



FEMA SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT COOPERATING TECHNICAL PARTNERS MAPPING ACTIVITY STATEMENT 1A FOR HERNANDO COUNTY, FLORIDA

Mapping Activity Statement No. 1A – Digital Flood Insurance Rate Map Production and Development of Updated Flood Data

In accordance with the Cooperating Technical Partners (CTP) Memorandum of Agreement dated September 14, 2001 between Southwest Florida Water Management District (SWFWMD) and the Federal Emergency Management Agency (FEMA), Mapping Activity Statement (MAS) No. 1A is as follows.

SECTION 1—OBJECTIVE AND SCOPE

MAS No. 1A is an amendment to MAS No. 1.

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 the incorporated cities of Brooksville and Weeki Wachee and unincorporated Hernando County. The DFIRM and FIS will be produced in the FEMA Countywide Format. The DFIRM and FIS product will be referenced to the North American Vertical Datum of 1988 (NAVD 88).

Existing GIS data and study needs for the community will be researched, obtained, organized and provided in accordance with Activity 1. Scoping will be necessary to determine the final scope of work for this project. The flooding sources (watersheds) listed below may be revised as part of the detailed scoping process. The watershed sizes listed in the table below include the entire watershed lying within the study area.

In addition the Mapping Partners involved in this project will develop new and/or updated flood hazard data, as summarized in the table below.

Flooding Source	Area	Detailed Riverine	Detailed Coastal	Limited Detail Study	Redelineation of SFHAs Using Effective Profiles	Refine/Establish Zone A
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(Watershed)	(sq. miles)	Hydrology	Hydraulics	Stillwater	Set up	Wave Height	Wave Runup	Erosion			
1. Centralia	57.0	X	X								
2. Chassahowitzka River	38.6	X	X								
3. Lizzie Hart Sink	13.1	X	X								
4. McKethan	12.5	X	X								
5. Withlacoochee River	55.0	X	X								
6. Tooke	27.7	X	X								
7. Wiscon	38.6	X	X								
8. Blue Sink	30.2	X	X								
9. Croom	25.0	X	X								
10. Oman Quarry	16.3	X	X								
11. Spring Hill Lakes	17.9	X	X								
12. Willow Sink	9.7	X	X								
13. Peck Sink	16.9	X	X								
14. Bystre Lake	27.4	X	X								
15. Indian Creek	2.3	X	X								
16. Aripeka	1.2	X	X								
17. Weeki Wachee Prairie	10.3	X	X								
18. Powell	7.5	X	X								

19. Crews Lake Outlet	9.1	X	X								
20. Squirrel Prairie	24.9	X	X								
21. Toachodka	23.9	X	X								
22. Little Withlacoochee River	18.8	X	X								
23. Coastal										X	
Totals	483.9										

This Flood Map Project will be completed by the following

- FEMA
- Michael Baker Corporation (NSP)
- SWFWMD (CTP);
- TBE Group, Inc.; Jones, Edmunds, & Associates, Inc.; Dyer, Riddle, Mills, & Precourt, Inc.; URS Corporation; Berryman & Henigar, Parsons; and Ardaman & Associates, Inc. (SWFWMD's contractor); and

The CTP shall notify FEMA and the NSP 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 the NSP 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 Mapping Partners that will complete them are summarized in the table below. The sections of this MAS that follow the table below describe the specific activities, responsible Mapping Partner(s), FEMA standards that must be met, and resultant map components.

Activities	CTP*	FEMA*
Activity 1 – Scoping	X	
Activity 2 - Outreach	X	

Activity 3 – Field Surveys and Reconnaissance	X	
Activity 4 – Topographic Data Development	X	
Activity 5 – Independent QA/QC Review of Topographic Data	X	X
Activity 6 –Hydrologic Analyses	X	
Activity 6A –Coastal Flood Hazard Analyses	N/A	N/A
Activity 7–Independent QA/QC Review of Hydrologic Analyses	X	X
Activity 7A–Independent QA/QC Review of Coastal Hazard Analyses	N/A	N/A
Activity 8 – Hydraulic Analyses	X	
Activity 9 – Independent QA/QC Review of Hydraulic Analyses	X	X
Activity 10 – Floodplain Mapping (Detailed Riverine or Coastal Analysis)	X	
Activity 10A – Floodplain Mapping (Redelineation Using Effective Flood Profiles and Updated Topographic Data)	X	
Activity 10B – Floodplain Mapping (Refinement or Creation of Zone A)	X	
Activity 11 – Independent QA/QC Review of Floodplain Mapping (Revised Areas)	X	X
Activity 12 – Base Map Acquisition	X	
Activity 13 – DFIRM Production (Non-Revised Areas)	X	
Activity 13A – Independent QA/QC Review of DFIRM Production (Non-Revised Areas)	X	X
Activity 14 – DFIRM Production (Merge Revised and Non-Revised Information)	X	
Activity 14A – Application of DFIRM Graphic and Database Specifications	X	
Activity 14B – Independent QA/QC Review of DFIRM Product Meeting FEMA Graphic and Database Specifications	X	X
Activity 15 – Preliminary DFIRM and FIS Report Distribution	X	
Activity 16 – Post-Preliminary Processing	X	X

*Activities listed under SWFWMD and/or FEMA may be performed by their contractors.

FEMA has developed tools to assist in the development of the flood hazard data studies and the Digital Flood Insurance Rate Maps (DFIRMs) if the CTP wishes to use them. FEMA will, through the NSP, provide all CTPs, contractors, Hernando County, and communities access to and training in these tools. The tools available at this time include WISE software and the DFIRM production tools. The use of these tools will improve the Map Modernization and efficiency of all mapping partners.

QA/QC review activities may be performed by CTPs or the NSP at the discretion of FEMA. Please note the NSP 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 Management Information Portal (MIP). Data submittals uploaded via the MIP, will include the same data required prior to the existence of the MIP.

Activity 1 – Scoping

The scoping of each watershed will provide a refined scope of work based on: the statement objective, scoping process, the District's regulatory authority for surface waters, FEMA's delegated authority for floodplain management to the local community and the local community's floodplain ordinance, and schedule. This refined scope of work will further define the statement objective with the written approval of the SWFWMD Director of Resource Management and FEMA's Regional Project Officer. The Scoping of this project will be completed in accordance with the Scoping Guidelines outline in FEMA's Guidelines and Specifications for Flood Hazard Mapping Partners Appendix I.

Responsible Mapping Partner: SWFWMD

Scope: This task involves collecting data from a variety of sources including community surveys, other Federal and State Agencies, NFIP State Coordinators, Community Assistance Visits (CAV's) and FEMA archives. SWFWMD will evaluate the effective FIS report and FIRM maps to see if it needs to be updated. Lists of mapping needs will be obtained from the MNUSS database, community surveys and CAV's if available.

Data collection will include obtaining the best available base map materials (corporate limits, roads, orthophotos, etc) along with watershed connectivity. The acquired data will be imported into the scoping tool and used during the Scoping Task. In the Scoping Tool all streams should have unique names, the limits of the effective FEMA studies should be identified, LOMC areas should be identified, and community requests should be identified. This task also includes populating the streamlines with existing pipeline and scoped studies currently underway.

In cooperation with the FEMA Region, a Project Management Team will be established consisting of the SWFWMD, FEMA's regional engineer, the incorporated cities of Brooksville and Weeki Wachee and unincorporated Hernando County, and other appropriate officials. The Project Management Team will be responsible for coordinating the activities of this project and completing all tasks identified in this Statement of Work.

Preliminary Research Activities can be separated into two categories—researching effective information and researching available data for the Flood Map Project. The following tasks shall be completed to research effective information: inventory the FEMA archives for effective FIRM panels, FRFM panels,

FIS reports, and other flood hazard data or existing study data; summarize the information in the MNUSS database; summarize contiguous community agreement checks; review CAV and CAC files; and develop a "scoping map" and an overview of the results of the research.

SWFWMD will co-ordinate, set-up, and hold the Scoping Meeting. This includes identifying a time, place, and all 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. SWFWMD shall be responsible for compiling the necessary information for the meeting. These items may include: 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 project 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 (BFEs, floodplains, and regulatory floodways) are likely to be changed the most by a restudy.

Based on the discussion of mapping needs, SWFWMD and 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 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.

Standards: All work under Activity 1 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: The Final Scoping Report shall be delivered with all of the components as laid out in the attached "Partner Flood Map Modernization Program Scoping Report" template in Appendix A in accordance with the schedule outlined in Section 6 for this Activity.

Activity 2 – Outreach

Responsible Mapping Partner: SWFWMD

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 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.

All communication with local governments will be done in accordance with Title 44 Code of Federal Regulations Part 66.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon determination of Outreach and Coordination SWFWMD shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 6 for this Activity:

- A report detailing outreach and coordination activities
- Backup or supplemental information used in writing this report
- At the completion of the DFIRM process, SWFWMD will submit a summary of outreach activities and any changes made in the outreach approach based on the actual implementation.

Activity 3 - Field Surveys and Reconnaissance

Responsible Mapping Partner: SWFWMD

Scope: To supplement any field reconnaissance conducted during the Project Scoping phase of this project, SWFWMD shall conduct a detailed field reconnaissance of the specific study area to determine conditions along the floodplain(s), types and numbers of hydraulic and/or flood-control structures, apparent maintenance or lack thereof of existing hydraulic structures, locations of cross sections to be surveyed, and other parameters needed for the hydrologic and hydraulic analyses.

In addition to the initial field reconnaissance, SWFWMD shall conduct field surveys, including obtaining channel and floodplain cross sections, identifying or establishing Temporary Bench Marks, and obtaining the physical dimensions of hydraulic and flood-control structures. SWFWMD also shall coordinate with other Mapping Partners that are collecting topographic data under Activity 4.

Standards: All work under Activity 3 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the Technical Support Data Notebook (TSDN) format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- A report summarizing the findings of the field reconnaissance;

- Maps and drawings that provide the detailed survey results; and
- Survey notebook containing cross sections and structural data.
- NSP Format Survey Database or Data Delivery consistent with the NSP Data Capture Standards – Draft Appendix N of the Guidelines and Specifications for Flood Mapping Partners

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 4 - Topographic Data Development

Responsible Mapping Partner: SWFWMD

Scope: To supplement the field surveys conducted under Activity 3, SWFWMD shall obtain additional topographic data of the overbank areas of the flooding sources studied to delineate floodplain boundaries. The topographic information identified and acquired and the field surveys conducted under Activity 3 will be processed into digital data, which shall include digitization of paper information. Topographic data will be developed for a countywide Digital Elevation Model (DEM) that will be used for hydrologic and hydraulic analyses and to delineate floodplain and floodway boundaries. The countywide DEM will be generated by SWFWMD's contractor using methodologies identified in FEMA's specification and the "Southwest Florida Water Management District's Watershed Management Program Guidelines and Specifications" (G&S). SWFWMD also shall coordinate with other team members conducting field surveys under Activity 3. Contour interval and/or accuracy for the topographic data shall be selected based on the current FEMA requirements as documented in *Guidelines and Specifications for Flood Hazard Mapping Partners*.

For this activity, SWFWMD also shall develop Digital Elevation Models for the subject flooding sources using the data collected under Activities 3 and 4. In addition, SWFWMD's contractor shall address all concerns or questions regarding Activity 4 that are raised during the independent QA/QC review under Activity 5.

Standards: All work under Activity 4 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of topographic data collection and processing for watersheds identified in Section 1, SWFWMD's contractor shall submit these data to SWFWMD for an independent QA/QC review under Activity 5 in accordance with the schedule outlined in Section 6 for this Activity. SWFWMD shall submit data for the remaining flooding sources for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate:

- Rectified tif images of digital topographic maps;
- Report summarizing methodology and results;
- Mass points and breaklines data on CD-ROM;

- Digital work maps with contours;
- Checkpoint analyses to assess the accuracy of data, including Root Mean Square Error calculations to support vertical accuracy;
- Identification of remote-sensing data voids and methods used to supplement data voids;
- National Geodetic Survey data sheets for Network Control Points used to control remote-sensing and ground surveys; and
- Metadata compliant with Federal Geographic Data Committee standards.
- NSP Format Terrain Database or Data Delivery consistent with the NSP Data Capture Standards – Draft Appendix N of the Guidelines and Specifications for Flood Mapping Partners

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 5 - Independent QA/QC Review of Topographic Data

Responsible Mapping Partner: SWFWMD

Scope: SWFWMD shall review the mapping data generated by SWFWMD's contractor under Activity 4 to ensure that these data are consistent with FEMA standards and standard engineering practice and are sufficient to prepare the DFIRM.

Standards: All work under Activity 5 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- A Summary Report that describes the findings of the independent QA/QC review; and
- Recommendations to resolve any problems that are identified during the independent QA/QC review.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 6 – Hydrologic Analyses

Responsible Mapping Partner: SWFWMD

Scope: SWFWMD's contractor shall perform hydrologic analyses for approximately 483.9 square miles of drainage area for the flooding source(s) listed earlier in this MAS. SWFWMD's contractor shall calculate peak flood discharges for the 10-, 2-, 1-, and 0.2-percent-annual-chance storm events using FEMA authorized computer programs, SWFWMD's G&S, and standard engineering practices sufficient to revise the DFIRM. These flood discharges will be the basis for subsequent hydraulic analyses under Activity 8. In addition, SWFWMD's contractor shall address all concerns or questions regarding Activity 4 that are raised during the independent QA/QC review performed by SWFWMD during the QA/QC review under Activity 7.

Standards: All work under Activity 6 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of hydrologic modeling for the subject flooding sources, SWFWMD's contractor shall submit the results to SWFWMD for an independent QA/QC review under Activity 7. SWFWMD's contractor shall submit the results of the hydrologic analyses for the remaining flooding sources for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- Digital copies of all hydrologic modeling (input and output) files for the 10-, 2-, 1-, and 0.2-percent-annual-chance storm events;
- Digital and hardcopy versions of the Summary of Discharges Table presenting discharge data for the flooding sources for which hydrologic analyses were performed;
- Digital and hardcopy versions of draft text for Section 3.1, Hydrologic Analyses, of the FIS report; and
- Digital and hardcopy versions of all backup data used in the analysis, including work maps.
- NSP Format Hydrology Database or Data Delivery consistent with the NSP Data Capture Standards – Draft Appendix N of the Guidelines and Specifications for Flood Mapping Partners

For GIS-based modeling, deliverables shall include all input and output data, intermediate data processing products, and GIS data layers.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 6A – Coastal Flood Hazard Analyses

Responsible Mapping Partner: NOT INCLUDED

Activity 7 - Independent QA/QC Review of Hydrologic Analyses

Responsible Mapping Partner: SWFWMD and FEMA

Scope: SWFWMD shall review the technical, scientific, and other information submitted by SWFWMD's contractor under Activity 6 to ensure that the data and modeling are consistent with SWFWMD's G&S, FEMA standards and standard engineering practice and are sufficient to prepare the DFIRM. FEMA may audit or assist in these activities if deemed necessary by the Regional Project Officer. This work shall include, at a minimum, the activities listed below:

- Review the submittal for technical and regulatory adequacy, completeness of required information, and supporting data and documentation. The technical review is to focus on the following:
 - Use of acceptable models;
 - Use of appropriate methodology(ies);
 - Correctly applied methodology(ies)/model(s), including QC of input parameters;
 - Comparison with gage data and/or regression equations, if appropriate; and
 - Comparison with discharges for contiguous reaches or flooding sources.
- Maintain records of all contacts, reviews, recommendations, and actions and make them readily available to FEMA.
- Maintain an archive of all data submitted for hydrologic modeling review. (All supporting data must be retained for 3 years from the date funding recipient submits its final expenditure report to FEMA.)

Standards: All work under Activity 7 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- A Summary Report that describes the findings of the independent QA/QC review and
- Recommendations to resolve any problems that are identified during the independent QA/QC review.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 7A - Independent QA/QC Review of Coastal Hazard Analyses

Responsible Mapping Partner: NOT INCLUDED

Activity 8 – Hydraulic Analyses

Responsible Mapping Partner: SWFWMD

Scope: SWFWMD shall perform hydraulic analyses for approximately 483.9 miles of the flooding sources listed earlier in this MAS. The modeling will include the 10-, 2-, 1-, and 0.2-percent-annual-chance events based on peak discharges computed under Activity 6. The hydraulic methods used for this analysis will be completed in accordance with SWFWMD's G&S unless otherwise directed by FEMA.

SWFWMD shall use the cross-section and field data collected under Activity 3 to perform the hydraulic analyses. The hydraulic analyses will be used to establish flood elevations and regulatory floodways for the subject flooding sources.

If appropriate, SWFWMD's contractor shall use the FEMA CHECK-2 or CHECK-RAS checking program to check the reasonableness of the hydraulic analyses. To facilitate the independent QA/QC review under Activity 9, the SWFWMD's contractor shall provide explanations for unresolved messages from the CHECK-2 or CHECK-RAS program, as appropriate. In addition, SWFWMD's contractor shall address all concerns or questions regarding Activity 6 that are raised by SWFWMD during the independent QA/QC review under Activity 9.

SWFWMD's contractor shall document automated data processing and modeling algorithms for GIS-based modeling and provide them to SWFWMD for review to ensure they are consistent with the standards outlined above. Digital datasets are to be documented and provided to SWFWMD for approval before performing the hydraulic analyses to ensure the datasets meet minimum requirements.

Standards: All work under Activity 8 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of hydraulic modeling for flooding sources listed earlier in this MAS, SWFWMD's contractor shall submit the results to SWFWMD for an independent QA/QC review under Activity 9. SWFWMD's contractor shall submit the results of the hydraulic analyses for the remaining flooding sources for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- Digital profiles of the 10-, 2-, 1- and 0.2-percent-annual-chance water-surface elevations representing existing conditions using the FEMA RASLOT program or similar software;
- Digital versions of the Floodway Data Table for each flooding source that is compatible with the DFIRM database;
- Digital versions of all hydraulic modeling (input and output) files;
- Digital versions of table with range of Manning's "n" values;
- Explanations for unresolved messages from the CHECK-2 or CHECK-RAS program, as appropriate;
- Digital versions of all backup data used in the analyses;
- Digital versions of draft text for inclusion in the FIS report.

For GIS-based modeling, deliverables include all input and output data, intermediate data processing products, GIS data layers, and final products in the format of the DFIRM database structure.

- NSP Format Hydraulic Database or Data Delivery consistent with the NSP Data Capture Standards – Draft Appendix N of the Guidelines and Specifications for Flood Mapping Partners

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 9 - Independent QA/QC Review of Hydraulic Analyses

Responsible Mapping Partner: SWFWMD and FEMA

Scope: SWFWMD shall review the technical, scientific, and other information submitted by SWFWMD's contractor under Activity 8 to ensure that the data and modeling are consistent with FEMA standards, SWFWMD's G&S, and standard engineering practice and are sufficient to revise the FIRM. FEMA may audit or assist in these activities if deemed necessary by the Regional Project Officer. This work shall include, at a minimum, the activities listed below:

- Review the submittal for technical and regulatory adequacy, completeness of required information, and supporting data and documentation. The technical review is to focus on the following:
 - Use of acceptable model(s);
 - Starting water-surface elevations;
 - Cross-section geometry;
 - Manning's "n" values and expansion/contraction coefficients;
 - Bridge and culvert modeling;
 - Flood discharges;
 - Regulatory floodway computation methods;
 - Floodplain stage/storage relationship values; and
 - Tie-in to upstream and downstream non-revised Flood Profiles.
- Use the CHECK-2 or CHECK-RAS program as appropriate to flag potential problems and focus review efforts.
- Maintain records of all contacts, reviews, recommendations, and actions and make them readily available to FEMA.
- Maintain an archive of all data submitted for hydraulic modeling review. (All supporting data must be retained for 3 years from the date funding recipient submits its final expenditure report to FEMA.)

Standards: All work under Activity 9 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- A Summary Report that describes the findings of the independent QA/QC review; and
- Recommendations to resolve any problems that are identified during the independent QA/QC review.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/firm_gsam.pdf.

Activity 10 - Floodplain Mapping (Detailed Riverine or Coastal Analysis)

Responsible Mapping Partner: SWFWMD

Scope: SWFWMD's contractor shall delineate the 1- and 0.2-percent-annual-chance floodplain boundaries and the regulatory floodway boundaries (if required) for the flooding sources listed earlier in this MAS for which detailed hydrologic, and/or hydraulic, and/or coastal analyses were performed. SWFWMD' contractor shall incorporate all new or revised hydrologic, hydraulic, and/or coastal modeling and shall use the topographic data acquired under Activity 4 to delineate the floodplain and regulatory floodway boundaries on a digital work map. In addition, SWFWMD's contractor shall incorporate the results of all effective Letters of Map Change (LOMCs) within the revised areas as appropriate. Also, SWFWMD's contractor shall address all concerns or questions regarding Activity 10 that are raised during the independent QA/QC review under Activity 11.

Standards: All work under Activity 10 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of floodplain mapping for flooding sources listed earlier in this MAS, SWFWMD's contractor shall submit the results for an independent QA/QC review under Activity 11. The mapping for the remaining flooding sources is to be submitted for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- Digital work map showing the Coastal High Hazard Area (V zone) delineated along Gulf of Mexico, shorelines, transect locations, BFEs, and flood insurance risk zone designation labels;
- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- 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*;
- 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;
- Any backup or supplemental information used in the mapping required for the independent QA/QC review outlined under Activity 9; and
- An explanation for the use of existing topography for the studied reaches, if appropriate.
- NSP Format Mapping Database or Data Delivery consistent with the NSP Data Capture Standards – Draft Appendix N of the *Guidelines and Specifications for Flood Mapping Partners*

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/firm_gsam.pdf.

Activity 10A - Floodplain Mapping (Redelineation of Detailed Floodplain Boundaries Using Updated Topographic Data)

Responsible Mapping Partner: SWFWMD

Scope: SWFWMD's contractor shall delineate the 1- and 0.2-percent-annual-chance floodplain boundaries and the regulatory floodway boundaries (if required) for the flooding sources listed earlier in this MAS. SWFWMD's contractor shall use the topographic data acquired under Activity 4 to delineate the floodplain and regulatory floodway boundaries as appropriate on a digital work map. If the new topographic data do not reflect the same hydraulic characteristics as in effective study, SWFWMD's contractor shall evaluate the topographic data to determine if changes are significant enough to invalidate the floodplain boundary and regulatory floodway boundary redelineations. If so, SWFWMD shall contact the FEMA Regional Project Officer identified in Section 12 of this MAS with a recommendation. In addition, SWFWMD's contractor shall address all concerns or questions regarding Activity 10A that are raised during the independent QA/QC review under Activity 11.

Standards: All work under Activity 10A shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of floodplain mapping for flooding sources listed earlier in this MAS, SWFWMD's contractor shall submit the results to SWFWMD for an independent QA/QC review under Activity 11. SWFWMD's contractor shall submit the mapping for the remaining flooding sources for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- Digital work map showing the Coastal High Hazard Area (V zone) delineated along Gulf of Mexico, shorelines, transect locations, BFEs, and flood insurance risk zone designation labels;

- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- 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*;
- 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;
- Any backup or supplemental information used in the mapping required for the independent QA/QC review outlined under Activity 11; and
- An explanation for the use of existing topography for the studied reaches, if appropriate.
- NSP Format Mapping Database or Intermediate Data Delivery consistent with the NSP Intermediate Data Specifications – Appendix N of the Guidelines and Specifications for Flood Mapping Partners

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 10B - Floodplain Mapping (Refinement or Creation of Zone A)

Responsible Mapping Partner: SWFWMD

Scope: SWFWMD's contractor shall delineate the 1-percent-annual-chance floodplain boundaries for the flooding sources listed earlier in this MAS. SWFWMD's contractor shall use existing topographic data or the topographic data acquired under Activity 2 to delineate the floodplain boundaries on a digital work map. In addition, SWFWMD's contractor shall address all concerns or questions regarding Activity 10B that are raised during the independent QA/QC review under Activity 11.

SWFWMD 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 of this MAS before analysis and mapping begin.

Standards: All work under Activity 10B shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of floodplain mapping for flooding sources listed earlier in this MAS, SWFWMD's contractor shall submit the results to SWFWMD for an independent QA/QC review under Activity 11. SWFWMD's contractor shall submit the mapping for the remaining flooding sources for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- Digital work maps showing the 1-percent-annual-chance floodplain boundary delineations, flood insurance risk zone labels, and all applicable base map features;
- Written summary of the analysis methodologies;
- Any backup or supplemental information, including supporting calculations and assumptions for any computed 1-percent-annual-chance water-surface elevations used in the mapping required for the independent QA/QC review under Activity 11;
- Hardcopy and digital versions of input and output for any computer programs that were used;
- 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*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- 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.
- NSP Format Mapping Database or Intermediate Data Delivery consistent with the NSP Intermediate Data Specifications – Appendix N of the Guidelines and Specifications for Flood Mapping Partners

If automated GIS-based models are applied, all input data, output data, intermediate data processing products, and GIS data layers shall be submitted.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 11 - Independent QA/QC Review of Floodplain Mapping (Revised Areas)

Responsible Mapping Partner: SWFWMD and FEMA

Scope: SWFWMD shall review the floodplain mapping submitted by SWFWMD's contractor under Activities 10, 10A, and 10B to ensure that the results of the analyses performed are accurately represented. FEMA may audit or assist in these activities if deemed necessary by the Regional Project Officer. This work shall include, at a minimum, the activities listed below.

- For the coastal flood hazard analyses, review the setup and runup height elevations shown on the work map to ensure they agree with those shown on the data table(s), and stillwater elevations are shown where coastal and riverine flooding studied in detail join.
- Review the cross sections for proper location and orientation on the work map and agreement with the Floodway Data Table.

- Review the BFEs shown on the work map for proper location and agreement with the results of the hydraulic modeling.
- Review the regulatory floodway widths for agreement with the widths shown in the Floodway Data Table and the results of the hydraulic modeling.
- Review the floodplain boundaries for agreement with the flood elevations shown in the Floodway Data Table and the contour lines and other topographic information shown on the work maps.
- Review the floodplain widths at cross sections as shown on the work maps to ensure they match the Floodway Data Table.
- Review the floodplain boundaries as shown on the work maps to ensure they match the Flood Profiles.
- Review the flood insurance risk zones as shown on the work maps to ensure they are labeled properly.
- Review the DFIRM mapping files to ensure they were prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- Review the metadata files to ensure they include all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Standards: All work under Activity 11 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- A Summary Report that describes the findings of the QA/QC review, noting any deficiencies in or agreeing with the mapping results;
- Recommendations to resolve any problems that are identified during the independent QA/QC review; and
- An annotated work map with all questions and/or concerns indicated, if necessary.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 12 - Base Map Acquisition

Responsible Mapping Partner: SWFWMD

Scope: Activity 10 consists of obtaining the digital base map, 1999 or later Digital Orthophoto Quarter Quadrangles (DOQQs), for the project. The DOQQs are computer-generated images of an aerial photograph where the image displacement, caused by terrain relief and camera tilts, has been removed. It combines the image characteristics of a photograph with the geometric qualities of a map. The finished product is a spatially accurate image with planimetric features represented in their true geographic positions. SWFWMD shall provide the digital base map. The required activities are as follows:

- Obtain digital files (raster or vector) of the base map.
- Secure necessary permissions from the map source to allow FEMA's use and distribution of hardcopy and digital map products using the digital base map, free of charge.
- Certify that the digital data meets the minimum standards and specifications that FEMA requires for DFIRM production.
- Populate the DFIRM database with the information required by FEMA.

Standards: All work under Activity 12 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- Written certification that the digital data meet the minimum standards and specifications and
- Documentation that FEMA can use the digital base map.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 13 – DFIRM Production (Non-Revised Areas)

Responsible Mapping Partner: SWFWMD

Scope: For all flooding sources except those segments for which updated flood data will be developed under Activities 1 through 11, SWFWMD's contractor shall convert the information shown on the effective FIRM and Flood Boundary Floodway Map (FBFM) panels for all incorporated and unincorporated areas of Hernando County, Florida to digital format in conformance with FEMA DFIRM specifications. SWFWMD's contractor shall use the base map acquired under Activity 12 for the conversion. SWFWMD's contractor shall incorporate the results of LOMCs issued by FEMA since the date of the current effective FIRM for each affected community.

Also, SWFWMD's contractor shall address all comments and questions regarding Activity 13 that are raised by SWFWMD during the independent QA/QC review under Activity 13A.

SWFWMD's contractor shall not digitize the flood theme for those segments of flooding sources for which updated flood data will be developed. Rather, SWFWMD's contractor shall leave these as "holes" in the digital flood theme that will be filled in as part of Activity 14 using the digital flood data developed under Activities 10, 10A, and 10B.

Standards: All work under Activity 13 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of non-revised DFIRM panels, SWFWMD's contractor shall submit the panels to SWFWMD for an independent QA/QC review under Activity 11. In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard*

Mapping Partners, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- 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*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- 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, including a check that the road and floodplain relationship is maintained for all non-revised areas.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 13A – Independent QA/QC Review of DFIRM Production (Non-Revised Areas)

Responsible Mapping Partner: SWFWMD and FEMA

Scope: SWFWMD shall review the DFIRM panels submitted by SWFWMD's contractor under Activity 13 to ensure that the new DFIRM panels accurately represent the information shown on the effective FIRMs and FBFMs for the area mapped. FEMA may audit or assist in these activities if deemed necessary by the Regional Project Officer. This work shall include, at a minimum, checking the following:

- Cross sections were properly located and oriented as shown on the FIRM or FBFM.
- BFEs are properly located and agree with the BFEs shown on the FIRM.
- Regulatory floodway widths agree with the widths shown on the FIRM or FBFM.
- The 1 and 0.2-percent-annual-chance floodplain boundaries agree with the floodplain boundaries shown on the FIRM and the contour lines, other topographic information, and planimetric information shown on the DFIRM base.
- For coastal studies, setup and runup height elevations shown on the work map agree with those shown on the data table(s), and stillwater elevations are shown where coastal and riverine flooding studied in detail join.
- Flood insurance risk zone designations are indicated properly.
- Road and floodplain relationships are maintained for all unrevised areas.

- DFIRM mapping files meet the GIS file and database format requirements specified in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and conform to those requirements for content and attribution.
- Metadata files describing the DFIRM data include the required information.

Standards: All work under Activity 13A shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- A Summary Report that describes the findings of the QA/QC review noting any deficiencies in or agreeing with the mapping results;
- Recommendations to resolve any problems that are identified during the independent QA/QC review; and
- An annotated copy of the DFIRM with all questions and/or concerns indicated, if necessary.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/firm_gsam.pdf.

Activity 14 –DFIRM Production (Merging Revised and Non-Revised Information)

Responsible Mapping Partner: SWFWMD

Scope: Upon completion of the floodplain mapping activities for the revised areas (Activities 10, 10A, and/or 10B) and the DFIRM production for non-revised areas (Activity 13), SWFWMD's contractor 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. SWFWMD's contractor 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. SWFWMD shall coordinate with FEMA and those Mapping Partners responsible for Activities 10, 10A, 10B, and 13, as necessary, to resolve any potential tie-in issues.

Standards: All work under Activity 14 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- 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*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- 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.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 14A – DFIRM Production (Application of DFIRM Graphics and Database Specifications)

Responsible Mapping Partner: SWFWMD

Scope: SWFWMD's contractor shall apply the final FEMA DFIRM graphic and database specifications to the DFIRM files produced under Activity 14. 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). SWFWMD shall coordinate with those Mapping Partners responsible for Activities 10, 10A, 10B, 13, and 14, as necessary, to resolve any problems that are identified during Activity 14A.

Standards: All work under Activity 14A shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- 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*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- 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.
- NSP Format DFIRM Database or Data Delivery consistent with the NSP Data Capture Standards – Draft Appendix N of the *Guidelines and Specifications for Flood Mapping Partners*

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 14B – Independent QA/QC Review of DFIRM Product Meeting FEMA Graphics and Database Specifications

Responsible Mapping Partner: SWFWMD and FEMA

Scope: Upon completion of the floodplain mapping activities (Activities 10, 10A, and/or 10B) and DFIRM production activities (Activities 13, 14, and 14A), SWFWMD shall review the DFIRM to ensure it meets current FEMA graphic specifications. In addition, SWFWMD shall review the DFIRM spatial database to determine if it meets current FEMA database specifications. SWFWMD's contractor shall coordinate with other Mapping Partners, as necessary, to resolve any problems identified during this QA/QC review. FEMA may audit or assist in these activities if deemed necessary by the Regional Project Officer. This work shall ensure that the requirements below are met:

- All required DFIRM features are accurately and legibly labeled and follow the examples shown in the FEMA DFIRM specifications. This includes all flood insurance risk zones, BFEs, cross sections, studied streams, mapped political entities, and all roads within and adjacent to the 1-percent-annual-chance floodplains.
- All DFIRM features are correctly symbolized with the appropriate symbol, line pattern, or area shading and follow the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- All map collar information is complete, correct, and follows the requirements specified in *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- DFIRM mapping files are in one of the GIS file and database formats specified in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and conform to those specifications for content and attribution.
- DFIRM database files are in one of the database formats specified in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and conform to those specifications for content and attribution.
- Metadata files describing the DFIRM data include all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- The FIS report is prepared in the FEMA Countywide Format as documented in Appendix J of *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Standards: All work under Activity 14B shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, SWFWMD shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- A Summary Report that describes the findings of the QA/QC review noting any deficiencies in or agreeing with the mapping results and the results of all automated or manual QA/QC steps taken during the independent QA/QC review;
- Recommendations to resolve any problems that are identified during the independent QA/QC review; and

- An annotated copy of the DFIRM with all questions and/or concerns indicated, if necessary.

Appendix M may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

Activity 15 - Preliminary DFIRM and FIS Report Distribution

Responsible Mapping Partners: SWFWMD and FEMA

Scope: Activity 15 consists of the final preparation, review, and distribution of the Preliminary copies of the DFIRM and FIS report for community official and general public review and comment. FEMA may audit or assist in these activities if deemed necessary by the Regional Project Officer. The activities to be performed are summarized below:

Preliminary Transmittal Letter Preparation. The SWFWMD's contractor shall prepare letters to transmit the Preliminary copies of the DFIRM and FIS report and related enclosures to all affected communities, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA.

Final QA/QC Review of Preliminary DFIRM and FIS Report: The SWFWMD 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*.

Discrepancy Resolution: The SWFWMD shall work with SWFWMD's contractor and FEMA as appropriate to resolve discrepancies identified during the final QA/QC review.

Distribution of Preliminary DFIRM and FIS Report: The SWFWMD shall distribute the Preliminary copies of the DFIRM and FIS report to all affected communities, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA.

News Release Preparation: The SWFWMD shall prepare news release 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 SWFWMD shall file the notifications for later submittal to FEMA for review.

Preliminary Summary of Map Actions (SOMA) Preparation: The SWFWMD 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 work under Activity 15 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners* and the requirements documented in Section 1 and Appendix A of the *FEMA Document Control Procedures Manual*. The SWFWMD shall make the products listed below available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity.

- Preliminary transmittal letters shall be prepared. 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*.
- 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) and floodplain administrator of each affected community, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA.
- Preliminary SOMAs, prepared in accordance with FEMA requirements, shall be provided as appropriate.
- Revised DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided on CD-ROM.
- Revised DFIRM database files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided on CD-ROM.
- Revised metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided on CD-ROM.
- 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 shall be provided.

Activity 16 - Post-Preliminary Processing

Responsible Mapping Partners: SWFWMD and FEMA

Scope: Activity 16 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 necessary by the Regional Project Officer. The activities to be performed are summarized below:

Initiation of Statutory 90-Day Appeal Period: When required, upon completion of a 30-day community comment period and/or final coordination meeting with the affected communities, SWFWMD 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.
- The appropriate notices (Proposed Rules) are published in the *Federal Register*.
- When SWFWMD holds public meetings to present and discuss the results of this Flood Map Project, FEMA will attend the meetings and assist where possible if requested.

Resolution of Appeals and Protests: SWFWMD shall support FEMA in reviewing and resolving 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 and revised DFIRM and FIS report materials for FEMA review.

SWFWMD and/or SWFWMD's contractor shall mail all associated correspondence upon authorization by FEMA.

Preparation of Special Correspondence: SWFWMD's contractor 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 when requested by FEMA. SWFWMD's contractor 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: SWFWMD shall revise the DFIRM and FIS report at the direction of the FEMA Regional Project Officer and distribute Revised Preliminary copies of the DFIRM and FIS report to the CEO and floodplain administrator of each affected community, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA.

Final SOMA Preparation: SWFWMD shall prepare Final SOMAs for the affected communities as appropriate.

Processing of Letter of Final Determination: SWFWMD and/or SWFWMD's contractor and/or the County shall work with FEMA to establish the effective date for the DFIRM and FIS report, and shall prepare a Letter of Final Determination (LFDs) for each affected community for FEMA review in accordance with the FEMA *Document Control Procedures Manual*. They also shall mail the final signed LFDs and enclosures and distribute appropriate copies of the signed LFDs and enclosures upon receipt of authorization from FEMA.

Processing of Final DFIRM and FIS Report for Printing: SWFWMD's contractor shall prepare final reproduction materials for the DFIRM and FIS report and provide these materials to the FEMA Map Service Center for printing by the U.S. Government Printing Office. SWFWMD's contractor also shall 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. SWFWMD shall prepare and distribute letters 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: SWFWMD shall ensure that technical and administrative support data are packaged in the FEMA required format and stored properly in the library archives until they are transmitted to the FEMA Engineering Study Data Package Facility. In addition, the SWFWMD and SWFWMD's contractor will maintain copies of all data for a period of no less than 3 years.

Standards: All work under Activity 16 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners* and the requirements documented in Section 1 and Appendix A of the *FEMA Document Control Procedures Manual*, SWFWMD and/or SWFWMD's contractor shall make the following products available to FEMA, as appropriate, in accordance with the schedule outlined in Section 6 for this Activity:

- 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; and
- Complete, organized archived technical and administrative support data

SECTION 2—TECHNICAL AND ADMINISTRATIVE SUPPORT DATA SUBMITTAL

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 summarized below.

All supporting documentation for the activities in this Mapping Activity Statement 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 is available for viewing or download on the FEMA Web site 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															
	1	2	3	4	5	6, 6 A	7, 7 A	8	9	10, 10 A, 10 B	11	12	13, 13A	14, 14A	15	16
General Documentation																
Special Problem Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Telephone Conversation Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Meeting Minutes/Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
General Correspondence	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Engineering Analyses																
Hydrologic Analyses			X			X	X	X	X	X	X					
Hydraulic Analyses			X			X	X	X	X	X	X					
Key to Cross-Section Labeling			X			X	X	X	X	X	X					
Key to Transect Labeling			X			X	X	X	X	X	X					
Draft FIS Report						X	X	X	X							
Mapping Information	X	X		X	X					X	X	X	X	X	X	X
Miscellaneous Reference Information	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

SECTION 3—PERIOD OF PERFORMANCE

The mapping activities outlined in this MAS will begin immediately following notice to proceed and will be completed no later than three (3) years from the notice to proceed. The mapping activities may be terminated at the option of FEMA or SWFWMD in accordance with the provisions of the CTP Memorandum of Agreement dated September 14, 2001. If these Mapping Activities are terminated; the remaining funds from uncompleted activities, provided by FEMA for this Mapping Activity Statement, will be returned to FEMA.

SECTION 4—FUNDING/LEVERAGE

The Parties hereby recognize and agree that FEMA and SWFWMD funding of this Mapping Activity Statement will be over the Period of Performance and is conditioned upon the inclusion, funding, and approval of the Mapping Activity Statement in their annual budgets.

Leverage listed below includes appropriated funding, in-kind services, and blue book values for acquired information (i.e. base map data, hydrologic and hydraulic analyses, etc.). More detailed leverage information will be determined during the detailed scoping process and reported back to FEMA at that time.

FEMA FY2004 funds included above are available to be used for the following activities:

Activities	FUNDABLE?
Activity 1 – Scoping	Yes, up to 10% of total cost
Activity 2 - Outreach	Yes, up to 10% of total cost
Activity 3 – Field Surveys and Reconnaissance	Yes
Activity 4 – Topographic Data Development	No
Activity 5 – Independent QA/QC Review of Topographic Data	No
Activity 6 –Hydrologic Analyses	Yes
Activity 6A –Coastal Flood Hazard Analyses	Yes
Activity 7–Independent QA/QC Review of Hydrologic Analyses	Yes
Activity 7A–Independent QA/QC Review of Coastal Hazard Analyses	Yes
Activity 8 – Hydraulic Analyses	Yes
Activity 9 – Independent QA/QC Review of Hydraulic Analyses	Yes
Activity 10 – Floodplain Mapping (Detailed Riverine or Coastal Analysis)	Yes
Activity 10A – Floodplain Mapping (Redelineation Using Effective Flood Profiles and Updated Topographic Data)	Yes

Activities	FUNDABLE?
and Updated Topographic Data)	
Activity 10B – Floodplain Mapping (Refinement or Creation of Zone A)	Yes
Activity 11 – Independent QA/QC Review of Floodplain Mapping (Revised Areas)	Yes
Activity 12 – Base Map Acquisition	No
Activity 13 – DFIRM Production (Non-Revised Areas)	Yes
Activity 13A – Independent QA/QC Review of DFIRM Production (Non-Revised Areas)	Yes
Activity 14 – DFIRM Production (Merge Revised and Non-Revised Information)	Yes
Activity 14A – Application of DFIRM Graphic and Database Specifications	Yes
Activity 14A – Independent QA/QC Review of DFIRM Product Meeting FEMA Graphic and Database Specifications	Yes
Activity 15 – Preliminary DFIRM and FIS Report Distribution	Yes
Activity 16 – Post-Preliminary Processing	Yes

SECTION 5—STANDARDS

The standards relevant to this Mapping Activity Statement 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 are available for viewing or download from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/fhm/dl_cgs.shtm.

Table 5-1. Applicable Standards for Project Activities

Applicable Standards	Activities															
	1	2	3	4	5	6, 6A	7, 7A	8	9	10, 10 A, 10 B	11	12	13, 13A	14, 14A	15	16
<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	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							
<i>Content Standard for Digital Geospatial Metadata</i> (Federal Geographic Data Committee),	X	X		X	X					X	X	X	X	X	X	X

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
		Appendix A, Section A.4 Appendix C, Sections C.1 and C.7 Appendices E, F, G, H, and M
6A	Coastal Hazard Analyses	Volume 1, Section 1.4 (specifically Subsection 1.4.2.2) Appendix A, Section A.4 Appendices B, D, and M

Table 5-2. Project Activities and Applicable Portions of FEMA Guidelines and Specifications (Cont'd)

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
7	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
7A	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
8	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 Appendices B, E, F, G, H, and M

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
9	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 Appendices B, E, F, G, H, and M
10	Floodplain Mapping (Detailed Riverine or Coastal Analysis)	Volume 1, Section 1.4 (specifically Subsection 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
10A	Floodplain Mapping (Redelineation Using Effective Flood Profiles and Updated Topographic Data)	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2 and 1.4.2.3) Appendix C, Section C.6 (specifically Subsection C.6.1.3) Appendices K, L, and M
10B	Floodplain Mapping (Refinement or Creation of Zone A)	Volume 1, Section 1.4 (specifically Subsection 1.4.2.3) Appendix C, Sections C.4 and C.6 Appendices K, L, and M
11	Independent QA/QC Review of Floodplain Mapping (Revised Areas)	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
12	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)

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
13	DFIRM Production (Non-Revised Areas)	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2, 1.4.2.3, and 1.4.3.2) Appendices K, L, and M
13A	Independent QA/QC Review of DFIRM Production (Non-Revised Areas)	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2, 1.4.2.3, and 1.4.3.2) Appendices K, L, and M
14	DFIRM Production (Merging Revised and Non-Revised Areas)	Volume 1, Section 1.4 (specifically Subsections 1.4.2.3 and 1.4.3.3) Appendices K, L, and M
14A	DFIRM Production (Application of FEMA Graphics and Database Specifications)	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
14B	Independent QA/QC Review of DFIRM Product Meeting FEMA Graphics and Database Specifications	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
15	Preliminary DFIRM and FIS Report Distribution	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
16	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.

Activities	RESPONSIBLE PARTNER(S)	DATE DUE (Notice to Proceed By May 1, 2004)	CALENDAR DAYS FROM NOTICE TO PROCEED
Activity 1 – Scoping	SWFWMD	07/29/2004	90
Activity 2 - Outreach	SWFWMD	07/31/2006	822
Activity 3 – Field Surveys and Reconnaissance	SWFWMD	08/08/2004	100
Activity 4 – Topographic Data Development	SWFWMD	08/08/2004	100
Activity 5 – Independent QA/QC Review of Topographic Data	SWFWMD	09/28/2004	120
Activity 6 –Hydrologic Analyses	SWFWMD	10/27/2004	180
Activity 6A –Coastal Flood Hazard Analyses	Not Included		
Activity 7–Independent QA/QC Review of Hydrologic Analyses	SWFWMD	11/11/2004	195
Activity 7A–Independent QA/QC Review of Coastal Hazard Analyses	Not Included		
Activity 8 – Hydraulic Analyses	SWFWMD	01/10/2005	255
Activity 9 – Independent QA/QC Review of Hydraulic Analyses	SWFWMD	01/25/2005	270
Activity 10 – Floodplain Mapping (Detailed Riverine or Coastal Analysis)	SWFWMD	03/06/2005	310
Activity 10A – Floodplain Mapping (Redelineation Using Effective Flood Profiles and Updated Topographic Data)	SWFWMD	03/06/2005	310
Activity 10B – Floodplain Mapping (Refinement or Creation of Zone A)	SWFWMD	03/06/2005	310

Activities	RESPONSIBLE PARTNER(S)	DATE DUE (Notice to Proceed By May 1, 2004)	CALENDAR DAYS FROM NOTICE TO PROCEED
Activity 11 – Independent QA/QC Review of Floodplain Mapping (Revised Areas)	SWFWMD	03/16/2005	320
Activity 12 – Base Map Acquisition	SWFWMD	03/16/2005	320
Activity 13 – DFIRM Production (Non-Revised Areas)	SWFWMD	05/25/2005	390
Activity 13A – Independent QA/QC Review of DFIRM Production (Non-Revised Areas)	SWFWMD	06/04/2005	400
Activity 14 – DFIRM Production (Merge Revised and Non-Revised Information)	SWFWMD	06/14/2005	410
Activity 14A – Application of DFIRM Graphic and Database Specifications	SWFWMD	07/04/2005	430
Activity 14A – Independent QA/QC Review of DFIRM Product Meeting FEMA Graphic and Database Specifications	SWFWMD	07/24/2005	450
Activity 15 – Preliminary DFIRM and FIS Report Distribution	SWFWMD	07/31/2005	457
Activity 16 – Post-Preliminary Processing	SWFWMD	07/31/2006	822

SECTION 7—CERTIFICATIONS

Activity 3 (Field Surveys and Reconnaissance) and Activity 4 (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.

Activity 6 (Hydrologic Analyses), Activity 8 (Hydraulic Analyses), Activity 10 (Floodplain Mapping— Detailed Riverine or Coastal Analysis), Activity 10A (Floodplain Mapping {Redelineation Using Effective Flood Profiles and Updated Topographic Data}), and Activity 10B (Floodplain Mapping {Refinement or Creation of Zone A})

- 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).

Activity 10 (Floodplain Mapping— Detailed Riverine or Coastal Analysis), Activity 10A (Floodplain Mapping {Redelineation Using Effective Flood Profiles and Updated Topographic Data}), and Activity 10B (Floodplain Mapping {Refinement or Creation of Zone A}), Activity 11 (Independent QA/QC Review of Floodplain Mapping {Revised Areas}), Activity 13 (DFIRM Production {Non-Revised Areas}), Activity 14 (DFIRM Production {Merging Revised and Non-Revised Information}), and Activity 14A (DFIRM Production {Application of FEMA Graphics and Database Specifications})

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

Activity 12 (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.

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 the NSP, Greg Lowe, P.E., who may be contacted by telephone at 770.454.5600, extension 4903 or by facsimile at 770.457.2213, or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities.

General technical and programmatic information, such as FEMA 265 and the Quick-2 computer program, can be downloaded from the FEMA Web site (<http://www.fema.gov/fhm/>). Specific technical and programmatic support may be provided through the NSP; such assistance should be requested through the FEMA Project Officer specified in Section 12 of this MAS.

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

SWFWMD intends to use the services of TBE Group, Inc. as the prime contractor for this Flood Map Project. SWFWMD shall ensure that the procurement for all contractors used for this Flood Map Project complies with the requirements of 44 CFR 13.36. SWFWMD shall ensure that the procurement for all contractors, if any are 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_04/44cfr13_04.html.

SECTION 10—REPORTING

FINANCIAL REPORTING: (CTP COOPERATIVE AGREEMENT PENDING)

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

Jennifer McDowell, Accountant 2 for SWFWMD, or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities shall provide financial reports to the FEMA Regional Project Officer and Assistance Officer in accordance with the terms of Cooperative Agreement No. EMA-2002-CA-5067, dated September 30, 2002. SWFWMD will meet reporting requirements for FY2002 and FY2004 Cooperative Agreements.

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 Cooperative Technical Partner (CTP)/Map Modernization Project Quarterly Report located in Appendix B of this Mapping Activity Statement. The Project Officer, as needed, may request additional information on status.

SWFWMD may meet with the NSP and/or FEMA more frequently (up to bi-weekly 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 SWFWMD 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:

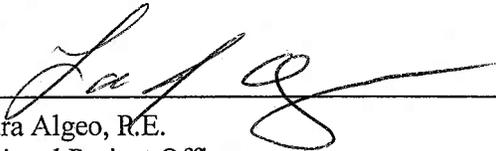
- Meetings, teleconferences, and videoconfernces with FEMA and other Project Team members shall occur bimonthly at a minimum;
- Telephone conversations with FEMA and other Project Team members on a scheduled basis as determined through Scoping and an ad hoc basis, as required;
- Updates to the MICS, Mapping Needs Update Support System database, 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 Laura Algeo, P.E., the FEMA Regional Project Officer; Gene Altman, P.E., the Project Manager for SWFWMD; or subsequent personnel of comparable

experience who are appointed to fulfill these responsibilities. When necessary, the any additional assistance of FEMA should be requested through the FEMA Regional Project Officer.

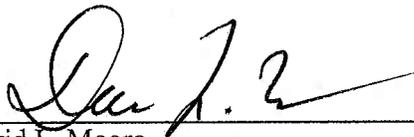
Each party has caused this MAS to be executed by its duly authorized representative.



Laura Algeo, R.E.
Regional Project Officer
Federal Emergency Management Agency, Region

6/25/04

Date



David L. Moore,
Executive Director
Southwest Florida Water Management District

6-22-04

Date

DISTRICT APPROVAL	INITIALS	DATE
LEGAL	<u>SPL</u>	<u>6/11/04</u>
RISK MGMT	<u>N/A</u>	
CONTRACTS	<u>dit</u>	<u>6/11/04</u>
RM DEPT DIR	<u>WLD</u>	<u>6/16/04</u>
DEPUTY EXEC DIR	<u>BW</u>	<u>6-21-04</u>
GOVERNING BOARD		<u>4/22/04</u>