



# FEMA

## Southwest Florida Water Management District

### COOPERATING TECHNICAL PARTNERS PROGRAM MANAGEMENT COOPERATIVE AGREEMENT SCOPE OF WORK

PM Mapping Activity Statement No. FY10.13

#### Table of Contents

I.1	SECTION 1—OBJECTIVE AND SCOPE.....	1
I.2	SECTION 2—PERIOD OF PERFORMANCE .....	5
I.3	SECTION 3—FUNDING/LEVERAGE .....	5
I.4	SECTION 4—STANDARDS .....	6
I.5	SECTION 5—SCHEDULE .....	6
I.6	SECTION 6—CONTRACTORS .....	7
I.7	SECTION 8—PROJECT COORDINATION .....	8
I.8	SECTION 9—POINTS OF CONTACT .....	8

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated September 14, 2001 between the Southwest Florida Water Management District (SWFWMD) and the Federal Emergency Management Agency (FEMA), Program Management Mapping Activity Statement (PM MAS) No. 13 is as follows:

#### I.1 SECTION 1—OBJECTIVE AND SCOPE

The objective of the Program Management activity documented in this Scope of Work (SOW) is to recognize activities undertaken by CTPs as part of the active process of managing multiple projects for Citrus, DeSoto, Hardee, Hernando, Highlands, Levy, Marion, Pasco, Polk, Sarasota, and Sumter counties. All processes and deliverables shall be completed in accordance to the Federal Emergency Management Agency's (FEMA's) *Guidelines and Specifications for Flood Hazard Mapping Partners (G&S)* and effective Procedure Memoranda (PMs). These documents can be found on FEMA's website at [http://www.fema.gov/plan/prevent/fhm/gs\\_main.shtm](http://www.fema.gov/plan/prevent/fhm/gs_main.shtm) and [http://www.fema.gov/plan/prevent/fhm/gs\\_memos.shtm](http://www.fema.gov/plan/prevent/fhm/gs_memos.shtm).

This Program Management Activity will be completed by the following Mapping Partners:

- Southwest Florida Water Management District

Program Management activities cannot result in the production of a Flood Insurance Rate Map. Activities that can be accomplished under this PM MAS are as follows:

1. State and Local Business Plans and/or Updates (required)
2. Program Management Activities (required)
3. Outreach
4. Providing Training to State and Local Officials
5. Staffing
6. Pilot Projects
7. Mentoring
8. Minimal Map Printing
9. Coordinated Needs Management Strategy (CNMS) Data Collection/Population

All supporting data must be retained in accordance with Title 44 of the Code of Federal Regulations, Section 13.42.

### **State and Local Business Plans and/or Updates**

Responsible Mapping Partner: Southwest Florida Water Management District

Scope: State and Local Business Plans and/or updates must be submitted in order for a partner performing the Program Management activity to receive funding for Program Management in FY 2010. Plans should not only include updates but give recommendations to FEMA regarding future mapping within the State or local jurisdiction and document the capabilities and accomplishments of the partner.

Standards: All State and Local Business Plans and/or Updates work shall be performed in accordance with the standards specified in Section 4 - Standards.

Deliverables:

- 1) Business Plan development and/or updates which must include discussion of all Program Management activities.

## Global Program Management

Responsible Mapping Partner: Southwest Florida Water Management District

Scope: Program Management is the active process of managing multiple related projects which need to meet or exceed pre-defined performance metrics. Efforts across a program should be aligned and integrated toward the accomplishment of Risk MAP goals.

Program Management activities will typically occur in the areas of integration, scope, schedule, cost, quality, human resources (staffing, training, resource enablement, etc.), communication, risk and/or procurement. Some efforts may extend beyond the scope of work defined in the Mapping Activity Statement.

The District is requesting FY2010 funding for consultant support to continue to evaluate program management goals and requirements, support the successful completion of the District's numerous Map Modernization projects, and develop data management and modeling tools to continue the District's Map Modernization efforts. All funds for programmatic assistance will be encumbered to lump-sum consultant services agreement(s) or purchase order(s). No District staff will be supported with Program Management funds.

Standards: All Global Program Management Activities work shall be performed in accordance with the standards specified in Section 4 - Standards.

Deliverables: The Southwest Florida Water Management District shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 5 – Schedule:

- 1) An overall Map Modernization schedule will be maintained, and submitted to FEMA on a monthly basis;
- 2) Monthly Map Modernization coordination teleconference;
- 3) Special Problem Reports will be prepared and submitted to FEMA Region IV as needed;
- 4) Coordination and scheduling of technical reviews by multiple parties, including the SWFWMD, Local Governments, and peer review consultants;
- 5) As needed, evaluation of differences between District and FEMA on Operations activities and recommendations for resolution;
- 6) Documentation of unmet needs for counties where these were not documented in the associated scoping report;
- 7) Quarterly reporting of MMMS activities.
- 8) Providing coordination, training, and support to State and Local Government staff and officials.

## Outreach

Responsible Mapping Partner: Southwest Florida Water Management District

Scope: The outreach activities for a Program Management Activity can best be understood as a process that enhances the understanding of the overall National Flood Insurance Program (NFIP) flood mapping program and the flood risk. This does not include the outreach activities for a specific mapping project that begins during the project scoping phase and continues through the map production and post preliminary phases.

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 Management Team (PMT) in responding to congressional inquiries. Southwest Florida Water Management District plans to continue Outreach activities to fulfill its strategy to educate communities on the necessary standards and benefits of developing better flood risk information.

Southwest Florida Water Management District will work with the Regional Office during the initiation of this activity to determine an Outreach Plan. The Regional Office will have access to many outreach tools that have been developed for this process that can be utilized or customized. Volume 1 of the G&S provides specific outreach goals that can be considered.

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

The Mapping Partner shall notify FEMA and all applicable parties of all meetings with community officials at least two weeks prior to the meeting (with as much notice as possible). FEMA and/or its contractor may or may not attend the community meetings.

The District will hold public meetings to present preliminary model and mapping results prior to completion of the draft preliminary DFIRMs. Meeting notices will be sent to property owners that are anticipated to be affected by a change in zone or BFE. Press releases will also be provided to the media. Public comments will be collected and incorporated into a comment geodatabase. Technical comments be addressed by the detailed study consultant, and requests for additional information will be addressed by the SWFWMD. Documentation of this outreach will be provided for each detailed study area in the TSDN.

The District will also host workshops for local government staff, and distribute the Flood Map Outreach Planning Guidebook for Local Governments that was prepared for the Southwest Florida Water Management District by Dewberry and Davis LLC, and Bender Consulting Services, Inc.

Standards: All Outreach Activities work shall be performed in accordance with the standards specified in Section 4 - Standards. The activities must satisfy the applicable standards from FEMA's G&S and appropriate procedural memorandums.

Deliverables: Upon determination of an Outreach and Coordination Approach, the Southwest Florida Water Management District shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4 – Standards:

- 1) A report detailing outreach and coordination activities.
- 2) Backup or supplemental information used in writing this report.
- 3) Outreach activities will be described in detail in the next business plan update.
- 4) Information regarding outreach activities and scheduled public meeting dates will be included on the Southwest Florida Water Management District's Website.
- 5) "Open house" meetings will be held to present preliminary model results.
- 6) Respond to information requests from the public. Includes the preparation GIS maps reflecting model results for specific parcels or areas of interest.
- 7) Outreach/presentations to Local Organizations such as Home Owners Associations, Civic Associations, and Professional Organizations.
- 8) Coordinate and provide Outreach Guidebook training.
- 9) Provide training and technical assistance to affected Local Governments.
- 10) Provide a call center for public inquiries.

### **Coordinated Needs Management Strategy (CNMS) Data Collection/Population**

Responsible Mapping Partner: Southwest Florida Water Management District

CNMS activities will be described in a separate MAS.

## **I.2 SECTION 2—PERIOD OF PERFORMANCE**

The mapping activities outlined in this MAS will be completed as specified in the Agreement Articles of the Cooperative Agreement. The Mapping Activities may be terminated at the option of FEMA or the Southwest Florida Water Management District in accordance with the provisions of the Partnership Agreement dated September 14, 2001. If these mapping activities are terminated, all products produced to date must be returned and the remaining funds from uncompleted activities, provided by FEMA for this MAS, will be returned to FEMA.

## **I.3 SECTION 3—FUNDING/LEVERAGE**

FEMA is providing funding, in the amount of \_\_\_\_\_ to the Southwest Florida Water Management District for the completion of this Program Management Activity. Southwest Florida Water Management District shall provide any additional resources required to complete the assigned activities for this Program Management Activity. The leverage listed below is based on blue book values or actual costs where Blue Book values don't exist. The current Blue Book is dated January 2009 and can be downloaded from FEMA's Information Resource Library at <http://www.fema.gov/library/viewRecord.do?id=2473>.

### **Table 3.1 Contribution and Leverage**

FY10 PM MAS/SOW Template Version 1.0  
 Program Management Mapping Activity Statement No. 13  
 Southwest Florida Water Management District

a	b	c	d	e	f
	project task	fema contribution (\$)	partner contribution (\$)	total task cost (\$)	ratio of partner contribution to total project cost (%)
1	State and Local Business Plans and/or updates				
2	Managing Technical Mapping Activities				6
3	Outreach				
	total funding amounts				

Note: To update the calculated fields in the table above, select the entire table (easily done by clicking the cross arrows in the upper left corner of the table) and press the F9 key to update everything at one time. Also, pink cells are calculated from the values in C3 to D7. Insert extra rows if you need them.

FEMA total funding amount is based on approximately 1/3 FTE hours at an average billable rate of \$ per hour. Partner contribution for Managing Technical Mapping Activities provided by In-Kind service based on a salary base rate of \$ per hour for 1 FTE professional engineer, a Federal overhead rate of 138.77%, and a fringe benefit rate of 53.39%. Partner contribution for Outreach is based on a salary base rate of \$ per hour for 1 FTE professional engineer or Senior Environmental Scientist staff person. It is estimated that 10 District staff members attend each Public Meeting where the District presents preliminary watershed model results. There will be about 12 Public Meetings per year; and staff attend for approximately 4 hours at each meeting. A Federal overhead rate of 138.77%, and a fringe benefit rate of 53.39% was also applied. About 10 contract staff will also attend the Public Meetings, at an average billable rate of \$ per hour. An FTE is a Full Time Employee based on 2080 hours per year.

## 1.4 SECTION 4—STANDARDS

Mapping partners working on a Program Management Activity are responsible for complying with all related PMs published by FEMA as of the date of this agreement. Relevant standards can be found in the G&S and PMs, FEMA's Federal Regulation 44 CFR and the appropriate year CTP Guidance. CTPs should also coordinate with their Regional office to determine additional standards that should be met.

G&S may be downloaded from the FEMA Flood Hazard Mapping website at [http://www.fema.gov/plan/prevent/fhm/dl\\_cgs.shtm](http://www.fema.gov/plan/prevent/fhm/dl_cgs.shtm).

## 1.5 SECTION 5—SCHEDULE

The activities documented in this MAS shall be completed in accordance with Table 5.1 Program Management Activities Schedule. If changes to this schedule are required, the

responsible Mapping Partner shall coordinate with FEMA and the other Mapping Partners in a timely manner. Please also identify to whom the products associated with each task are to be submitted to (i.e. the MIP, FEMA Regional Office, etc.).

**Table 5.1 Program Management Activities Schedule**

<b>Activities</b>	<b>Responsible Partner(s)</b>	<b>Anticipated Complete Date</b>	<b>Submitted To</b>
State and Local Business Plans and/or updates	SWFWMD	September 30, 2011	FEMA Region IV
Managing Technical Mapping Activities	SWFWMD	September 30, 2011	MIP and FEMA Region IV
Outreach	SWFWMD	September 30, 2011	FEMA Region IV

## **I.6 SECTION 6—CONTRACTORS**

Southwest Florida Water Management District intends to use the services of a contractor for some of the Program Management Activities documented in this MAS. Southwest Florida Water Management District shall ensure that the procurement for all contractors, if any, are used for this Program Management Activity complies with the requirements of 44 CFR 13.36.

### **SECTION 7—REPORTING**

Financial Reporting: Because funding has been provided to Southwest Florida Water Management District by FEMA, financial reporting requirements for Southwest Florida Water Management District will be in accordance with Cooperative Agreement Articles. Southwest Florida Water Management District shall also refer to 44 CFR 13.41.

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

Status Reporting: Status reports will be submitted on a quarterly basis in accordance with the financial reporting submittals. Southwest Florida Water Management District shall refer to 44 CFR 13.4 to obtain minimum requirements for status reporting. The Project Officer, as needed, may request additional information on status.

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

#### Earned Value Data Entry:

As there are no tasks within the Mapping Information Platform (MIP) Workflow associated with Program Management tasks, the MIP cannot be used to set baselines and track progress against these baselines. However, the FEMA Regional office and the CTP should set a cost and schedule baseline at the beginning of the project and review it quarterly when assessing the status of the project. The Project Officer may request additional information regarding status on an ad-hoc basis.

## I.7 SECTION 8—PROJECT COORDINATION

Throughout the project, all members of the PMT 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:

- Monthly Go-To Meetings with FEMA and other PMT members as part of the on-going monthly Map Modernization and Risk MAP coordination meetings.
- E-mail, facsimile transmissions, and letters, as required.

## I.8 SECTION 9—POINTS OF CONTACT

The points of contact for this Program Management Activity are Laura Algeo, the FEMA Regional Project Officer; and David L. Moore, the Executive Director for the Southwest Florida Water Management District; or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. When necessary, any additional FEMA assistance should be requested through the FEMA Regional Project Officer.

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

  
 \_\_\_\_\_  
 David L. Moore  
 Executive Director  
 Southwest Florida Water Management District

8-10-10  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Laura Algeo  
 Regional Project Officer  
 Federal Emergency Management Agency, Region IV

9-30-10  
 \_\_\_\_\_  
 Date

DISTRICT APPROVAL	INITIALS	DATE
LEGAL	<u>MBM</u>	<u>9/2/10</u>
RISK MGMT	<u>LA</u>	
CONTRACTS	<u>LA</u>	<u>08/03/10</u>
RP DEPT DIR	<u>MBM</u>	<u>8/4/10</u>
DEPUTY EXEC DIR	<u>LA</u>	<u>8/10/10</u>
GOVERNING BOARD	<u>N/A</u>	<u>N/A</u>