



FEMA

**STATE OF NORTH CAROLINA
COOPERATING TECHNICAL PARTNERS
MAPPING ACTIVITY STATEMENT**

**Mapping Activity Statement No. VI – Map Maintenance Production
FY2009**

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated September 15, 2000 between the State of North Carolina and the Federal Emergency Management Agency (FEMA), Mapping Activity Statement (MAS) No. VI is as follows:

SECTION 1—OBJECTIVE AND SCOPE

The objective of the Flood Map Project documented in this MAS is to develop a Digital Flood Insurance Rate Map (DFIRM) and Flood Insurance Study (FIS) report for Beaufort, Bertie, Brunswick, Carteret, Chowan, Columbus, Craven, Currituck, Dare, Duplin, Durham, Edgecombe, Greene, Johnston, Lenoir, Nash, New Hanover, Onslow, Pender, Pitt, Robeson, Tyrrell, Wake, Washington, Wayne, and Wilson 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 and http://www.fema.gov/plan/prevent/fhm/gs_memos.shtm.

The FIS report will be produced in the FEMA countywide format and the DFIRMs will be produced for the portions of counties receiving updated hydrologic and hydraulic analysis. All products will be produced in the North American Vertical Datum of 1988 (NAVD88). (Refer to PM 41 for exceptions.)

In addition, the Mapping Partners involved in this project will develop new and/or updated flood hazard data, as summarized in Table 1.1a Riverine Flooding Source(s) to be Studied and Table 1.1b Coastal Flooding Source(s) to be Studied.

Table 1.1a Riverine Flooding Source(s) to be Studied

Basin	Counties	Estimated Panel Count	Riverine Stream Miles to Be Studied	Detailed Riverine		Redelineation of SFHAs Using Effective Profiles	Limited Detailed Riverine Using new Topographic Data
				Hydrology	Hydraulics		
Cape Fear	Duplin, New Hanover	56	62	X	X	N.A.	X
Neuse	Craven, Durham, Greene, Johnston, Lenoir, Wake, Wayne, Wilson	827	1,033	X	X	N.A.	X
Tar-Pamlico	Beaufort, Edgecombe, Nash, Pitt	120	185	X	X	N.A.	X
Pasquotank	Currituck	4	2	X	X	N.A.	X
White Oak	Carteret, Onslow	89	96.1	X	X	N.A.	X
Lumber	Brunswick, Columbus, Robeson	170	250	X	X	N.A.	X

Table 1.1b Coastal Flooding Source(s) to be Studied

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Basin	Counties	Estimated Panel Count	Coastal Mileage to Be Studied	Detailed Coastal*			Redelineation of SFHAS Using Effective Profiles	
				Stillwater*	Wave Height	Wave Runup		Erosion
Atlantic Ocean and Pasquotank Basin (Albemarle Sound)	Brunswick, New Hanover, Onslow, Pender, Tyrell,	259	130	*	X	X	X	N.A.
Atlantic Ocean and Pasquotank Basin (Albemarle Sound) ⁺	Bertie ⁺ , Chowan ⁺ , Currituck ⁺ , Dare ⁺ , Washington ⁺	324	N.A.					N.A.

* Stillwater analysis, including wave setup, will be produced under separate MAS.

+ Detail Coastal analysis provided under separate MAS. DFIRM mapping only under this MAS.

This Flood Map Project will be completed by the following Mapping Partners:

- State of North Carolina Floodplain Mapping Program (NCFMP); and;
- NCFMP contractors.

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 Mapping Partner shall maintain an archive of all data submitted. (All supporting data must be retained for three years from the date a funding recipient submits its final expenditure report to FEMA.)

The activities for this Flood Map Project, including any required Quality Control Requirements as outlined in the NCFMP's partial exemption to PM 42 (email dated March 3, 2008), and the Mapping Partners that will complete them are summarized in Table 1.2, Flood Mapping Project Activities. The sections of this MAS that follow the table below describe the specific mapping activities, responsible Mapping Partner(s), FEMA standards that must be met, and resultant map deliverables.

Table 1.2 Flood Mapping Project Activities.

TASK ASSIGNMENTS

OR6 Check LED		
QR5 Validate Final DFIRM Database and		
QR4 Validate BFE Notice and CEO Letters		
Post Preliminary Processing	X	X
Distribute Preliminary Map Products	X	X
QR3 10% Visual Check		
QR2 Auto Validation of Preliminary Database		
Perform Independent QA/QC of Preliminary Map Products	X	X
Produce Preliminary Map Products	X	X
Quality Review (QR)1 Auto Validation of Draft DFIRM Database		
Develop DFIRM Database	X	X
Perform Independent QA/QC of Perform Floodplain Mapping	X	X
Perform Floodplain Mapping	X	X
Perform Independent QA/QC of Hydraulic	X	
Perform Hydraulic Analyses	X	
Perform Independent QA/QC of Hydrologic	X	
Perform Hydrologic Analyses	X	
Acquire Base map		
Perform Independent QA/QC of Topographic Data		
Develop Topographic Data		
Perform Field Survey	X	
Scoping		
Program Management	X	X
Partner Type	CTP	CTP
Partner Name	NCFMP	NCFMP
County	Beaufort	Bertie
State	NC	NC

X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X		X	X	X	X
X	X		X	X		
X	X		X	X		
X	X		X	X		
X	X		X	X		
X	X		X	X		
X	X		X	X		
X	X	X	X	X	X	X
CTP	CTP	CTP	CTP	CTP	CTP	CTP
MP1	NCFMP	NCFMP	NCFMP	NCFMP	NCFMP	NCFMP
Brunswick	Carteret	Chowan	Columbus	Craven	Currituck	Dare
NC	NC	NC	NC	NC	NC	NC

The NCFMP assigned the floodplain mapping task will include the Provisionally Accredited Levee (PAL) classification if known. Levee classifications are documented in Table 1.3, Levee PAL Classification. If the PAL Classification for a levee changes during the course of the project, FEMA will contact the NCFMP to discuss the need to revise the statement of work.

Table 1.3 – Levee PAL Classification

County	Levee Name	Provisionally Accredited Levee Classification	Additional Mapping Required
Edgecombe	Princeville	TBD, coordinating with Levee Owner	TBD
Robeson	Lumberton	TBD, coordinating with Levee Owner	TBD
Tyrell	Gum Neck	TBD, coordinating with Levee Owner	TBD

The NCFMP is responsible for the implementation of an independent Quality Assurance/Quality Control (QA/QC) plan for all assigned activities. The NCFMP will submit a Summary Report that describes and provides the results of all automated or manual QA/QC review steps. The report should include the process for all assigned activities.

Independent QC review activities may be performed by the NCFMP and their contractor. If the CTP will be utilizing its contractors to do the QC review, this should be identified during scoping. The NCFMP has an approved QC plan with the Regional Project Officer. Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality. The NCFMP will be responsible for addressing any and all comments resulting from independent QC, including re-submittal of deliverables as needed to pass technical review.

Metadata is required for all activities. Mapping Partners are required to comply with Appendix N (Data Capture Standards, or DCS) and Appendix M (TSDN) of Guidelines and Specifications for Flood Hazard Mapping Partners to completely document the work performed. On July 9, 2008, FEMA provisionally released a revised version of the DCS. FEMA recommends that the new DCS be implemented, in lieu of the current DCS (Appendix N), on any project where it is expected to save time and/or money. The ultimate goal of the new DCS is to consolidate the DCS deliverables and the TSDN to reduce the overlapping requirements for Mapping Partners. Because the newly released revised DCS is not yet complete and the necessary MIP changes have not yet been implemented, in order to ensure that FEMA retains complete documentation of studies, FEMA requires that all FEMA-contracted studies must comply with either the existing or the revised DCS and a complete TSDN be submitted as a final deliverable by the effective date of the project (in addition to uploads to the MIP). Mapping Partners are

required to certify their TSDNs by signing the certification of project page to ensure that TSDNs submitted represent the final version of all required documentation or that all MIP uploads represent a complete set of required documentation. The submittal of the TSDN requirement will continue until the revised DCS is finalized.

FEMA will provide download/upload capability for data submittals through the MIP located at <https://hazards.fema.gov>. As each activity is completed, the data must be submitted to the MIP.

The NCFMP assigned the activity will respond to any comments generated as a result of the mandatory quality control checks by FEMA or FEMA's Contractor as described in PM 42. The National QC process is nationally funded and required on each FIS. The National QC process includes the following activities:

- **Validate Content Submission.** The NCFMP has received an exemption from this check.
- **QR #1.** The NCFMP has received an exemption from this check.
- **QR #s 2 and 3.** The NCFMP has received an exemption from this check.
- **QR #4. The NCFMP will perform this task.** Performed after the Create Base Flood Elevation (BFE) Notices step in the MIP workflow during Post Preliminary Processing.
- **QR #5.** The NCFMP will submit during the 6-month compliance period and not before LFD.
- **QR #6. The NCFMP will perform this task.** Performed after the Prepare LFD Docket step in the MIP workflow during Post Preliminary Processing.
- **QR #7.** The NCFMP has received an exemption from this check.

The NCFMP has received an exemption from PM 42 from FEMA HQ and will not submit for the following checks: Validate Content Submission, QRs #1, 2, 3, 7. NCFMP will submit for QR 5 during the 6-month compliance period, not before LFD.

In cooperation with the FEMA Project Officer, a Project Management Team (PMT) will be established by the NCFMP consisting of representatives from the NCFMP, FEMA's regional engineer, FEMA's Contractor, and other appropriate parties. The PMT will be responsible for coordinating the activities identified in this MAS. The FEMA Region will be provided with documentation identifying the established PMT.

The MIP shall be updated for status reporting of each of the data development activities, as agreed upon the Memorandum of Agreement titled "NCFMP Mapping Information Platform Reporting", within the Manage Data Development task, not less than every thirty days, when the activity is complete, and also include leverage data. At minimum, the "As of" date must be updated not less than every thirty days even if the reported percent complete and money spent have not changed from previous month. Similarly the Manage Preliminary Map Production and Manage Post Preliminary Processing tasks shall be updated monthly when the producer is performing work on a task in those modules. The "Manage" tasks will be open and accepting updates for up to 90 days after the completion of the last producer task in each module. The MIP shall also be populated with appropriate leverage information regarding who paid for the data provided and the amount of data used by the Flood Map Project.

Program Management

Responsible Mapping Partner: NCFMP

Scope: Program Management is the active process of managing multiple projects which need to meet or exceed pre-defined performance metrics. Integration and communication are key aspects of program management. The NCFMP will work with the FEMA Regional Office during the initiation of this activity to determine a Program Management Plan for implementation throughout the mapping project. The NCFMP will coordinate with the FEMA Regional Office with respect to Program Management activities and technical mapping activities.

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

Deliverables:

The NCFMP shall perform the following activities and provide them to FEMA as noted:

- Business Plan development and/or updates which will include discussion of all Program Management activities. The Business Plan will be provided to FEMA and posted to the NCFMP website. The estimated cost for this deliverable is \$10,000 or approximately 100 hours. This task will primarily support contractor time.; and
- Reporting and administrative tasks associated with the CTP agreement. The estimated cost for this deliverable is \$90,000 or approximately 900 hours. This task will primarily support contractor time.

Scoping

Responsible Mapping Partner: NCFMP

Scope: The Project Scoping phase typically begins once some level of a community's mapping needs have been identified and FEMA and the community have decided to initiate a Flood Map Project to create or update the FIRM. The scoping process is divided into three main parts – Pre-Scoping Meeting Activities, the Scoping Meeting Activities, and the Post-Scoping Meeting Activities.

Eighteen counties will be scoped to determine the 2010 Mapping Needs Assessment as follows: Alamance, Bladen, Chatham, Cumberland, Granville, Guilford, Harnett, Henderson, Hoke, Lee, Moore, Orange, Pender, Person, Sampson, Stokes, Vance and Warren.

Pre-Scoping Meeting Activities

- Initiate the Pre-Scoping activities by determining the community contacts and collecting pertinent information about the community. Conduct background research to collect current mapping needs and begin available geospatial data search.
- Obtain spatial data to be used during the meeting preparation effort.
- Acquire the current effective data for the community, such as the flood hazard data shown in effective FIS reports and on effective FIRMs and pertinent flood structure data.

Preliminary Research Activities can be separated into three categories—researching selected needs, effective information and researching available data for the Flood Map Project. The selected needs data

identified during the Mapping Needs Assessment process can be plotted on the scoping map for discussion during the scoping meeting. The following tasks shall be completed to research effective information: inventory the FEMA's archives and/or information management systems for effective FIRM panels, FIS reports, and other flood hazard data or existing study data; summarize the information in the effective streams file and effective coastal study; summarize contiguous community agreement checks; review Community Assistance Visit (CAV) and Community Assistance Contact files; and develop a "scoping map" and an overview of the results of the research. Other data collected during preliminary research activities will include obtaining community information and the best readily available base map materials (political areas, transportation, hydrology, shorelines orthoimagery, and topography data). Stream centerlines should be populated with the limits of the effective FEMA studies and selected needs attributes.

Scoping Meeting

- Coordinate, setup, and hold the Scoping Meeting to inform the community of the upcoming flood study and of their responsibilities related to it; this includes identifying a time, place, and participants. The purpose of this meeting is to present the information gathered during the preliminary research activities to the local officials (State, county, and municipal) and coordinate on prioritization and identification of study areas. The NCFMP shall be responsible for compiling the necessary information for the meeting.
- Review list of selected needs and capture additional community needs and/or wants in order to determine the level of effort and the extent of any new/updated studies. Review the selected needs list, effective and other data research findings, and make selections of proposed methods for obtaining/producing flood data.
- Compile the information prepared for and recorded during the Scoping Meeting

During the Scoping Meeting, the PMT shall review the needs list. Any additions or changes to the selected needs list shall be discussed with all members.

The NCFMP will be acting as the Consultation Coordination Officer (CCO) for this flood study as identified in 44 CFR Part 66. During the Scoping Meeting, the NCFMP must inform the communities of their responsibilities as described under the above-referenced regulation. Following initial contact with the communities, the CTP will prepare and setup the Community Case File and Flood Elevation Determination Docket for the maintenance of all communication and coordination throughout the project as outlined in 44CFR Parts 66 and 67.

Post-Scoping Meeting Activities

- Select available and needed geospatial data to be used in the study and update FEMA's geospatial data tracking systems, National Digital Elevation Program (NDEP) and National Digital Orthophoto Program (NDOP) located at <http://hazards.fema.gov/metadata/NDEP> and <http://hazards.fema.gov/metadata/NDOP>.

- Evaluate selected needs and community requests and/or wants to determine the community's unmet needs and develop the final Scope of Project document for delivery to FEMA and the community
- Update the NCFMP's needs management tracking and other geospatial tracking systems, NDEP, and NDOP.
- Supply a copy of the approved Scoping Report back to the communities in order to ensure they are aware of which needs were selected to be updated during the flood study.

Based on the discussion of flood data update and base map update requests, the NCFMP and the FEMA Project Officer will finalize the areas to be included in the final scope of project (based on recommendations provided by the PMT). Areas to be studied by detailed, limited detailed, redelineation, 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.

Identify all stream/coastal reaches where levees are shown as providing protection against the 1-percent-annual-chance flood. The NCFMP should work with the FEMA Regional Office to request the information specified in Title 44 Code of Federal Regulations (CFR) 65.10, mapping of areas protected by levee systems, from the community or other party seeking continued recognition of the levee and provide this information to the FEMA Regional Office and/or PMT.

Many of the activities at each phase can take place concurrently and are not contingent on the completion of previous tasks. The FEMA Project Officer, working in close coordination with the PMT, has the flexibility of tailoring the Scoping process to best fit the needs of the project. The NCFMP will evaluate the effective flood data, available base data and selected needs to determine the scope of project to be approved by FEMA.

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

Deliverables: The NCFMP shall make the following products available to FEMA through NCFMP Basin Plans located on the ncfloodmaps.com website.

- Final Scope of Project documented in MAS will be delivered in accordance with the schedule outlined in Section 6 - Schedule to the Regional Project Officer for approval.
- Updated list of CEO or local FPA contacts.
- Report documenting levee information transmitted to the FEMA Regional office and/or the PMT.
- Report from MENCA and/or other FEMA needs management system, showing needs identified during the scoping process that will not be addressed in the final scope of project are entered. This data will be collected in a geospatial format that complements FEMA's CNMS system.
- Other deliverables including reports, correspondence, agenda, meeting summaries, tabular data, and geospatial files to be submitted throughout the scoping process as specified in FEMA's G&S, Appendix I and Appendix M.

Outreach

The outreach activities for a Flood Map Project can best be understood as a process that begins during the Project Scoping phase and continues through the map production and post-preliminary phases.

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 PMT in responding to congressional inquiries.

The State of North Carolina will follow the outreach approach outlined in their FY2008 3MS Business Plan and the NCFMP 2008 Map Maintenance Coastal Outreach Strategy.

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

Deliverables:

- The NCFMP has delivered an outreach strategy in their FY2008 3MS Business Plan.
- The NCFMP has developed a guidance document entitled 2008 Map Maintenance Coastal Outreach Strategy. The strategy includes the following approaches:
 - Local data collection, including data requests for topographic data to assist with Primary Frontal Dune determination / verification, location and data for coastal structures, and beach nourishment projects;
 - Outreach meetings to discuss the results of the storm surge modeling, including changes from effective FIS;
 - Outreach meetings to discuss the Primary Frontal Dune location;
 - Outreach meetings to discuss the DFIRM mapping results. These meetings may be held as the preliminary and public meetings.

Field Survey

Responsible Mapping Partner: NCFMP

Scope: To supplement any field reconnaissance conducted during the Project Scoping phase of this project, the NCFMP 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.

The NCFMP shall conduct field surveys, including obtaining channel and floodplain cross sections, identifying or establishing temporary or permanent bench marks, and obtaining the physical dimensions of hydraulic and flood-control structures. If appropriate the NCFMP shall also identify items needed for coastal analyses including land cover, vegetation types, housing, dunes, beach nourishment, and coastal structures. The NCFMP also shall coordinate with other Mapping Partners that are involved in the Topographic Data Development process regarding ongoing activities and deliverables.

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

Deliverables: The NCFMP shall make the following products available to FEMA by uploading the digital data to the MIP. A metadata file complying with the NFIP Metadata Profiles Specifications, must accompany the G&S compliant digital data. Additionally, the Technical Support Data Notebook (TSDN) format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule. Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

- A report summarizing the findings of the field reconnaissance;
- Maps and drawings that provide the detailed survey results;
- Survey notebook containing cross section and structure data;
- Documentation of the horizontal and vertical datum;
- Digital versions of draft text for inclusion in the FIS report;
- Digital survey data consistent with the DCS as described in the G&S, 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 as outlined in the approved QA/QC Plan.

Topographic Data Development

Responsible Mapping Partner: NCFMP

Scope: The NCFMP shall obtain additional topographic data of the overbank areas of the flooding sources and coastal floodplains studied. These data will be used for hydrologic analysis, hydraulic analysis, floodplain boundary delineation and/or testing of floodplain boundary standard compliance. The NCFMP shall gather information on what topographic data is available for the given community and what accuracy and currency it meets. The NCFMP shall use this topographic data that is better than that of the original study. In coordination with the partner who performed scoping, ensure that the FEMA Geospatial Data Coordination Policy and Implementation Guide is followed and the data obtained or to be produced are documented properly.

For this activity, the NCFMP also shall generate the data collected under this Topographic Data Development task and via field surveys to create a best available digital elevation model for the subject flooding sources. In addition, the NCFMP shall address all concerns or questions regarding the topographic data development and processing that are raised during the independent QA/QC review. The NCFMP should confirm with the FEMA Project Officer the automated appropriate data model(s) (i.e. contours, Digital Elevation Models (DEMs), TIN, mass points and breaklines) for the intended use of the data.

For this activity, the NCFMP also shall develop topographic maps and/or DEMs for the subject flooding sources using the data collected under this Topographic Data Development process and via field surveys. In addition, the NCFMP shall address all concerns or questions regarding the topographic data development that are raised during the independent QC review.

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

Deliverables: In accordance with the G&S, the NCFMP shall make the following products available to FEMA by request and submitting the products in Technical Support Data Notebook (TSDN) format. A metadata file complying with the NFIP Metadata Profiles Specifications, must accompany the uploaded G&S compliant digital data. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

- Digital contour data;
- Report summarizing methodology and results;
- Mass points and breaklines data;
- Gridded digital elevation model data
- TIN data
- Checkpoint analyses to assess the accuracy of data, including Root Mean Square Error calculations to support vertical accuracy;
- Identification of 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;
- Other supporting files consistent with the DCS in the G&S; 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 as outlined in the approved QA/QC Plan.

Independent QA/QC Review of Topographic Data

Responsible Mapping Partner: NCFMP

Scope: The NCFMP shall perform an impartial review of the mapping data generated by NCFMP's contractors under Topographic Data Development to ensure that these data are consistent with FEMA standards and standard engineering practice, and are sufficient to prepare the DFIRM. The NCFMP, must ensure that independent QA/QC is performed and that organizational conflict of interest issues do not exist with respect to independent QA/QC processes. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer.

Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality. The NCFMP will be responsible for addressing any and all comments resulting from independent QC, including re-submittal of deliverables as needed to pass technical review.

Standards: All Topographic Data Development work shall be reviewed in accordance with the standards specified in Section 5 - Standards.

Deliverables: In accordance with the G&S, the NCFMP shall make the following products available to FEMA by request. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule.

- 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.

Base Map Acquisition and Preparation

Responsible Mapping Partner: NCFMP

Scope: Base Map Acquisition consists of obtaining the digital base map, for the project and as necessary, preparing the base map for use. The NCFMP shall provide the digital base map. The required activities are as follows:

- Obtain digital files (raster or vector) of the base map. In coordination with the partner who performed scoping, ensure that the FEMA Geospatial Data Coordination Policy and Implementation Guide is followed.
- 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.
- Review and supplement the content of the acquired base map to comply with the requirements of the G&S.
- For the base map components that have a mandatory data structure, convert the base map data to the format required in the G&S.

Certify that the digital data meets the minimum standards and specifications that FEMA requires for DFIRM production. Standards: All Base Map Acquisition work shall be performed in accordance with the standards specified in Section 5 - Standards. The DCS must be met for this deliverable to be acceptable.

Deliverables: In accordance with the G&S, the NCFMP shall make the following products available to FEMA by request. A metadata file complying with the NFIP Metadata Profiles Specifications must be uploaded to the MIP upon project completion. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

- Digital base map files that comply with the G&S requirements
- Written certification that the digital data meet the minimum standards and specifications;
- Digital versions of draft text for inclusion in the FIS report;
- Documentation that FEMA can use the digital base map; and
- Documentation of the Datum, if appropriate.

Independent QA/QC Review of Base Map

Responsible Mapping Partner: NCFMP

Scope: The NCFMP shall perform an impartial review of the base map to ensure it includes data consistent with FEMA standards and sufficient to include on the DFIRM. Any needed edits should be made to the product to comply with FEMA standards. The NCFMP must ensure that independent QA/QC is performed and that organizational conflict of interest issues do not exist with respect to independent QA/QC processes.

Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality. The NCFMP will be responsible for addressing any and all comments resulting from independent QC, including re-submittal of deliverables as needed to pass technical review.

Standards: All Independent QA/QC work shall be performed in accordance with the standards specified in Section 5 - Standards.

Deliverables: In accordance with the G&S, the NCFMP shall make the following products available to FEMA by request. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule.

- A Summary Report that describes the findings of the independent QA/QC review;
- Recommendations to resolve any problems that are identified during the independent QA/QC review; and
- If the data is changed during review, then updated deliverables from previous tasks will be submitted at this time.

Hydrologic Analyses

Responsible Mapping Partner: NCFMP

Scope: The NCFMP shall perform hydrologic analyses for the flooding source(s) listed earlier in Table 1.1. The NCFMP shall calculate peak flood discharges for the 10-, 2-, 1-, and 0.2-percent-annual-chance storm events using USGS regression equations and / or the HEC-HMS computer program. These flood discharges will be the basis for subsequent Hydraulic Analyses performed under this MAS. In addition, the NCFMP shall address all concerns or questions regarding the hydrologic analyses that are raised during the independent QA/QC review.

If GIS-based modeling is used, the NCFMP shall document automated data processing and modeling algorithms, and provide the data to FEMA to ensure these are consistent with FEMA standards. Digital datasets (such as elevation, basin, or land use data) are to be documented and provided to FEMA for approval before performing the hydrologic analyses to ensure the datasets meet minimum requirements. If non-commercial (i.e., custom-developed) software is used for the analysis, then the NCFMP shall provide full user documentation, technical algorithm documentation, and the software to FEMA for review before performing the hydrologic analyses.

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

Deliverables: In accordance with the G&S, the NCFMP shall make the following products available to FEMA by request. A metadata file complying with the NFIP Metadata Profiles Specifications, must accompany the uploaded digital data. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

- Digital copies of all hydrologic modeling (input and output) files for the 10-, 2-, 1-, and 0.2-percent-annual-chance storm events;
- Digital Summary of Discharges Tables presenting discharge data for the flooding sources for which hydrologic analyses were performed;
- Digital versions of draft text for inclusion in the FIS report;
- Digital versions of all backup data used in the analysis including work maps;
- Format Hydrology Database or Data Delivery consistent with the DCS–in the G&S; 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 as outlined in the approved QA/QC Plan.
- For GIS-based modeling, deliverables shall include all input and output data, intermediate data processing products, and GIS data layers.
- Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

Independent QA/QC Review of Hydrologic Analyses

Responsible Mapping Partner: NCFMP

Scope: The NCFMP shall perform an impartial review of the technical, scientific, and other information submitted by the NCFMP's contractors specific to the hydrologic analyses to ensure that the data and modeling are consistent with FEMA standards and standard engineering practice, and are sufficient to prepare the DFIRM. The NCFMP must ensure that independent QA/QC is performed and that organizational conflict of interest issues do not exist with respect to independent QA/QC processes. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. This work shall include, at a minimum, the activities listed below.

Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality. The NCFMP will be responsible for addressing any and all comments resulting from independent QC, including re-submittal of deliverables as needed to pass technical review.

- 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 the data readily available to FEMA; and
- If data changed during review, then updated deliverables for previous tasks will be submitted at this time.

Standards: All Independent QA/QC work shall be performed in accordance with the standards specified in Section 5 - Standards.

Deliverables: In accordance with the G&S, the NCFMP shall make the following products available to FEMA by uploading the digital data to the MIP. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule.

- 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.
- Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

Hydraulic Analyses

Responsible Mapping Partner: NCFMP

Scope: The NCFMP shall perform hydraulic analyses for approximately 1,628 miles of the flooding sources listed earlier in Table 1.1. The modeling will include the 10-, 2-, 1-, and 0.2-percent-annual-chance events based on peak discharges computed under Hydrologic Analyses. The hydraulic methods used for this analysis will include HEC-RAS and/or other FEMA approved models.

The NCFMP shall use the cross-section and field data collected during Field Survey and the topographic data collected during the Topographic Data Collection, when appropriate, to perform the hydraulic analyses. The hydraulic analyses will be used to establish flood elevations and regulatory floodways for the subject flooding sources.

The NCFMP shall use the FEMA CHECK-2 or CHECK-RAS checking program to verify the reasonableness of the hydraulic analyses. To facilitate the independent QA/QC review, the NCFMP shall provide explanations for unresolved messages from the CHECK-2 or CHECK-RAS program, as appropriate. In addition, the NCFMP shall address all concerns or questions regarding the hydraulic analyses that are raised by the independent QA/QC during the independent QA/QC review.

The NCFMP shall document automated data processing and modeling algorithms for GIS-based modeling and provide the data to FEMA for review to ensure these are consistent with the standards outlined above. Digital datasets are to be documented and before performing the hydraulic analyses to ensure the datasets meet minimum requirements. If non-commercial (i.e., custom-developed) software is used for the analyses, then the NCFMP shall provide full user documentation, technical algorithm documentation, and software to FEMA for review before performing the hydraulic analyses

Any flooding sources associated with a levee that are mapped as providing protection on effective FIRMs, but will not meet certification requirements for the new FIRMs, will require revised hydraulic analysis. This revised analysis should be done in accordance with the G&S, PMs 34, 43 and others that may be appropriate.

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

Deliverables: In accordance with the G&S, the NCFMP shall make the following products available to FEMA by request. A metadata file complying with the NFIP Metadata Profiles Specifications, must accompany the uploaded compliant digital data. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

- 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 Floodway Data Tables for each flooding source that is compatible with the DFIRM database;
- Digital hydraulic modeling (input and output) files;
- Digital tables 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;
- Format Hydraulic Database or Data Delivery consistent with the Data Capture Standards—in the G&S; 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 as outlined in the approved QA/QC Plan.
- 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;
- Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record. Appropriate leverage information includes who paid for the data and the amount of data used by the Flood Map Project.

Independent QA/QC Review of Hydraulic Analyses

Responsible Mapping Partner: NCFMP

Scope: The NCFMP shall perform an impartial review of the technical, scientific, and other information under Hydraulic Analysis to ensure that the data and modeling are consistent with FEMA standards and standard engineering practice, and are sufficient to revise the FIRM. The NCFMP must ensure that independent QA/QC is performed and that organizational conflict of interest issues do not exist with respect to independent QA/QC processes. FEMA may audit or assist in these activities if deemed to be

necessary by the Regional Project Officer. This work shall include, at a minimum, the activities listed below.

Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality. The NCFMP will be responsible for addressing any and all comments resulting from independent QC, including re-submittal of deliverables as needed to pass technical review.

- 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; and
 - Tie-in to upstream and downstream non-revised Flood Profiles.
- Use the CHECK-RAS program, as appropriate, to flag potential problems and focus review efforts.
- Maintain records of all contacts, reviews, recommendations, and actions and make the data readily available to FEMA.
- Maintain an archive of all data submitted for hydraulic modeling review. (All supporting data must be retained for three years from the date a funding recipient submits its final expenditure report to FEMA, and once the study is effective all associated data should be submitted to the FEMA library); and
- If data changed during review, then updated deliverables for previous tasks will be submitted at this time.

Standards: All Independent QA/QC work shall be performed in accordance with the standards specified in Section 5 - Standards.

Deliverables: In accordance with the G&S, the NCFMP shall make the following products available to FEMA by request. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule.

- A Summary Report that describes the findings of the independent QA/QC review;

- Recommendations to resolve any problems that are identified during the independent QA/QC review; and
- If the data changed during the Hydrologic and/or Hydraulic Analyses QA/QC process, then the updated and verified deliverables from these activities will be resubmitted at this time.

Coastal Flood Hazard Analyses

Responsible Mapping Partner: NCFMP

Scope: The NCFMP shall perform coastal flood hazard analyses for approximately 1,500 transects along 300 miles of shoreline from the Atlantic Ocean coastal flooding sources: wave setup, erosion, overland propagation of wave heights analyses, wave runup and Primary Frontal Dune (PFD).. In addition, the NCFMP shall address all concerns or questions regarding the Coastal Flood Hazard Analyses that are raised during the independent QA/QC review.

Specifically, the coastal flood hazard analysis will include the following subtasks:

Erosion and PFD Determination

Dune assessment and erosion will be performed following the 540 sq ft rule, as computed by FEMA's Coastal Hazard and Mapping Program (CHAMP). The primary frontal dune will be identified and assessed, using the LIDAR data, in order to determine the inland extent of the VE Zones at the landward toe of the dunes.

Overland Wave Height Analysis

The obstruction types identified during the Field Survey activity will be used as input in WHAFIS 3.0 to determine wave decay overland.

Wave Runup 2%

FEMA's Procedure Memorandum 37 (2005) establishes the need for higher wave runup elevations. The concept of the 2% wave runup (versus the mean wave runup previously calculated for FEMA studies) is introduced as the highest 2% of wave runups affecting the shoreline during the 100-year event. If high dunes or bluffs exist, their steeper profiles may cause wave runup to be greater than the calculated wave crest. Scaling or converting the RUNUP 2.0 model mean results to the 2% value or direct computation of the 2% wave runup using the SPM, AcES or TAW methods will be used to calculate runup.

Any flooding sources associated with a levee that are mapped as providing protection on effective FIRMs, but will not meet certification requirements for the new FIRMs, will require revised hydraulic analysis. This revised analysis should be done in accordance with the G&S, PMs 34, 43 and others that may be appropriate.

Standards: All Coastal Flood Hazard Analyses work shall be performed in accordance with the standards specified in Section 5 - Standards.

Deliverables: In accordance with the G&S, the NCFMP shall make available to FEMA the following products by request. A metadata file complying with the NFIP Metadata Profiles Specifications, must accompany the uploaded compliant digital data. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 - Technical and Administrative Support Data Submittal.

- Draft digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundaries, BFEs, and flood insurance risk zones;
- Digital wave envelope profiles for each transect representing the 1-percent-annual-chance stillwater elevation including setup wave crest or runup elevations, location of the heel of the PFD, and ground profile conditions including eroded dune profile;

- Digital versions of draft text for inclusion in the FIS report;
- Draft work maps showing each transect located accordingly;
- Digital coastal modeling (input and output files);
- Digital versions of any other supporting computations;
- All backup data used in the analyses;
- Coastal Hydrology Database or Data Delivery consistent with the G&S; 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 as outlined in the approved QA/QC Plan.
- Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

In addition, the NCFMP shall submit a coastal study technical documentation notebook with all backup data, description of methodology, and input and output files used in the analyses and mapping as discussed in the G&S.

Independent QA/QC Review of Coastal Hazard Analyses

Responsible Mapping Partner: NCFMP

Scope: The NCFMP shall perform an impartial review of the technical, scientific, and other information submitted by the NCFMP's contractors under Coastal Flood Hazard Analyses to ensure that the data and modeling are consistent with FEMA standards and standard engineering practice, and are sufficient to prepare the DFIRM. The NCFMP must ensure that independent QA/QC is performed and that organizational conflict of interest issues do not exist with respect to independent QA/QC processes. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. This work is to include, at a minimum, the activities listed below.

Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality. The NCFMP will be responsible for addressing any and all comments resulting from independent QC, including re-submittal of deliverables as needed to pass technical review.

- 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, if appropriate; and
 - Comparison with contiguous reaches or flooding sources.

- Maintain records of all contacts, reviews, recommendations, and actions and make the data readily available to FEMA.
- Maintain an archive of all data submitted for coastal modeling review. (All supporting data must be retained for three years from the date a funding recipient submits its final expenditure report to FEMA, and once the study is effective all associated data should be submitted to the FEMA library).

Standards: All Independent QA/QC work shall be performed in accordance with the standards specified in Section 5 - Standards.

Deliverables: In accordance with the G&S, the NCFMP shall make the following products available to FEMA by request. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule.

- A Summary Report that describes the findings of the independent QA/QC review.
- Recommendations to resolve any problems that are identified during the independent QA/QC review.
- If the data changed during the QA/QC process, then the updated deliverables from the Coastal Flood Hazard Analyses will be resubmitted at this time.

Floodplain Mapping

Responsible Mapping Partner: NCFMP

Scope for Detailed Riverine or Coastal Analysis: The NCFMP shall delineate the 1- and 0.2-percent-annual-chance floodplain boundaries and the regulatory floodway boundaries (if required) and any other applicable elements for the flooding sources for which detailed hydrologic, hydraulic, and/or coastal analyses were performed. The NCFMP shall incorporate all new or revised hydrologic, hydraulic, and/or coastal modeling and shall use the topographic data acquired under Topographic Data Development to delineate the floodplain and regulatory floodway boundaries on a digital work map.

Scope for Non-revised Areas: the NCFMP shall maintain the information shown on the effective FIRM and FBFM panels for all incorporated and unincorporated areas of the Counties listed in Tables 1.1a and 1.1b in digital format in conformance with FEMA DFIRM specifications. The NCFMP shall use the acquired base map for the new DFIRMs. The NCFMP shall maintain effective data on up to 1,802 DFIRM panels, as needed. The NCFMP shall not digitize the flood theme for those segments of flooding sources for which updated flood data will be developed. It is estimated that 1,802 county-wide DFIRM panels will be produced by the NCFMP.

Scope for Merging Revised and Non-Revised Information: Upon completion of the floodplain mapping activities for the revised and non-revised areas, the NCFMP shall merge the digital floodplain data into a single, updated DFIRM. This work is to include tie-in of flood hazard information for areas that were not studied as part of the Flood Map Project documented in this MAS. The NCFMP also shall tie in the revised and non-revised Flood Profiles, floodplain boundaries, coastal gutters, and regulatory floodway boundaries with contiguous communities that were not studied as part of the Flood Map Project

documented in this MAS. The NCFMP shall coordinate with FEMA and any additional Mapping Partners responsible for other components of Floodplain Mapping, as necessary, to resolve any potential tie-in issues.

The NCFMP shall incorporate the results of all effective Letters of Map Change (LOMCs) for all affected communities on the DFIRM. Also, the NCFMP shall address all concerns or questions regarding Floodplain Mapping that are raised by the independent QA/QC review.

Standards: All Floodplain Mapping work shall be performed in accordance with the standards specified in Section 5 - Standards. Mapping quality standards must be consistent with PM 38, dated October 17, 2007. The NCFMP will perform self-certification audits for the Floodplain Boundary Standards, as described in PM 38 and all subsequent revisions, for all flood hazard areas. The NCFMP may expand on the approaches for analyzing Zone A areas outlined in G&S 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 and approved by the FEMA Regional Project Officer before analysis and mapping begin.

The NCFMP assigned the floodplain mapping task will complete all activities pertaining to levees in accordance with the G&S, PMs 34, 43 and others that may be appropriate.

Deliverables: In accordance with the G&S, and upon completion of floodplain mapping for the counties listed in Tables 1.1a and 1.1b, The NCFMP shall make the following products available to FEMA by request. A metadata file complying with the NFIP Metadata Profiles Specifications, must accompany the compliant digital data. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal. The mapping for the remaining flooding sources including any non-revised digital panels and all merged revised and non-revised floodplain mapping data is to be submitted for the Independent QA/QC review at the completion of this activity.

This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule.

- Digital work map showing the Coastal High Hazard Area (V zone) delineated along Atlantic Ocean shorelines, transect locations, 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone designation labels, gutters, PFD, and all applicable base map features;
- Draft DFIRM database prepared in accordance with the requirements in G&S;
- Digital versions of input and output for any computer programs that were used consistent with the DCS—in the G&S;
- 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 as outlined in the approved QA/QC Plan;
- Any backup or supplemental information including supporting calculations and assumptions used in the mapping required for the independent QA/QC review of Hydrologic, Coastal and /or Hydraulic Analyses and Floodplain Mapping consistent with the DCS—in the G&S;
- An explanation for the use of existing topography for the studied reaches, if appropriate.
- Written summary of the analysis methodologies;

- Digital versions of draft FIS report, Floodway Data Tables and updated profiles including all profiles and tables converted appropriate datum, as well as any other necessary items for the finalization of the preliminary FIS;
- If automated GIS-based models are applied, all input data, output data, intermediate data processing products, and GIS data layers shall be submitted consistent with the DCS—in the G&S;
- Where paper documentation is required by State Law for Professional certifications, you may submit the paper in addition to a scanned version of the paper for the digital record.

Independent QA/QC Review of Floodplain Mapping

Responsible Mapping Partner: NCFMP

Scope: The NCFMP shall perform an impartial review of the floodplain mapping submitted by the NCFMP's contractors under Floodplain Mapping to ensure that the results of the analyses performed are accurately represented, the redelineation of existing data on new, updated topography is appropriate, and to ensure that the new DFIRM panels accurately represent the information shown on the effective FIRMs and FBFMs for the unrevised areas that are mapped. The NCFMP must ensure that independent QA/QC is performed and that organizational conflict of interest issues do not exist with respect to independent QA/QC processes. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. This work shall include, at a minimum, the activities listed below.

Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality. The NCFMP will be responsible for addressing any and all comments resulting from independent QC, including re-submittal of deliverables as needed to pass technical review.

- Review the Summary of Stillwater Elevations and Transect Data tables for agreement with the coastal modeling results.
- Review the coastal transects for proper location and orientation on the work maps and agreement with the Transect Descriptions table. Ensure that the transects on the work maps extend to the inland limit of the coastal modeling results used for mapping.
- Review the cross sections for proper location and orientation on the work map and agreement with the Floodway Data Table.
- Review the BFEs and coastal flood zones (both Zones VE and Zones AE) shown on the work map for proper location and agreement with the results of the coastal 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 PFD and Zone VE/Zone AE boundary delineations to ensure that the PFD delineation is coincident with, or seaward of, the Zone VE/Zone AE boundary.
- Review the floodplain widths at cross sections as shown on the work maps to ensure the data matches the Floodway Data Table.
- Review the floodplain boundaries as shown on the work maps to ensure the data matches the Flood Profiles.

- For non-revised floodplain areas, the 1- and 0.2-percent-annual-chance floodplain boundaries agree with the floodplain boundaries shown on the FIRM, the contour lines, other topographic information, and planimetric information shown on the DFIRM base.
- Road and floodplain relationships are maintained for all unrevised areas.
- Review the flood insurance risk zones as shown on the work maps to ensure the data are labeled properly.
- Review the DFIRM mapping files to ensure the data were prepared in accordance with the requirements in G&S.
- Review the metadata files to ensure the data includes all required information shown in the NFIP Metadata Profiles Specifications.

Standards: All Independent QA/QC work shall be performed in accordance with the standards specified in Section 5 - Standards.

Deliverables: In accordance with the G&S, the NCFMP shall make the following products available to FEMA by request. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule.

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

Develop Draft DFIRM Database

Responsible Mapping Partner: NCFMP

Scope: The NCFMP shall prepare the database in accordance with the NC DFIRM Database requirements. The NCFMP shall coordinate with appropriate Mapping Partners, as necessary, to resolve any problems that are identified during development of the DFIRM Database.

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

Deliverables: In accordance with G&S, the NCFMP shall make the following products available to FEMA by request. Additionally, the Technical Support Data Notebook format described in G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

- DFIRM database files prepared in accordance with the requirements in G&S and in the required format(s) and
- A metadata file complying with the FEMA NFIP Metadata Profile Specifications.

Produce Preliminary Map Products

Responsible Mapping Partner: NCFMP

Scope: The NCFMP shall apply the final FEMA DFIRM graphic and database specifications to the DFIRM files produced under Floodplain Mapping. This work shall include adding all required annotation, line pattern, area shading, and map collar information (e.g., map borders, title blocks, legends, notes to user). The NCFMP will be preparing the database for this project in the Standard format. The Enhanced database is the preferred product as it is prepared to incorporate a full GIS database product for this study. The database shall be produced in accordance with the G&S. The NCFMP shall coordinate with those Mapping Partners responsible for Floodplain Mapping and/or Redelineation, as necessary, to resolve any problems that are identified during development of the DFIRM Database and graphics.

Preliminary Summary of Map Actions (SOMA) Preparation: The NCFMP 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 DFIRM Database work shall be performed in accordance with the standards specified in Section 5 - Standards. All work must pass the automated and visual "National QA/QC" reviews prior to the distribution of the preliminary copies of the DFIRM and FIS report and the Preliminary SOMA.

Deliverables: In accordance with the G&S, the NCFMP shall make the following products available to FEMA by request. A metadata file complying with the NFIP Metadata Profiles Specifications, must accompany the compliant digital data. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 - Technical and Administrative Support Data Submittal.

This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule.

- Preliminary DFIRM database or revised Preliminary DFIRM database prepared in accordance with the requirements in G&S;
- FIS Report and the Preliminary SOMA prepared using the SOMA Tool on the MIP.
- 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 as outlined in approved QA/QC Plan.
- Passing Quality Review report

Independent QA/QC Review of Produce Preliminary Map Products

Responsible Mapping Partner: NCFMP

Scope: Upon completion of the floodplain mapping and redelineation activities, the NCFMP shall perform an impartial review of the DFIRM spatial database to determine if it meets current FEMA database specifications. In addition, the NCFMP shall review the DFIRM to ensure it meets current FEMA graphic specifications. The NCFMP shall coordinate with other Mapping Partners, as necessary, to resolve any problems identified during this QA/QC review. The NCFMP must ensure that independent QA/QC is performed and that organizational conflict of interest issues do not exist with respect to independent QA/QC processes. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer.

Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality. The NCFMP will be responsible for addressing any and all comments resulting from independent QC, including re-submittal of deliverables as needed to pass technical review.

This work shall ensure that the requirements below are met.

- All required DFIRM features are accurately and legibly labeled and following the examples shown in the FEMA DFIRM specifications. This includes all flood insurance risk zones, BFEs, gutters, cross sections, transects, studied streams and shorelines, 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 G&S.
- All map collar information is complete, correct, and follows the requirements specified in G&S.
- Preliminary DFIRM database is in a GIS file and database format as specified in FEMA's G&S, and conform to those specifications for content and attribution.
- DFIRM database files are in one of the database formats specified in FEMA's G&S, and conform to those specifications for content and attribution.

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

Deliverables: In accordance with the G&S, the NCFMP shall make the following products available to FEMA by request. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

This submittal will occur in accordance with the schedule outlined in Section 6 – Schedule.

- 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.

- If the data changed during the QA/QC process, then the updated deliverables from Floodplain Mapping and Redelineation will be resubmitted at this time.

Distribute Preliminary Map Products

Responsible Mapping Partners: NCFMP

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

Preliminary Transmittal Letter Preparation: The NCFMP shall prepare letters and 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. This letter may be prepared for FEMA only or for signature by FEMA and the NCFMP.

Distribution of Preliminary DFIRM and FIS Report: The NCFMP 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 NCFMP shall use the BFEs on the Web tool in accordance with PM 44 to create BFE notices for studies that result in new or modified BFEs. The NCFMP shall prepare the BFE determination letters as well as the news release notifications of BFE changes for all affected communities. The NCFMP shall perform QA/QC reviews of the notices for accuracy and compliance with FEMA format requirements. The NCFMP shall file the notifications for later submittal to FEMA for review.

Standards: All Preliminary Map Products work shall be performed in accordance with the standards specified in Section 5 - Standards. Mapping quality standards must be consistent with PM 38, dated October 17, 2007. Preliminary DFIRM Maps shall pass the QRs, as outlined in PM 42, before this activity is completed and the maps are issued Preliminary.

Deliverables: In accordance with the G&S, the NCFMP shall make the appropriate deliverables available to FEMA by request. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule. Preliminary transmittal letters shall be prepared and transmitted. These letters and any additional letters requested by FEMA shall be prepared in accordance with the current version of the FEMA *Document Control Procedures Manual* and in conjunction with Guidance provided by the Region and/or its contractor.

- 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.

- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the final preparation of the preliminary DFIRM shall be provided as outlined in the approved QA/QC Plan.
- The NCFMP will submit a summary of outreach activities and any changes made in the outreach approach based on the actual implementation.

Post-Preliminary Processing

Responsible Mapping Partners: NCFMP and FEMA

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

Community Coordination Meeting: If a community coordination meeting is required it is recommended that it be held within 60 days of the issuance of the Preliminary DFIRM and, the NCFMP shall arrange for and verify that the following activities are completed:

- Establish invitee list,
- Schedule meeting date and place,
- Complete and Distribute Meeting Notice/Letter,
- Record Meeting Minutes, and
- Identify any/all communities with BFE changes for required appeal period.

Initiation of Statutory 90-Day Appeal Period: When required, upon completion of a 30-day community comment period and/or final coordination meeting with the affected communities, the NCFMP shall arrange for and verify that the following activities are completed in accordance with the current version of the FEMA G&S, appropriate PMs and Document Control Procedures Manual:

- Proposed BFE determination letters are sent to the community CEOs and floodplain administrators.
- Ensure that news release notifications of BFE changes are published in prominent newspapers with local circulation in accordance with 44 CFR.
- The NCFMP shall prepare the appropriate notices (Proposed Rules) that are to be published in the *Federal Register*. The NCFMP shall then deliver those notices to FEMA for publication.
- When the NCFMP holds public meetings to present and discuss the results of this Flood Map Project, FEMA may attend the meetings and assist where possible, if requested.

Resolution of Appeals and Protests: The NCFMP shall review and resolve appeals and protests received during the 90-day appeal period. For each appeal and protest, the following activities shall be conducted as appropriate:

- Initial processing and acknowledgment of submittal;
- Technical review of submittal;
- Preparation of letter(s) requesting additional supporting data;
- Performance of revised analyses; and
- Preparation of a draft resolution letter for signature with FEMA and revised DFIRM and FIS report materials for FEMA review.

The NCFMP shall mail all associated correspondence upon authorization by FEMA.

Preparation of Special Correspondence: The NCFMP shall support FEMA in responding to comments not received within the 90-day appeal period (referred to as “special correspondence”) including drafting responses for FEMA review when appropriate and finalizing responses for co-signature. The NCFMP also shall mail the final correspondence (and enclosures, if appropriate) and distribute appropriate copies of the correspondence and enclosures upon receipt of authorization from FEMA.

Revision of FIRM and FIS Report: If necessary, the NCFMP shall work together with FEMA to revise the DFIRM and FIS report and shall distribute revised Preliminary copies of the DFIRM and FIS report to the CEO 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: The NCFMP shall prepare Final SOMAs for the affected communities with assistance from FEMA, as appropriate.

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

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

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

Revalidation Letter Processing: the NCFMP shall prepare and distribute letters for FEMA signature to the community CEOs and floodplain administrators to notify the affected communities about LOMCs for which determinations will remain in effect after the DFIRM and FIS report become effective.

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

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

Deliverables: In accordance with the G&S, the NCFMP shall make the following products available to FEMA by uploading the digital data to the MIP per the Memorandum of Agreement titled "NCFMP Mapping Information Platform Reporting". A metadata file complying with the NFIP Metadata Profiles Specifications, must accompany the compliant digital data. Additionally, the TSDN format described in the G&S must be delivered in accordance with Section 2 – Technical and Administrative Support Data Submittal.

This submittal will occur in accordance with the schedule outlined in Section 6 - Schedule.

- 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 (if applicable) and final FIS report materials including all updated data tables and Flood Profiles;
- Paperwork for the final DFIRM and FIS report materials;
- Transmittal letters for the printed DFIRM and FIS report;
- LOMC Revalidation Letters, if appropriate;
- Completed, organized, and archived technical and administrative support data; and
- Completed, organized, and archived case files and flood elevation dockets.

SECTION 2—TECHNICAL AND ADMINISTRATIVE SUPPORT DATA SUBMITTAL

The 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 MAS shall be submitted in the TSDN format in accordance with the FEMA G&S. Table 2.1 Mapping Activities and Applicable TSDN Sections 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 the G&S.)

Table 2.1- Mapping Activities and Applicable TSDN Sections

TSDN Section	Mapping Activities													
	Scoping	Field Survey	Topo Data	QA/QC of Topo	Base Map	Hydrology/Coastal	QA/QC of Hydrology/Coastal	Hydraulic Analysis	QA/QC of Hydraulics	Flood-plain Mapping (and Re-delineation)	QA/QC of FP Mapping	DFIRM Database	Preliminary Map Products	Post-Preliminary
General Documentation														
Special Problem Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Telephone Conversation Reports	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
General Correspondence	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			

TSDN Section	Mapping Activities													
	Scoping	Field Survey	Topo Data	QA/QC of Topo	Base Map	Hydrology/Coastal	QA/QC of Hydrology/Coastal	Hydraulic Analysis	QA/QC of Hydraulics	Flood-plain Mapping (and Re-delineation)	QA/QC of FP Mapping	DFIRM Database	Preliminary Map Products	Post-Preliminary
Key to Cross-Section Labeling	X	X			X	X	X	X	X	X				
Key to Transect Labeling	X	X			X	X	X	X	X	X				
Draft FIS Report	X				X	X	X	X	X					
Mapping Information	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

SECTION 3—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 NCFMP in accordance with the provisions of the Partnership Agreement dated September 15, 2000. If these mapping activities are terminated, all products produced to date must be returned and updated into the MIP and the remaining funds from uncompleted activities, provided by FEMA for this MAS, will be returned to FEMA.

SECTION 4—FUNDING/LEVERAGE

FEMA is providing funding, in the amount of _____ to the NCFMP for the completion of this Flood Map Project. The NCFMP shall provide any additional resources required to complete the assigned activities for this Flood Map Project. During the scoping process, additional needs may be identified. Activities associated with any additional needs would be performed based on availability of additional funds. The leverage listed below does not include in-kind services and blue book values for acquired information (i.e. base map data, hydrologic and hydraulic analyses, etc.). These values should also be reported in the MIP by the appropriate task owner. The current Blue Book is dated November 2006 and can be downloaded from FEMA's Information Resource Library at <http://www.fema.gov/library/index.jsp>. The NCFMP shall complete Table 4.1 Contribution and Leverage.

Table 4.1 Contribution and Leverage

Project Task	FEMA Contribution	Partner Contribution	% Partner Leverage	Total Project Cost
TOTAL FUNDING AMOUNTS				

Leverage dollars or units shall be entered as applicable within the Manage Data Development task in the MIP workflow.

SECTION 5—STANDARDS

The standards relevant to this MAS are provided in Tables 5-1 Applicable Standards for Project Activities and 5-2 Project Activities and Applicable Portions of FEMA Guidelines and Specifications. Information on the correct volume and appendix of the G&S to be referenced for each mapping activity are summarized in Table 5-2 for convenience. However, all mapping partners working on a Flood Map Project are responsible for complying with all appropriate requirements in FEMA's G&S including the Final Draft Guidelines for Coastal Flood Hazard Analysis and Mapping for the Pacific Coast of the United States and Atlantic Ocean and Gulf of Mexico Coastal Guidelines Update Final Draft (February 2007), collectively referred to as "Coastal Guidelines Updates", and related PMs published by FEMA as of the date of this agreement.

These guidelines may be downloaded from the FEMA Flood Hazard Mapping website at http://www.fema.gov/plan/prevent/fhm/dl_cgs.shtm. The Geospatial Data Coordination Policy and the Geospatial Data Coordination Implementation Guide are located at <https://hazards.fema.gov> under "Tools & Links."

Table 5-1. Applicable Standards for Project Activities

Applicable Standards	Activities																
	Scoping	Field Survey	Topo Data	QA/QC Topo Data	Base Map	Coastal	QA/QC Coastal	Hydrology	QA/QC Hydrology	Hydraulic Analysis	QA/QC of Hydraulic Analysis	Floodplain Mapping (inc. Redelineation)	QA/QC Flood-plain Mapping	DFlRM Dbase	QA/QC DFlRM Database	Preliminary Map Products	Post-Preliminary Processing
<i>Guidelines and Specifications for Flood Hazard Mapping Partners and Procedure Memorandums</i>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FEMA's Geospatial Data Coordination Policy	X		X		X												
FEMA's Geospatial Data Coordination Implementation Guide	X		X		X												
Engineer Manual 1110-2-1003, <i>Hydrographic Surveys</i> (USACE), January 1, 2002	X	X															

Applicable Standards	Activities																
	Scoping	Field Survey	Topo Data	QA/QC Topo Data	Base Map	Coastal	QA/QC Coastal	Hydrology	QA/QC Hydrology	Hydraulic Analysis	QA/QC of Hydraulic Analysis	Floodplain Mapping (inc. Redefinition)	QA/QC Flood-plain Mapping	DFIRM Dbase	QA/QC DFIRM Database	Preliminary Map Products	Post-Preliminary Processing
"Numerical Models Accepted by FEMA for NFIP Usage," Updated April 2003	X					X	X	X	X	X		X	X	X	X	X	X
NFIP Metadata Profile Specifications	X		X	X												X	X
Document Control Procedures Manual	X								X								
44 Code of Federal Regulations Parts 65, 66 and 67	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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

Activity Description	Applicable Volume, Section/Subsection, and Appendix
Scoping	Volume 1 Appendix I Scoping Report document 44 Code of Federal Regulations Part 66 and 67
Outreach	Volume 1 Appendix I
Field Survey	Volume 1 Appendices A, B, C, F, and M
Topographic Data Development and Independent QA/QC Review of Topographic Data	Volume 1, Appendices A and M
Base Map Acquisition and Preparation And Independent QA/QC Review of Base Map	Volume 1 Appendices A, K, L, and M
Hydrologic Analyses and Independent QA/QC Review of Hydrologic Analyses	Volume 1 Appendices A, C, E, F, G, H, and M
Hydraulic Analyses and Independent QA/QC Review of Hydraulic Analyses	Volume 1 Appendices A, B, C, E, F, G, H, and M
Coastal Hazard Analyses and Independent QA/QC of Coastal Hazard Analyses	Volume 1

Activity Description	Applicable Volume, Section/Subsection, and Appendix
	Appendices A, B, C, D, H, and M Coastal Guidelines Updates
Floodplain Mapping and Independent QA/QC Floodplain Mapping (including Redelineation/Digitization)	Volume 1 Appendices C, D, E, F, G, H, K, L, and M
Produce Preliminary Map Products and Independent QA/QC Review of Produce Preliminary Map Products	Volume 1 Appendices K, L, and M
Distribute Preliminary Map Products and Independent QA/QC Review of Distribute Preliminary Map Products	Volume 1 Appendices J, K, L, and M
Post-Preliminary Processing	Volume 1 Appendices J, K, L, and M

SECTION 6— SCHEDULE

The activities documented in this MAS shall be completed in accordance with Table 6.1 Mapping 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 6.1 Mapping Activities Schedule

ACTIVITIES	RESPONSIBLE PARTNER(S)	Date Due (Days from Notice to Proceed)
Scoping	NCFMP & FEMA	180
Field Surveys	NCFMP	240
Topographic Data Development	NCFMP	240
Independent QA/QC Review of Topographic Data	NCFMP	300
Base Map Acquisition	NCFMP	180
Independent QA/QC Review of Base Map	NCFMP	240
Hydrologic Analyses	NCFMP	390
Independent QA/QC Review of Hydrologic Analyses	NCFMP	450
Hydraulic Analyses <ul style="list-style-type: none"> • Levee Evaluation (as appropriate) 	NCFMP	540
Independent QA/QC Review of Hydraulic Analyses	NCFMP	600
Coastal Flood Hazard Analyses	NCFMP	540
Independent QA/QC Review of Coastal Hazard Analyses	FEMA	600
QA/QC Review of Coastal Hazard Analyses (Int. Sub. 4)	FEMA	630
Floodplain Mapping: Detailed Riverine or Coastal Analysis	NCFMP	720
Floodplain Mapping: Refinement or Creation of Zone A	NCFMP	720
Floodplain Mapping: Merging Revised and Unrevised Areas	NCFMP	720
Independent QA/QC Review of Floodplain Mapping	NCFMP	780

ACTIVITIES	RESPONSIBLE PARTNER(S)	Date Due (Days from Notice to Proceed)
QA/QC Review of Coastal Floodplain Mapping (Int. Sub 5)	FEMA	810
Develop Draft DFIRM Database	NCFMP	990
Produce Preliminary Map Products (including Graphic Specifications)	NCFMP	990
Independent QA/QC Review of Produce Preliminary Map Products	NCFMP	1,050
Distribute Preliminary Map Products	NCFMP	1,090
Post-Preliminary Processing	NCFMP & FEMA	1,300

‡ - Pre-scoping and scoping are for counties to be funded in 2020 fiscal year..

The NCFMP shall update the MIP workflow tasks with schedule and cost information within 30 days once funds are awarded and on a monthly basis thereafter.

SECTION 7—CERTIFICATIONS

Data Capture Standards

- **DCS Certification Form:** FEMA-funded data development tasks must be certified using the DCS Certification form provided in revised version of Appendix M. A PDF of the form with the signature, data, and seal affixed to the form must be submitted digitally. This form must be signed by a registered Professional Engineer (or Surveyor if appropriate) from the firm contracted to perform the work, or by the responsible official of a government agency. A digital version of this form is available at www.fema.gov.

Field Surveys and Topographic Data Development

A Registered Professional Engineer or Licensed Land Surveyor shall provide an accuracy statement for field surveys and/or topographic data used and shall certify these data meet the accuracy statement provided. Data accuracy should be stated used the Federal Geographic Data Committee National Standards for Spatial Data Accuracy, but the American Society for Photogrammetry and Remote Sensing accuracy reporting standards are acceptable.

Base Map Acquisition and Preparation

- A community official or responsible party shall provide written certification that the digital data meet FEMA minimum standards and specifications.
- The responsible Mapping Partner shall provide documentation that the digital base map can be used by FEMA. Please note that uploading base map data to the MIP does not constitute agreement that the digital base map can be used by FEMA. Documentation that the digital base map can be used by FEMA is still required.
- Certifications must be made at the time the intermediate data is submitted. For example, if hydrologic data is submitted, certification will be required at the time it is submitted.

Hydrologic Analyses, Hydraulic Analyses, Coastal Analyses, and Floodplain Mapping

- A Registered Professional Engineer shall certify hydrologic and hydraulic and coastal analyses and data in accordance with 44 CFR 65.6(f).
- Any levee systems to be accredited will be certified in accordance with 44 CFR 65.10.

SECTION 8—TECHNICAL ASSISTANCE AND RESOURCES

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

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

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

Assistance with the MIP may be requested at miphelp@mapmodteam.com.

SECTION 9—CONTRACTORS (CTP)

The NCFMP intends to use the services of contractors for this Flood Map Project. The NCFMP shall ensure that the procurement for all contractors used for this Flood Map Project complies with the requirements of 44 CFR 13.36.

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

SECTION 10—REPORTING

Financial Reporting: Because funding has been provided to the NCFMP by FEMA, financial reporting requirements for the NCFMP will be in accordance with Cooperative Agreement Articles. The NCFMP shall also refer to 44 CFR 13.41.

The NCFMP 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. The NCFMP 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.

The NCFMP may meet with its contractor and/or FEMA 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 the NCFMP office and conference calls, as necessary.

Earned Value Reporting: The MIP Workflow is designed to track the Earned Value of mapping projects. This information is automatically calculated by the MIP, using the Actual cost and schedule of work performed, or “actuals” and comparing them to the expected cost and schedule of work performed, or “baseline”.

Once the FEMA Regional office has funded a project, FEMA will complete the “Obligate Project Funds” screen in the MIP. This step establishes the baseline for the project in the MIP, using the cost and schedule information for each task as outlined in this document and agreed to at the completion of the scoping process.

The MIP study workflow allows the NCFMP to report on the status of these projects at a task level. The cost and schedule information, updated by the the NCFMP for each contracted task, is compared to the baseline established for those tasks. This information is rolled up to a project level and monitored by the FEMA Region to assess progress and Earned Value.

Earned Value reporting involves the reporting of cost, schedule and performance (physical percent complete) in the MIP by the the NCFMP.

Once the baseline has been established in the MIP, the the NCFMP shall input the performance and actual cost to date for each contracted task for each project. This must be completed at minimum every thirty days and at the completion of the task. The "As of" date must be updated not less than every thirty days even if the reported percent complete and money spent have not changed from previous month. When a task is completed, including all QA/QC activities in this MAS plus the Quality Control Reviews established the NCFMP's exemption to PM 42 (see SECTION 1 – OBJECTIVE AND SCOPE herein), the NCFMP shall enter 100% complete, enter the actual completion cost, and the actual completion date within the Manage Data Development, Manage Preliminary Map Production, or Manage Post Preliminary Processing, as applicable.

The Project Officer, as needed, may request additional information on status on an ad hoc basis.

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:

<Add/delete/modify information, as necessary>

- Meetings, teleconferences, and video conferences with FEMA and other Project Team members quarterly Issues Meeting and bi-annual CTS Committee Meetings;
- Telephone conversations with FEMA and other Project Team members on a scheduled basis including weekly NCFMP Core Group Meetings and bi-weekly NCFMP Contractor's meetings and an ad hoc basis, as required;
- Updates to the MIP and other FEMA status information systems in accordance with requirements in the Memorandum of Agreement between the FEMA and the NCFMP titled "NCFMP Mapping Information Platform Reporting"; and
- E-mail, facsimile transmissions, and letters, as required.

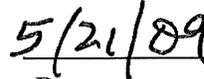
SECTION 12—POINTS OF CONTACT (CTP)

The points of contact for this Flood Map Project are Laura Algeo, the FEMA Regional Project Officer; John K. Dorman, the Project Director for the NCFMP; 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.

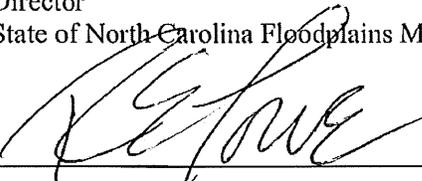
Each party has caused this MAS to be executed by its duly authorized representative.



John K. Dorman
Director
State of North Carolina Floodplains Mapping Program



Date



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



Date

