

State of Alabama
COOPERATING TECHNICAL PARTNERS
PROGRAM MANAGEMENT COOPERATIVE AGREEMENT
SCOPE OF WORK

PM MAS No. FY10.AL

Table of Contents

I.1	SECTION 1—OBJECTIVE AND SCOPE	1
I.2	SECTION 2—PERIOD OF PERFORMANCE.....	5
I.3	SECTION 3—FUNDING/LEVERAGE.....	6
I.4	SECTION 4—STANDARDS	6
I.5	SECTION 5—SCHEDULE.....	7
I.6	SECTION 6—CONTRACTORS.....	7
I.7	SECTION 7—PROJECT COORDINATION.....	8
I.8	SECTION 8—POINTS OF CONTACT.....	8

2010 SEP 29 PM 3:31

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated September 30, 2002 between the State of Alabama and the Federal Emergency Management Agency (FEMA), Program Management Mapping Activity Statement (PM MAS) No. FY10.AL 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 State of Alabama. 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:

- The State of Alabama Office of Water Resources (OWR), CTP; and

- AMEC Earth and Environmental, Inc. or PSB&J Corporation, CTP Contractors.

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: The State of Alabama Office of Water Resources

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 2011. 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 update which will include discussion of all Program Management activities.

Global Program Management

Responsible Mapping Partner: The State of Alabama Office of Water Resources

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.

OWR will work with the FEMA Regional Office during the initiation of this activity to determine a Program Management Plan for implementation. Management activities will include bi-monthly and monthly planning meetings to discuss project schedules, project budgets and the necessary resources needed to successfully execute the activities outlined in the FY10 Mapping Activity Statement (MAS). Management activities will also include attending a FEMA Region IV Risk MAP meeting/workshop during 2010.

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

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

- 1) A Summary Report of this activity which will include a schedule, budget and completed scope analysis as compared to the FY10 MAS and subsequent FY10 Scoping Reports.

Outreach

Responsible Mapping Partner: The State of Alabama Office of Water Resources

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. The State of Alabama Office of Water Resources plans to continue Outreach activities to fulfill its strategy to educate communities on the necessary standards and benefits of developing better flood risk information.

OWR will work with the Regional Office during the initiation of this activity to determine an Outreach Plan. Volume 1 of the G&S provides specific outreach goals that can be considered.

The Outreach Plan will include a series of community meetings in the various coastal communities in Baldwin and Mobile Counties that will be receiving updated coastal flood maps through FY09 and FY10 MAS Activities. The Outreach Plan will also include updates to the Alabama Floodplain Management Program (AFPMP) website.

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 The State of Alabama Office of Water Resources 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) Updates to the Alabama Office of Water Resources' Website

Providing Training to State and Local Officials

Responsible Mapping Partner: The State of Alabama Office of Water Resources

Scope: OWR will assume responsibility for the processing of Conditional Letters of Map Revision (CLOMRs) and Letters of Map Revision (LOMRs) within the State of Alabama beginning early summer 2010. OWR or its contractor will conduct training sessions that will target community officials throughout the State in an effort to provide them with a working understanding of the MT-2 LOMC application process.

OWR will also develop an advanced Digital Tools Training that will focus on use of the DFIRM database and the various potential uses of the digital data contained within the database. The focus of the training will be to educate floodplain administrator's with an advanced understanding of GIS principles on the different types of data contained within the DFIRM database, how to view and edit the data, and the potential various uses of the data. Previous trainings completed under FY09 Project Management focused on users with a basic understanding of GIS and access to free GIS data viewers (e.g. ArcExplorer). The advanced training will focus on the more advanced user with access to ArcGIS Desktop (e.g. ArcView).

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

Deliverables: OWR 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 trainings for community officials:
 - a) OWR will determine the target audience.
 - b) OWR will advertise to and confirm training participants.
 - c) OWR will determine the training facility.
 - d) OWR will provide training materials.
 - e) OWR will provide training instructors.
 - f) OWR will provide a list of participants and evaluations to FEMA.
 - g) OWR will follow-up with participants on unresolved issues.

Pilot Projects

Responsible Mapping Partner: The State of Alabama Office of Water Resources

Scope: To begin the transition into Risk MAP in FY10, OWR will execute a pilot project in the Upper Alabama Watershed in the City of Prattville (Autauga County) in which a HAZUS level 2 analysis will be completed. In conjunction with the State EMA, local EMA's and the Alabama Office of Risk Management, OWR will establish an inventory of building footprints, structure type/value, contents, first floor elevations, criticality, maximum occupancy and loss history. This inventory will be established by compiling existing data that can be directly used in HAZUS without further work. No new survey work and no new building data will be created by this project. The level 2 HAZUS analyses will be based on new, updated or validated flood depth grids for multiple flood frequencies; straight line wind; tornadoes; earthquakes; and local facility-specific data. The level 2 HAZUS analysis will provide more accurate loss estimates for the City of Prattville. The risk assessment results will then be incorporated into the State and local hazard mitigation plans.

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

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

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 OWR in accordance with the provisions of the Partnership Agreement dated September 30, 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 the State of Alabama Office of Water Resources for the completion of this Program Management Activity. OWR 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
2	Project Task	fema contribution (\$)	partner contribution (\$)	total task cost (\$)	ratio of partner contribution to total project cost (%)
3	State Business Plan Update				
4	Managing Technical Mapping Activities				
5	Outreach				
6	Providing Training to State and Local Officials				
7	Pilot Projects (as defined by FEMA Regional Office)				
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.

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 Business Plan Update	OWR		FEMA R4
Managing Technical Mapping Activities	OWR		FEMA R4
Outreach	OWR		FEMA R4
Providing Training to State and Local Officials	OWR		FEMA R4
Pilot Projects (as defined by FEMA Regional Office)	OWR		FEMA R4
TOTAL COST			

I.6 SECTION 6—CONTRACTORS

OWR intends to use the services of AMEC Earth and Environmental, Inc. and/or PSB&J Corporation as a contractor for this Program Management Activity. OWR shall ensure that the procurement for all contractors 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 OWR by FEMA, financial reporting requirements for OWR will be in accordance with Cooperative Agreement Articles. OWR shall also refer to 44 CFR 13.41.

OWR 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. OWR 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.

OWR 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, OWR's 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.7 SECTION 7—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 required;
- Telephone conversations with FEMA and other PMT members on a scheduled basis and an ad hoc basis, as required; and
- E-mail, facsimile transmissions, and letters, as required.

I.8 SECTION 8—POINTS OF CONTACT

The points of contact for this Program Management Activity are Bruce Buckerfield, the FEMA Regional Project Officer, and Leslie Durham, the Project Manager for the State of Alabama Office of Water Resources. 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.

 Leslie Durham, P.E. Project Manager Alabama Office of Water Resources	<u>9/28/10</u> Date
 Kristen Martinenza, P.E., CFM Regional Project Officer Federal Emergency Management Agency, Region IV	<u>9/30/10</u> Date

