

Georgia
Department of Natural Resources
Environmental Protection Division
COOPERATING TECHNICAL PARTNERS
PROGRAM MANAGEMENT COOPERATIVE AGREEMENT
SCOPE OF WORK
PM MAS No. FY10.12

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In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated August 16, 1999 between Georgia Department of Natural Resources' Environmental Protection Division (GA DNR-EPD) and the Federal Emergency Management Agency (FEMA), Program Management Mapping Activity Statement (PM MAS) No. FY10.10 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 Bryan, Camden, Charlton, Chatham, Effingham, Glynn, Liberty, Long, McIntosh, and Newton 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.

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

- Georgia DNR-EPD (CTP);
- Georgia DNR-EPD's Study Contractor (SC)

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: GA DNR-EPD

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.

The State of Georgia is proposing to continue providing planning and analyses in association with the Risk MAP Program. Annual business planning will include refinement of the State's vision and strategy based on identification of best practice and in accordance with pre-defined performance metrics. It will provide projection, analyses, and planning for implementation of the mapping activities in relation to FEMA provided sequencing. Evaluation of resources and identification of needs and challenges will be presented. Responses to FEMA's provided comments and concerns will be addressed. Updates on flood related events and activities, and information on population and insurance policy base will also be provided.

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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: GA DNR-EPD

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

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

The GA DNR-EPD 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 GA DNR-EPD shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 5 – Schedule.

- 1) Reporting
 - a) Digital Files
 - i) Invoices
 - ii) Quarterly Reports
 - iii) Meeting Minutes
- 2) Selection of Mapping Contractors

Outreach

Responsible Mapping Partner: GA DNR-EPD

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. GA DNR-EPD plans to continue Outreach activities to fulfill its strategy to educate communities on the necessary standards and benefits of developing better flood risk information.

GA DNR-EPD 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.

GA DNR-EPD is proposing to continue outreach activities to encourage ownership in the mapping process, ordinance development, compliance, and map adoption by employing several outreach mechanism including mass mailing, community meetings, and coordination with regional entities.

FY 10 outreach activities will continue emphasizing the importance of post-effective map maintenance. Every effort will be made to disseminate awareness of engineering needs and compliance procedures when developing in the floodplain and on rivers and streams. Professional presentation and technical training is being provided to professional organizations as part of these efforts including American Society of Civil Engineers (ASCE), National Society of Civil Engineers (NSPE), Civil Engineering Council (CEC) and Survey and Mapping Society of Georgia (SANSOG).

The assistance of regulating and permitting state agencies will be sought to strengthen compliance and map maintenance efforts. Assessment of past experience has been utilized in further advancing the goal (e.g.; evaluation of best means of communication and most effective outreach coordination; adjustment of approach when lack of sufficient responses occurs).

For those communities affected by levee systems; outreach and public education will be provided in support of meeting the requirements of 44 CFR 65.10 and FEMA levee policies and procedures.

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 GA DNR-EPD 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 GA DNR-EPD's Website
- 5) Fact Sheets
- 6) Exhibit materials
- 7) Meeting Minutes

Providing Training to State and Local Officials

Responsible Mapping Partner: GA DNR-EPD

Scope: GA DNR-EPD will continue to provide various training opportunities to State and Local Officials across Georgia. The locations of the training will be determined to accommodate different areas of the State.

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

Deliverables: The GA DNR-EPD 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 GA DNR-EPD regarding the following topics:
 - a) Floodplain Management
 - b) Elevation Certificates
 - c) Substantial Damage

Additionally:

- a) GA DNR-EPD will determine target audience.
- b) GA DNR-EPD will advertise to and confirm training participants.
- c) GA DNR-EPD will determine training facility.
- d) GA DNR-EPD will provide training materials.
- e) GA DNR-EPD will provide training instructors.
- f) GA DNR-EPD will provide list of participants and evaluations to FEMA.
- g) GA DNR-EPD will follow-up with participants on unresolved issues.

Staffing

Responsible Mapping Partner: GA DNR-EPD

Scope: GA DNR-EPD will contribute three (3) dedicated, full-time staff members to this project. These staff members will be assisted by a Project Manager, Geologist, Environmental Compliance Specialist, and Administrative Support.

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

Deliverables: The GA DNR-EPD shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4 – Schedule.

- 1) A minimum of three (3) will attend regional mapping meetings hosted by FEMA Regions.
- 2) Maintain staff 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 (%)	Administration (%)	Total (%) (not to exceed 100% per employee)
Staff Engineer – Administration	5	0	5	40	40	10	100
Staff Engineer - Mapping	10	0	10	60	10	10	100
Staff GIS	10	0	10	80	0	0	100
Totals (100=1FTE)	25	0	25	180	50	20	300

Minimal Map Printing

Responsible Mapping Partner: GA DNR-EPD

Scope: As FEMA discontinues the printing of paper maps through PaperCut for its users, CTPs are able to print copies of maps for their jurisdictions. Funding for this activity must not be covered under another FEMA grant program already and may not exceed \$5,000.

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

Deliverables: The GA DNR-EPD shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4 – Schedule.

- 1) Invoice for Printing
- 2) A report describing the effectiveness, and plusses and negatives of this activity.

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 GA DNR-EPD in accordance with the provisions of the Partnership Agreement dated August 16, 1999. 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

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

Table 3.1 Contribution and Leverage

a	b	c	d	e	f
	project task	fema contribution (\$)	partner contribution (\$)	total task cost (\$)	ratio of partner contribution to total project cost (%)
	State Business Plan Update				
	Global Program Management				
	Outreach				
	Provide Training to State and Local Officials				
	Minimal Map Printing				
	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.

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

I.6 SECTION 6—CONTRACTORS

GA DNR-EPD does not intend to use the services of a contractor for the Program Management Activity documented in this MAS. GA DNR-EPD shall ensure that the procurement for all contractors, if any, are used for this Program Management Activity complies with the requirements of 44 CFR 13.36.

SECTION 7—REPORTING

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

GA DNR-EPD 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 GA DNR-EPD 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.

Activities	Responsible Partner(s)	Cost	Submitted To
State Business Plan updates	GA DNR-EPD		FEMA R4
Global Program Management	GA DNR-EPD		FEMA R4
Outreach	GA DNR-EPD		FEMA R4
Providing training to State and Local Officials	GA DNR-EPD)	FEMA R4
Minimal Map Printing	GA DNR-EPD		FEMA R4

I.7 SECTION 8—PROJECT COORDINATION

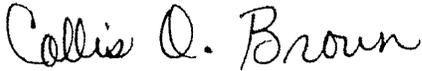
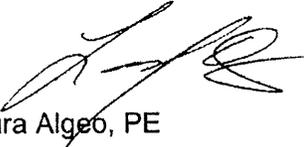
Throughout the project, all members of the PMT will coordinate, as necessary, to ensure the products meet the technical and format specifications required and contain accurate, up-to-date information. Coordination activities shall include:

- Meetings, teleconferences, and video conferences with FEMA and other PMT members
- 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.8 SECTION 9—POINTS OF CONTACT

The points of contact for this Program Management Activity are Laura Algeo, the FEMA Regional Project Officer; Collis Brown, the Project Manager for GA DNR-EPD; 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.

 Collis O. Brown, CFM Project Manager Georgia EPD	Date 9-15-2010
 Laura Algeo, PE Regional Project Officer Federal Emergency Management Agency, Region IV	Date 9/28/10