

**STATE OF MISSISSIPPI  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
OFFICE OF GEOLOGY**

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

**PM MAS No. FY10.11**

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated January 28, 2003, between The Mississippi Department of Environmental Quality (MDEQ) and the Federal Emergency Management Agency (FEMA), Program Management Mapping Activity Statement (PM MAS) No. FY10.11 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 updating and maintaining FEMA DFIRMs and FIS in the State of Mississippi. 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:

- State of Mississippi, Dept. of Environmental Quality, Office of Geology (MDEQ).

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 (44 CFR)*, Section 13.42.

## State and Local Business Plans and/or Updates

Responsible Mapping Partner: MDEQ

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 FY2010. 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 Business Plan for the Mississippi Flood Map Modernization Initiative will be revised based on review comments from FEMA Region IV, as requested, and will also be updated as a result of changes in plan, funding and future mapping project scheduling.

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. Scheduling of this activity will be at FEMA Region IV's direction.

## Global Program Management

Responsible Mapping Partner: MDEQ

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.

MDEQ will work with the FEMA Regional Office during the initiation of this activity to determine a Program Management Plan for implementation.

**A. Coordination and management of scoping activities.** Activities for each mapping project include, review of the state contractor's pre-scoping activities prior to scoping meetings; assisting MEMA in coordination of scoping meetings with communities, FEMA and/or FEMA Contractor, State Contractor and MDEQ; reviewing with the contractor the results of all scoping meetings and any additional meetings that may be required with the communities, FEMA and/or FEMA Contractor, and the State Contractor; and review of final scoping reports prior to submission to FEMA Region IV.

**B. Management of multiple mapping projects, including scope, schedule, and budget tracking and reporting.** MDEQ plans to send staff to attend FEMA Region IV management/training or meetings which may be scheduled or that become available during the 24 months following awarding of Program Management funding. Additional activities will include at a minimum, twice a month meetings with the state contractors, MEMA and other MDEQ staff for coordination of, planning, scheduling and reviewing of mapping activities for multiple county projects. Individual Work Orders will be reviewed prior to issuing to the state

contractor for individual mapping activities on a county by county basis. Budgeted mapping expenditures will be tracked monthly by invoice. All costs and expenditures for mapping will be reviewed and quarterly reports will be reviewed prior to submittal to FEMA Region IV.

**C. Management of development/acquisition/supplying of base map data for use in Producing DFIRMs.** Management of non-FEMA funded development/acquisition/supplying of digital base map data for use in the producing of Mississippi county DFIRMs. The base map data will comply with FEMA minimum accuracy requirements and will be distributable by FEMA to the public in hard copy and electronic formats. Data may include elevation data, orthophotography, roads and other digital GIS data that may be used in the DFIRM base map.

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

Deliverables: MDEQ shall deliver the following to the FEMA Regional Project Officer, in accordance with the schedule outlined in Section 5 – Schedule:

- 1) Digital files which will include digital copies of all contractor invoices (if requested), digital copies of budget tracking reports, digital copies of all quarterly reports required by the appropriate FY Mapping Activity Statement during the 24 month period following the awarding of FY2010 Program Management funds by FEMA Region IV, and a report summarizing:
  - a) FEMA Region IV training and meetings attended by MDEQ staff during the 24 month period following the awarding of FY2010 Program Management funds by FEMA Region IV.
  - b) A summary of mapping project management activities which were completed during the 24 month period following the awarding of FY2010 Program Management funds by FEMA Region IV.
- 2) A report summarizing the digital base map data developed/acquired/supplied for use in the producing of Mississippi county DFIRMs during the 24 month period following the awarding of FY2010 Program Management funds by FEMA Region IV.
- 3) A report summarizing the digital base map data developed/acquired/supplied for use in the producing of Mississippi county DFIRMs during the 24 month period following the awarding of FY2010 Program Management funds by FEMA Region IV.

## **Outreach**

Responsible Mapping Partner: MDEQ

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 required 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. MDEQ plans to continue Outreach activities to fulfill its strategy to educate communities on the necessary standards and benefits of developing better flood risk information.

MDEQ 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.

**MDEQ Management and/or Coordination of Outreach Activities, Community Outreach Meetings, Website Postings, and Multi-Media Promotional Activities:**

- 1) MDEQ activities for each county mapping project will include assisting MEMA in coordination with FEMA, FEMA Contractor, and State Contractor on scheduling "Meet & Greet" community meetings, community "FLOOD HAZARD OPEN HOUSE" meetings, and any additional meetings deemed necessary to properly inform local and county governments and the citizens; to describe the Flood Map Modernization Program,
- 2) Provide the due process requirements; attend all required meetings; review and verify that the state contractor is collecting, and has available, all 44 CFR Part 66 required data, as per Mapping Activity Statement requirements, and
- 3) Create/maintain a Mississippi Flood Map Modernization Initiative (MFMMI) web-site hosted by MDEQ for posting MFMMI information and meeting schedules.
- 4) Additional activities may include, but not be limited to:
  - a) speaking engagements
  - b) public service announcements or newspaper articles placed in local community outlets with support from MDEQ's public relations office.

The primary goal of these activities is to aid in the adoption of new digital flood insurance rate maps by the mapped communities.

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, MDEQ 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 of MDEQ's Flood Mapping Website

### **Staffing**

Responsible Mapping Partner: MDEQ

Scope: **Management Staff.**

To manage and assist in the activities of Map Modernization, MDEQ has committed one full time employee (Stephen Champlin) as mapping project manager, and three part-time employees (Peter Hutchins, Barbara Yassin and Matt Hayes) as staff with GIS and computer programming/development backgrounds. The three part-time technical staff will be used to assist in completion of Work Activities A, B, C and 3. Additionally, MDEQ will use resources provided by its Public Relations department in the outreach activities.

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

Deliverables: MDEQ shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4 – Schedule.

- 1) 1 MDEQ staff person will attend regional mapping meetings hosted by FEMA Regions.
- 2) Maintain 1 full time employee; potentially utilize 3 current part time 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 (%)	{Insert additional activities} (%)	Total (%) (not to exceed 100% per employee)
Project Manager	0	0	0	15%	85%	0	100%
GIS/Web Programmer	0	0	0	20%	0	0	20%
GIS Analyst	0	0	0	20%	0	0	20%
GIS/Geologist In Training	0	0	0	40%	10%	0	50%
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0

**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 MDEQ in accordance with the provisions of the Partnership Agreement dated January 28, 2003, between Mississippi Department of Environmental Quality (MDEQ) and the Federal Emergency Management Agency (FEMA). 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**

FEMA is providing funding, in the amount of \_\_\_\_\_ to MDEQ for the completion of this Program Management Activity. MDEQ shall provide any additional resources required to complete the assigned activities for this Program Management Activity.

**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	<b>Revisions to Business Plan.</b>		0		NA
4	<b>Global Program Management - A.</b> Coordination and management of scoping activities.		0		NA
5	<b>Global Program Management - B.</b> Managing Technical Mapping Activities -Management of multiple mapping projects, including scope, schedule, and budget tracking and reporting.		0		NA
6	<b>Global Program Management - C.</b> Managing Technical Mapping Activities - Management of development/acquisition/supplying of base map data for use in Producing DFIRMs.		0		NA
7	<b>Outreach -</b> Management and/or coordination of outreach activities, community meetings, website postings, and multi-media promotional activities.		0		NA
8	<b>Staffing - Learning and Growth -</b> Using Program Management funding to support staff time and training of staff (ArcMap-GIS) in the conduct of project tasks.		0		NA
	Total funding amounts		0		NA

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 regulations, as published in 44 CFR, and the appropriate year CTP Guidance. MDEQ will also coordinate with FEMA RIV 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	MDEQ		FEMA Regional Office
Managing Technical Mapping Activities	MDEQ		FEMA Regional Office
Staffing	MDEQ		FEMA Regional Office
<b>TOTAL COST</b>			

## I.6 SECTION 6—CONTRACTORS

MDEQ does not intend to use the services of a contractor for the Program Management Activity documented in this MAS. MDEQ Geology 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.

## I.7 SECTION 7—REPORTING

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

MDEQ 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. MDEQ shall refer to *44 CFR* 13.40 to obtain minimum requirements for status reporting. The Project Officer, as needed, may request additional information on status.

MDEQ 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, as necessary.

Earned Value Data Entry:

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

## **I.7 SECTION 8—PROJECT COORDINATION**

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

- 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 or 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 Bruce Buckerfield, the FEMA Regional Project Officer; Stephen Champlin, the Project Manager for MDEQ; 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.

This document submitted by:



Stephen D. Champlin  
Project Manager  
Mississippi Department of Environmental Quality

Date 9/14/2010

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