



**State of South Carolina  
Cooperating Technical Partners  
Mapping Activity Statement  
Number 2  
For Florence and Sumter Counties**



**Statement No. 2 – Post Preliminary Digital Flood Insurance Rate Map (DFIRM) Processing**

In accordance with the Cooperating Technical Partners (CTP) Memorandum of Agreement dated September 20, 1999, between the State of South Carolina and the Federal Emergency Management Agency (FEMA), Mapping Activity Statement No. 2 is as follows:

- 1. Statement Objective:** The objective of this Mapping Activity for the State of South Carolina is to complete the processing of the updated Digital Flood-Insurance Rate Map(s) (DFIRM) and Flood Insurance Study (FIS) report(s) for Florence and Sumter Counties. The FIS and DFIRM have been prepared in Countywide format and have been or will be issued in preliminary format by the current FEMA MCC. The State of South Carolina will be responsible for completing the necessary tasks after the issuance of the preliminary DFIRM, through the submittal of the required information to the Government Printing Office.

The Mapping Partners listed below will complete this project:

- 1) State of South Carolina Department of Natural Resources (SCDNR)
- 2) FEMA
- 3) Local Governments and Communities

The following sections describe the specific mapping activities associated with this mapping project. Each activity description identifies the responsible Mapping Partners, the Standards that must be met, and resultant map component.

**Activity 14 - Post-Preliminary Processing**

Responsible Entity: SCDNR and FEMA

Scope: This Activity consists of finalizing the DFIRM and FIS report after the preliminary FIS and DFIRM have been issued for public review and comment. The activities to be performed include:

- *Participating in Public Meetings:* When SCDNR holds public meetings to present and discuss the results of this Flood Map Project, FEMA will attend the meetings and assist SCDNR in the presentation as required.
- *Resolving Appeals and Protests:* Appeals and protests received during the 90-day appeal period will be reviewed and resolved prior to finalizing the FIRMs and FIS report. SCDNR will provide support to FEMA in resolving appeals and protests. Activities may include, but not limited to, attending community meetings and assisting FEMA in addressing any issues that may arise in resolving appeals and protests from affected communities. For a typical appeal and protest, the following activities will be conducted: initial processing of the appeal/protest, performing a technical review of the appeal/protest, preparing letters to request additional data, performing revised analyses, and preparing a proposed resolution for FEMA's review. SCDNR's role in supporting the appeal and protest process includes up to 80 hours per county of technical support. If the required level of effort exceeds 80 hours, SCDNR will coordinate with FEMA

regarding additional funds or the transfer of the appeal resolution effort to FEMA Headquarter's Contractor. FEMA and SCDNR will mail all associated correspondence upon authorization by FEMA.

- *Special Correspondence:* Comments received within the 90-day appeal period (referred to as "special correspondence") will be reviewed, and responses will be drafted by SCDNR for FEMA's review. SCDNR will also mail the final correspondence upon authorization by FEMA.
- *Revise DFIRMs and FIS Report:* If necessary, FEMA and SCDNR will work with those parties responsible for preparing the DFIRM to prepare revised preliminary copies of the DFIRMs (up to 2 DFIRM panels) and FIS report, including all data tables and flood profiles. If the revised preliminary DFIRM and FIS covers more than 2 DFIRM panels, SCDNR will coordinate with FEMA regarding additional funds to complete this work. SCDNR will mail all revised preliminary copies of DFIRMs and associated correspondence upon authorization by FEMA.
- *Letter of Final Determination:* FEMA will work with SCDNR to establish an effective date for the DFIRM and FIS report. SCDNR will prepare a Letter of Final Determination (LFD) for FEMA review and signature and prepare a final notice for publication in the *Federal Register*, FEMA will mail the LFD with appropriate enclosures and coordinate publication of the final notice in the *Federal Register*.
- *GPO Processing:* SCDNR will prepare final copies of the DFIRM and FIS report, and provide them to FEMA. This will include preparing camera-ready film negatives of the DFIRM and paper copies of the FIS report, including flood profiles; preparing appropriate paperwork to be included with DFIRM and FIS report materials, including the transmittal letter to the community CEO, the print processing worksheet, the Printing Requisition Form, and the Community Map Action Form; and delivering the final materials and paperwork to FEMA in the format prescribed by FEMA.
- *Archiving Data:* SCDNR will maintain and archive all the technical data for at least 3 years.

**Standards:** All work conducted under this Activity shall conform to the standards specified for this Activity in Section 5 of this Mapping Activity Statement. SCDNR assumes that all data developed for the preliminary DFIRM and FIS has been developed in accordance with the applicable sections of FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and that this data will be provided to SCDNR in digital format in a timely manner in order to facilitate the completion of these tasks in accordance with the schedule and budget identified.

**Products:** In accordance with the TSDN format described in Section 2, SCDNR shall make the following products available to FEMA as required:

- Draft LFD and associated backup data and information for FEMA review;
- Draft Special Correspondence and backup data and information for FEMA review;
- Appeal and Protest resolution letters, and all backup data and information for FEMA review;
- One set of DFIRM negatives and paper FIS reports, including all updated data tables and flood profiles;
- Paperwork required for printing of DFIRM panels and FIS report;
- Complete DFIRM spatial database; and
- Completed and organized Engineering Study Data Packages.

**2. Technical and Administrative Support Data Submittal:** The Project Team members for this project that have responsibilities for activities included in this Mapping Activity Statement shall comply with the following data submittal requirements:

- All supporting documentation for the activities in this Mapping Activity Statement shall be submitted in accordance with Appendix M, Section M.2.1 of FEMA's *Guidelines and Specifications*

for Flood Hazard Mapping Partners, available at FEMA's website at [www.fema.gov/fhm/ctp\\_main.shtm](http://www.fema.gov/fhm/ctp_main.shtm). The following table indicates the sections of the TSDN that apply to each activity.

Section of TSDN	TSDN—Applicable Sections												
	Activities												
	1	2	3	4	5	6	7	8, 9	10	11	14, 15, and 16	17	18
<b>General Documentation</b>													
Special Problem Reports	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
Meeting Minutes/Reports	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
<b>Engineering Analyses</b>													
Hydrologic and Hydraulic Analyses	X	X		X	X	X	X						
Key to Cross-section Labeling and Key to Transect Labeling	X	X				X	X	X	X				
<b>Draft FIS Report</b>				X		X						X	X
<b>Mapping Information</b>		X						X	X	X	X	X	X
<b>Miscellaneous Reference Materials</b>	X	X	X	X	X	X	X	X	X	X	X	X	X

- If any issues arise that could affect the completion of an activity within the proposed scope or budget, the party responsible for that activity must complete a Special Problem Report (SPR) as soon as possible after the issue is identified and submitted to FEMA. The SPR should describe the issue and propose possible resolutions.

**3. Period of Performance:** The mapping activities outlined in this Mapping Activity Statement will be completed within 12 months from date of the issuance of a preliminary DFIRM and FIS for Sumter County, South Carolina. The period of performance may be extended in order to complete the resolution of any appeals that may be received. The Mapping Activities may be terminated at the option of FEMA or SCDNR in accordance with the provisions of the September 20, 1999, CTP Partnership Agreement. If these Mapping Activities are terminated; the remaining funds from

uncompleted activities, provided by FEMA for this Mapping Activity Statement, will be returned to FEMA. The period of performance will be in accordance with Cooperative Agreement Article II.

**4. Funding/Cost-Sharing:**

5. **Standards:** Table 5-1 indicates the standards and documentation relevant to this Mapping Activity Statement. Table 5-2 shows the applicable sections of FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* for each activity.

**Table 5-1 Applicable Standards per Activity**

<b>Applicable Standards</b>	<b>14</b>
Guidelines and Specifications for Flood Hazard Mapping Partners	X
Content Standards for Digital Geospatial Metadata (Federal Geographic Data Committee, 1998)	X
Document Control Procedures Manual dated October 1993.	X

**Table 5-2. Mapping Activities and Applicable Sections of Guidelines and Specifications for Flood Hazard Mapping Partners.**

<b>Activity</b>	<b>Applicable Volume, Section/Subsection, and Appendix of Guidelines and Specifications</b>
Activity 14 – Post-Preliminary Processing	Volume 1, Section 1.5 Appendices J, K, L, and M

**6. Schedule and Milestones:**

The submittals from each activity that are due on the dates indicated are the products that were listed in the individual Activity details.

ACTIVITY	RESPONSIBLE ENTITY	DAYS FROM NOTICE TO PROCEED
Activity 18 – Post-Preliminary Processing	SCDNR and FEMA	365*

\* Post preliminary processing will be complete within 365 days from issuance of preliminary DFIRM for Sumter County

**7. Certification:** The following certifications apply to this Mapping Activity Statement (as appropriate):

None

**8. Technical Assistance and Resources:** York and Spartanburg Counties may obtain copies of FEMA-issued LOMCs, archived engineering backup data, and data collected as part of the Mapping Needs Assessment Process from FEMA’s contractor. FEMA’s contractor may be contacted at 1-877 FEMA MAP (1-877-336-2627). General technical and programmatic information, such as FEMA 265, the Quick-2 computer program, and the MT-2 forms, can be downloaded from FEMA’s Flood Hazard Mapping website ([www.fema.gov/fhm](http://www.fema.gov/fhm)). Specific technical and programmatic support may be provided through FEMA’s contractor; such assistance should be requested through the FEMA Regional Project Officer.

SCDNR may also 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 sub-contractors, and GIS-based engineering and modeling training.

**9. Contractors:** SCDNR will ensure that procurement of subcontractors as part of this Mapping Activity Statement complies with the requirements of 44 CFR 13.36. SCDNR has enlisted the help of Watershed Concepts and URS, Inc.

**Financial Reporting:** Financial reporting requirements will be in accordance with Cooperative Agreement Articles V & VI.

**STATUS REPORTING:** Status reports will be submitted on a quarterly basis from the Notice to Proceed. At a minimum these reports will include a summary of the work that was completed during the quarter and a comparison for the % work completed to the % of funds expended. The Project Officer as needed may request additional information on status.

**10. Points of Contact:** The FEMA Regional Project Officer is Laura Algeo, and the CTP Project Manager is Lisa Jones, or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. When necessary, the assistance of FEMA’s contractor should be requested through the FEMA Regional Project Officer.

Each party has caused this Mapping Activity Statement to be executed by its duly authorized representative.

  
\_\_\_\_\_  
John E. Frampton, Director  
South Carolina Department of Natural Resources

9/23/03  
Date

  
\_\_\_\_\_  
Laura Algeo, P.E.  
FEMA Regional Project Officer  
Federal Emergency Management Agency

9/24/03  
Date