows.

Section 1—Objective and Scope

The objective of the Flood Map Project documented in this MAS is to provide existing base maps and topographic data for Dallas, Tarrant, Denton and Collin Counties and to develop new topographic data in three additional counties that will be used by FEMA study contractors in the development of Digital Flood Insurance Rate Maps (DFIRM) and Flood Insurance Studies (FIS).

In addition, the Mapping Partner will provide Outreach support for counties within the North Central Texas of Governments area.

The North Central Texas Council of Governments will complete this Flood Map Project.

The activities for this Flood Map Project and the Mapping Partners that will complete them are summarized in Table 1-1. All activities that are to be accomplished by NCTCOG or contractors to NCTCOG, including contractors that may be selected after the project startup, are included in the “CTP” column. The sections of this MA that follow Table 1-1 describe the specific activities, responsible Mapping Partner(s), FEMA standards that must be met, and resultant map components.

Table 1-1. Summary of Project Activities and Assignments

Activities	CTP
Activity 4 – Topographic Data Development	X
Activity 12 – Base Map Acquisition	X
Activity 17 – Outreach	X

Please note the FEMA National Service Provider (NSP), Michael Baker Jr., Inc., will also be performing periodic audits and overall study/project management to ensure study quality.

Activity 4 - Topographic Data Development

Responsible Mapping Partner: NCTCOG

Scope: NCTCOG shall provide existing topographic data of the stream corridors in Dallas, Tarrant, Denton and Collin Counties, TX. The stream corridors would be based on the FEMA Q3 data plus a 1000 foot buffer. If this does not capture the entire study area, NCTCOG will provide the missing data on an as needed basis. NCTCOG also shall coordinate with other team members conducting the Flood Insurance Studies in Dallas, Tarrant, Collin and Denton Counties. It is understood by and agreeable to NCTCOG that the corridor topographic data will be accessible to entities involved in the Map Modernization effort for the current study efforts, as well as, for future updates of the Flood Insurance Rate Maps as part of the Letter of Map Revision process. As per the NCTCOG license agreement none of the digital source data is to be released into the public domain.

After the delivery of the Dallas, Tarrant, Denton, Collin Counties in FY2004, NCTCOG shall generate new topographic data for three additional counties to be identified based on population growth and depending on funding/resource availability in FY05. For example Ellis, Kaufman and Navarro Counties are candidates for new mapping efforts. The contour interval and/or accuracy for the new topographic data shall be selected based on the current FEMA requirements as documented in *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Standards: All work under Activity 4 shall be performed in accordance with the standards specified above.

Deliverables: Upon completion of topographic data collection and processing, NCTCOG shall submit these data to FEMA NSP: (The orthos noted below will not be released in a digital format in this Mapping Activity, however, it can be included in hard copy products.)

- 2001 1 foot digital Orthophotography in tiff format – corridors (data to be utilized by FEMA, NSP, and Study Contractor for production use only. Data will not be released in digital format for public domain)
- 2003 1 foot digital Orthophotography in tiff format – corridors (data to be utilized by FEMA, NSP, and Study Contractor for production use only. Data will not be released in digital format for public domain)
- 2001 Bare earth LIDAR - corridors
- 2001 2 foot contours – corridor

Activity 12 - Base Map Acquisition

Responsible Mapping Partner: NCTCOG

Scope: NCTCOG shall provide vector base map data for roads, railroads, city/county limits and NHD stream networks for full county coverage of Dallas, Tarrant, Collin and Denton Counties, including attributed road names.

Deliverables: NCTCOG shall submit these data to FEMA NSP:

- Full county vector base map data for Dallas, Tarrant, Collin, Denton Counties including:
 - 1) road/transportation networks with road names
 - 2) railroads with names
 - 3) city limits
 - 4) county limits
- Full county NHD data

Activity 17—Outreach

Responsible Entity: NCTCOG

Scope: 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 of, and participation in, 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.

By proactively reaching out to all key stakeholders as early in the Flood Map Project as possible, the maps can be used to their full potential. The likelihood of appeals may also be reduced or eliminated. Specific NCTCOG activities shall include, but are not limited to:

- Assisting two-way communication to address the needs of, inform and obtain feedback from, the stakeholders;
- Providing applicable technical assistance to local governments in North Central Texas relating to floodplain management and the NFIP;
- Providing internet-based webpages with links to present information from various related sources to outline floodplain management issues in North Central Texas and to describe the progress of Flood Map Project efforts as it occurs;
- Including timely updates on the Flood Map Project in agency, departmental and programmatic newsletters (electronic and traditional hardcopy newsletters);
- Continue holding Floodplain Administrator's Roundtables on a quarterly basis, including timely Flood Map Project items on agendas;
- Assisting local government compliance with due process requirements;
- Enhancing ownership by communities

- Tracking, monitoring, and evaluating outreach activities and adjusting efforts according to ongoing feedback and evolving project needs.

Standards: All work conducted under this task shall conform to generally accepted industry standards.

Deliverables: Upon Completion of Outreach and Coordination NCTCOG shall deliver the following to the FEMA Regional Project Officer in accordance with the delivery dates specified in task orders:

- A quarterly report detailing outreach and coordination activities
- Backup or supplemental information used in writing this report

Section 2—Technical and Administrative Support Data Submittals and Special Problem Reports

The Project Team members for this Flood Map Project that have responsibilities for activities included in this MAS shall comply with the data submittal requirements as summarized in this MAS.

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.

Section 3—Period of Performance

The mapping activities documented in this MAS will begin on October 1, 2004, and will be completed no later than September 30, 2005. The mapping activities may be terminated at the option of FEMA or NCTCOG in accordance with the provisions of the Partnership Agreement dated August 26, 2004.

Section 4—Funding/Cost-Sharing

Section 5—Standards

The standards relevant to this MAS, if applicable, are discussed in Section 1.

Section 6—Schedule

The activities documented in this MAS shall be completed according to a mutually agreed upon schedule. This schedule shall be provided to FEMA within 5 days of the signed Mapping Activity Statement.

Table 6-1. Project Schedule

ACTIVITIES	RESPONSIBLE PARTNER(S)	START DATE (MM/DD/YY)	DUE DATE (MM/DD/YY)
Activity 17 – Outreach	NCTCOG	Upon Award	
Activity 12 – Base Map Acquisition (Denton, Collin, Dallas and Tarrant Counties)	NCTCOG	Upon Award	09/07/04
Activity 4 – Topographic Data Development (Denton, Collin, Dallas and Tarrant Counties)	NCTCOG	Upon Award	09/07/04

Section 7—Certifications

The following certifications apply to this MA:

Activity 12 (Base Map Acquisition and Preparation)

- 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.

Section 8—Technical Assistance and Resources

Project Team members 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

NCTCOG does not intend to use the services of a contractor for the Flood Map Project documented in this MA. NCTCOG 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 U.S. Government Printing Office Web site at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html.

Section 10—Reporting

NCTCOG will meet with the NSP and/or FEMA quarterly to review the progress of the project. These meetings will alternate between FEMA's Regional Office and NCTCOG offices.

NCTCOG will provide to the NSP monthly reports on the status of each of the mapping activity statements.

Section 11—Points of Contact

The points of contact for this Flood Map Project are Jack Quarles, the FEMA Regional Project Officer; Jack Tidwell, the Project Manager for NCTCOG; or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. When necessary, the assistance of the NSP should be requested through the FEMA Regional Project Officer, Jack Quarles.

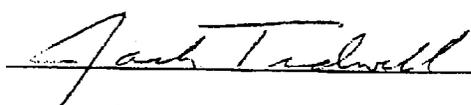
In addition, the NSP is required to coordinate project issues with the party that actually created the MAS deliverable or portions of the MAS deliverable product and will document all such coordination activities with the CTP and FEMA.

Section 12—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 videoconferences with FEMA and other Project Team members quarterly;
- Telephone conversations with FEMA and other Project Team members on a scheduled basis monthly and an ad hoc basis, as required; and
- E-mail, facsimile transmissions, and letters, as required.

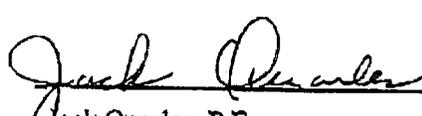
Each party has caused this MA to be executed by its duly authorized representative.



Jack Tidwell
Project Manager
North Central Texas Council of Governments

8/30/04

Date



Jack Quarles, P.E.
Regional Project Officer
Federal Emergency Management Agency, Region VI

8-26-04

Date