

**Suwannee River Water Management District**  
**COOPERATING TECHNICAL PARTNERS**  
**PROGRAM MANAGEMENT COOPERATIVE AGREEMENT**  
**SCOPE OF WORK**  
**PM MAS No. 10-07p**

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In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated December 25, 2002 between the Suwannee River Water Management District (SRWMD) and the Federal Emergency Management Agency (FEMA), Program Management Mapping Activity Statement (PM MAS) No. 10-07p is as follows:

**I.1 SECTION 1—OBJECTIVE AND SCOPE**

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

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

- Suwannee River Water Management District;
- Contractor to be determined.

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

1. State and Local Business Plans and/or Updates (required)

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

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

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

Responsible Mapping Partner: SRWMD

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

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

Deliverables:

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

### **Global Program Management**

Responsible Mapping Partner: SRWMD

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

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

The SRWMD and/or its contractors will work with the FEMA Regional Office during the initiation of this activity to determine a Program Management Plan for implementation.

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

Deliverables: The SRWMD and/or its contractors shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 5 – Schedule.

- 1) Items as agreed in the Program Management Plan developed with the FEMA Regional Office during initiation of this activity.

## Outreach

Responsible Mapping Partner: SRWMD

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

The overarching goal for conducting outreach is to create a climate of understanding and ownership of the mapping process at the State and local levels. Well-planned outreach activities can reduce political stress, confrontation in the media, and public controversy, which can arise from lack of information, misunderstanding, or misinformation. These outreach activities also can assist FEMA and other members of the Project Management Team (PMT) in responding to congressional inquiries. SRWMD and/or its contractors plans to continue Outreach activities to fulfill its strategy to educate communities on the necessary standards and benefits of developing better flood risk information.

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

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

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

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

Deliverables: Upon determination of an Outreach and Coordination Approach, the SRWMD and/or its contractors shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4 – Standards:

- 1) A report detailing outreach and coordination activities
- 2) Backup or supplemental information used in writing this report
- 3) Outreach activities must be described in detail in the next business plan update
- 4) Update SRWMD's website

### Providing Training to State and Local Officials

Responsible Mapping Partner: SRWMD

Scope: Identify affected communities and provide RiskMAP training to State and Local Officials.

Standards: Coordinate with Regional Project Officer to ensure that training complies with Region's standards.

Deliverables: The SRWMD and/or its contractors shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4– Schedule.

- 1) Coordinate and/or administer training for Communities affected by the proposed DFIRM updates regarding RiskMAP, the Community Rating System, and Flood Insurance:
  - a) SRWMD and/or its contractors will determine target audience.
  - b) SRWMD and/or its contractors will advertise to and confirm training participants.
  - c) SRWMD and/or its contractors will determine training facility.
  - d) SRWMD and/or its contractors will provide training materials.
  - e) SRWMD and/or its contractors will provide training instructors.
  - f) SRWMD and/or its contractors will provide list of participants and evaluations to FEMA.
  - g) SRWMD and/or its contractors will follow-up with participants on unresolved issues.

### **Staffing**

Responsible Mapping Partner: SRWMD

Scope: Currently SRWMD has 1 Senior Professional Engineer (SPE) staffed as the CTP Program Manager, 1 SPE performing Technical Engineering & Mapping Review, 2 GIS Coordinators working with local partners to maintain mapping technology information gathering (Outreach) and maintain in house capabilities (Office Support), 1 Administrative Assistant Finance maintaining quarterly reports and billings, 1 Director of Governmental Affairs working with local agencies (Outreach), 1 Public Information Officer to coordinate information release to our partners and public (Outreach), 1 Department Director and 1 Executive Director providing Program Oversight (Office Support).

Standards: All Staffing activities work shall be performed in accordance with the standards specified in Section 4 - Standards.

Deliverables: The SRWMD and/or its contractors shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4 – Schedule. One staff will attend regional mapping meetings hosted by FEMA Regions.

- 1) Maintain nine staff; potentially utilize seven current personnel to support CTP program activities.

**Table 1.1 Identify Percentage of Time Spent on Activities**

Staff positions funded under this task	Technical Engineering and Mapping (%)	Hazard Mitigation (%)	Risk Assessment (%)	Outreach (%)	Program Management and Overseeing Contracts (%)	Office Support	Total (%) (not to exceed 100% per employee)
CTP Program Manager Sr. Prof. Engr.				10	90		100
GIS Coordinator x 2				6		4	10
Sr. Prof. Engr.	5						5
Administrative Assistant Finance						2	2
Director of Governmental Affairs				10			10
Public Information Officer				10			10
Department Director						1	1
Executive Director						0.5	0.5

**Pilot Projects**

Responsible Mapping Partner: SRWMD

Scope: None at this time.

Standards: All Pilot Project activities work shall be performed in accordance with the standards specified in Section 4 or as specified below.

Deliverables: The SRWMD and/or its contractors shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 5 – Schedule.

Add deliverables here

1. The Mapping Partner shall maintain an archive of all data submitted.

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

The mapping activities outlined in this MAS will be completed as specified in the Agreement Articles of the Cooperative Agreement. The Mapping Activities may be terminated at the option of FEMA or SRWMD in accordance with the provisions of the Partnership Agreement dated December 25, 2002. If these mapping activities are terminated, all products produced to date must be returned and the remaining funds from uncompleted activities, provided by FEMA for this MAS, will be returned to FEMA.

## **I.3 SECTION 3—FUNDING/LEVERAGE**

FEMA is providing funding, in the amount of \_\_\_\_\_ to SRWMD for the completion of this Program Management Activity. SRWMD shall provide any additional resources required to complete the assigned activities for this Program Management Activity. The leverage listed below is based on Blue Book values or actual costs where Blue Book values don't exist. The actual costs are based on the staffing contribution from SRWMD. Staffing costs are 100% covered out of SRWMD agency funds; and not covered by the FEMA grant. Estimated total staffing cost (hours listed under staffing) for one year distributed across the total of FEMA grants for the Fiscal Year = 10.5%. The current Blue Book is dated January 2009 and can be downloaded from FEMA's Information Resource Library at <http://www.fema.gov/library/viewRecord.do?id=2473>.

### Special Projects – Description to accompany Table 3.1:

Item 4: Web tools for program management, education and outreach.

Web tool development is to address the following goals:

- Clearly communicate RiskMAP goals and processes to stakeholders and communities in the local context with access to the current effective data.
- Provide one-stop access for the community, community leaders, and flood plain managers, to all aspects of the RiskMAP program, as well as announcements, calendars, and progress milestones, customized to roles and local needs.
- Implement GIS Web services to provide widespread access to RiskMAP data, improved risk analysis reporting and generate reports consistent with RiskMAP goals and data sets.
- Program Management site to facilitate management, scheduling, and information sharing for multiple projects over multiple years.

**Table 3.1 Contribution and Leverage**

a	b	c	d	e	f
2	Project Task	FEMA Contribution (\$)	Partner Contribution (\$)	Total Task Cost (\$)	Ratio of Partner Contribution to Total Project Cost (%)
3	Cooperating Technical Partner Program Management Activities				
4	Special Projects: WEB Tools – Education and Outreach				
5					
6					
7					
8	Total funding amounts				

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

## I.4 SECTION 4—STANDARDS

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

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

## I.5 SECTION 5—SCHEDULE

The activities documented in this MAS shall be completed in accordance with Table 5.1 Program Management Activities Schedule. If changes to this schedule are required, the responsible Mapping Partner shall coordinate with FEMA and the other Mapping Partners in a timely manner. Please also identify to whom the products associated with each task are to be submitted to (i.e., the MIP, FEMA Regional Office, etc.).

**Table 5.1 Program Management Activities Schedule**

Activities	Responsible Partner(s)	Cost	Submitted To
State and Local Business Plans and/or updates	SRWMD and/or Contractor TBD		
Managing Technical Mapping Activities	SRWMD and/or Contractor TBD		
Providing training to State and Local Officials	SRWMD and/or Contractor TBD		
Staffing	SRWMD and/or Contractor TBD	Partner Contribution	
Special Projects	SRWMD and/or Contractor TBD		
<b>TOTAL COST</b>			
<b>*Training and Outreach budget will be optimized by Web tools under Special Projects</b>			

## 1.6 SECTION 6—CONTRACTORS

SRWMD intends to use the services of (to be determined) as a contractor for this Program Management Activity. SRWMD shall ensure that the procurement for all contractors used for this Program Management Activity complies with the requirements of 44 CFR 13.36.

## 1.7 SECTION 7—REPORTING

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

SRWMD 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. SRWMD 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.

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

### Earned Value Data Entry:

As there are no tasks within the Mapping Information Platform (MIP) Workflow associated with Program Management tasks, the MIP cannot be used to set baselines and track progress

against these baselines. However, the FEMA Regional office and the CTP should set a cost and schedule baseline at the beginning of the project and review it quarterly when assessing the status of the project. The Project Officer may request additional information regarding status on an ad-hoc basis.

## **I.8 SECTION 8—PROJECT COORDINATION**

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

- Meetings, teleconferences, and video conferences with FEMA and other PMT members as needed;
- Telephone conversations with FEMA and other PMT members on a scheduled basis and an ad hoc basis, as required;
- E-mail, facsimile transmissions, and letters, as required.

## I.9 SECTION 9—POINTS OF CONTACT

The points of contact for this Program Management Activity are Kristen Martinenza, the FEMA Regional Project Officer; Rick Johnston, the Project Manager for SRWMD; 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.

 Rick Johnston, P.E., CFM Project Manager Suwannee River Water Management District	Date 9/13/10
 Kristen Martinenza, P.E., CFM Regional Project Officer Federal Emergency Management Agency, Region IV	Date 9/28/10
	Date