

## Summary of Changes (MAS-SOW Template)

### February 2008 Version 7.2

1. Addition of Program Management Task

### February 2008 Version 7.1

1. Updated footer to reflect version change
2. Section 1: Objective and Scope corrections to Table 1.2
  - A. Perform QA/QC of Floodplain Mapping is not a Core NSP Task
  - B. Moved Produce Preliminary Map Products column
  - C. Added Develop DFIRM Draft Database column
3. Section 1: Scoping
  - A. Added language to Deliverables
4. Section 1: Floodplain Mapping
  - A. Updated language in Deliverables
5. Section 1: Develop Draft DFIRM Database
  - A. Added this section to better align with the MIP
6. Section 1: Produce Preliminary Map Products
  - A. Under Standards: corrected “All work must pass the automated and visual “National QA/QC” reviews prior to the distribution of the Letter of Final Determination”
  - B. Updated language under Deliverables
7. Section 1: Distribute Preliminary Map Products
  - A. Updated language under Deliverables
  - B. Removed bullet from Deliverables
8. Section 1: Independent QA/QC of Distribute Preliminary Map Products
  - A. Removed this Task
9. Section 1 Post Preliminary Processing
  - A. Added language to *Processing of Letter of Final Determination*:
10. Section 6: Schedule
  - A. Reformatted Table to fit printed page
  - B. Added Develop Draft DFIRM Database column
  - C. Removed Independent QA/QC of Distribute Preliminary Map Products column
11. Section 7: Certification
  - A. Added language to DCS Certification Form bullet

### January 2008 Version 7.0

1. Used acronyms in place of spelling out long terms throughout
2. Language deleted from title for CTPs and IDIQs or OFAs
3. Footer updated to reflect current date and version
4. Section 1: Objective and Scope
  - A. Language added referring reader to the Guides and Specs and PMs for all processes and deliverables throughout the contract and subsequently removed from individual tasks in MAS.

- B. Removed NAVD29 as an auto-option to select in MAS.
  - C. Scoping specific language removed from Objective and Scope. An edited version of this language is in the Scoping task
  - D. Tightened language regarding maintaining archive of data.
  - E. Removed confusing language identifying parties of the MAS
  - F. Language deleted no longer asking recipient to send data to FEMA library, but simply to FEMA
  - G. Updated language and extended notification time for meetings from one to two weeks.
  - H. Added reference to PM 42
  - I. Replaced Table 1.2 Flood Mapping Project Activities with Table from Region VII template. Then, updated this table to reflect PM42 QRs.
  - J. Added Optional Paragraph and Table, Table 1.3 Levee PAL Classification and additional PAL language
  - K. Language added removed and revised pertaining to Tools, Independent QC, MIP, Metadata and PM42 QRs.
  - L. Added Specific MIP Reporting requirements. This will replace MIP reporting requirements previously reiterated in each task.
5. Section 1: Scoping
- A. Entire section more or less rewritten – divided into Pre-Scoping, Scoping Meeting and Post-Scoping Meeting
  - B. Revised reference to FLIS database and any associated requirements
  - C. Added and updated Deliverables
6. Section 1: Outreach
- A. Updated language in the *Note*
  - B. Removed language in paragraph after *Note* paragraph
7. Section 1: Field Survey
- A. Updated language in second paragraph under scope
  - B. Updated language and bullets under deliverables
  - C. Deleted additional reference to G&S
8. Section 1: Topographic Data Development
- A. Added language to title of task
  - B. Updated language in scope and included coastal references
  - C. Added to activities bullets
  - D. Added Optional Table 1.4 Summary of Topographic Data
  - E. Updated language under Deliverables and removed MIP reporting language
  - F. Added bullet to Deliverables
  - G. Removed additional reference to the G&S
9. Section 1: Independent QA/QC Review of Topographic Data
- A. Updated language under deliverables

- B. Removed additional reference to the G&S
- 10. Section 1: Base Map Acquisition
  - A. Added language to title of task to make it Base Map Acquisition and Preparation
  - B. Added bullets to activities under Scope
  - C. Added Optional Table 1.5 Summary of Base Map
  - D. Updated language to Deliverables
  - E. Added to Deliverables bullets
  - F. Removed MIP reporting language from Deliverables text
  - G. Removed additional reference to the G&S
- 11. Section 1: Independent QA/QC Review of Base Map
  - A. Updated language under deliverables
  - B. Removed MIP reporting language from Deliverables text
  - C. Removed additional reference to the G&S
- 12. Section 1: Hydrologic Analyses
  - A. Updated language in <Optional Paragraph for GIS modeling>
  - B. Added Optional Table 1.6 Summary of Hydrologic Analysis
  - C. Updated language under Deliverables
  - D. Removed MIP reporting language from Deliverables text
  - E. Added Deliverable bullet regarding paper documentation
  - F. Removed additional reference to the G&S
- 13. Section 1: Independent QA/QC of Hydrologic Analyses
  - A. Updated language under Deliverables
  - B. Removed MIP reporting language from Deliverables text
  - C. Added Deliverable regarding paper documentation
  - D. Removed additional reference to the G&S
- 14. Section 1: Hydraulic Analyses
  - A. Updated Optional Paragraph for Levees
  - B. Added Optional Table 1.7 Summary of Hydraulic Analysis and language
  - C. Updated language under deliverables
  - D. Removed MIP reporting language from Deliverables text
  - E. Added a bullet in deliverables regarding paper documentation
  - F. Removed additional reference to the G&S
- 15. Section 1: Independent QA/QC of Hydraulic Analyses
  - A. Corrected typo in activities bullet under Scope (changed from “hydrologic” to “hydraulic”)
  - B. Updated language under deliverables
  - C. Removed MIP reporting language from Deliverables

- D. Removed additional reference to the G&S
- 16. Section 1: Coastal Flood Hazard Analyses
  - A. Updated language to Scope
  - B. Updated Optional Levee paragraph
  - C. Updated language in Deliverables
  - D. Removed MIP reporting language from Deliverables text
  - E. Added bullet in deliverables
  - F. Removed additional reference to the G&S
- 17. Section 1: Independent QA/QC Review of Coastal Flood Hazard Analyses
  - A. Updated language under Deliverables
  - B. Removed MIP reporting language from Deliverables text
  - C. Removed additional reference to the G&S
- 18. Section 1: Floodplain Mapping
  - A. Added language in **Scope for Detailed Riverine or Coastal Analysis**
  - B. Deleted *Note* in **Scope of Redelineation of Detailed Floodplain Boundaries Using Updated Topographic Data and Scope for Non-revised Area**
  - C. Deleted *Note* in **Scope of Non-revised Areas**
  - D. Added coastal terms in **Scope for Merging Revised and Non-Revised Information**
  - E. Revised effective date with reference to PM38 as it was reissued on 2007 under Standards.
  - F. Added PM 38 and levee language into Standards.
  - G. Removed MIP reporting language from Deliverables text to Deliverables bullet
  - H. Updated language in bullet in the Deliverables
  - I. Deleted optional “Limited detail” deliverable bullet
  - J. Replaced language in multiple bullets in the deliverables section to reference DCS, coastal terms, datum, and update deliverables.
  - K. Removed additional reference to the G&S
- 19. Section 1: Independent QA/QC Review of Floodplain Mapping
  - A. Added Coastal terms to activities bullets under Scope
  - B. Updated language under deliverables
  - C. Removed MIP reporting language from Deliverables text
  - D. Removed additional reference to the G&S
- 20. Section 1: Redelineation
  - A. Removed Redelineation as separate task. This is part of Floodplain Mapping in MIP.
- 21. Section 1: Independent QA/QC of Redelineation

- A. Removed QA/QC of Redelineation as separate task. This is part of Independent QA/QC Floodplain Mapping in MIP.
22. Section 1: DFIRM Map and Database
- A. Renamed Produce Preliminary Map Products (no longer DFIRM Map and Database) to align with MIP
  - B. Updated language in Scope
  - C. Added activity *Preliminary Summary of Map Actions (SOMA) Preparation*
  - D. Updated language in Standards to align with PM42
  - E. Removed MIP reporting language from Deliverables text
  - F. Updated language in and added to Deliverable bullets
  - G. Removed additional reference to the G&S
23. Section 1: Independent QA/QC Review of DFIRM Map and Database
- A. Renamed to QA/QC Review of Produce Preliminary Map Products (no longer QA/QC Review of DFIRM Map and Database) to align with MIP
  - B. Added coastal terms in Scope bullets
  - C. Updated language in Deliverables paragraph and bullet.
  - D. Removed MIP reporting language from Deliverables text
  - E. Removed additional reference to the G&S
24. Section 1: Produce Preliminary Map Products
- A. Renamed the title from Produce Preliminary Map Products to Distribute Preliminary Map Products to align with MIP
  - B. Updated language in Scope main text and *News Release*
  - C. Updated date of PM 38 in Standards to reflect re-issuance and added language
  - D. Removed MIP reporting language from Deliverables text
  - E. Removed additional reference to the G&S
25. Section 1: Independent QA/QC Produce Preliminary Map Products
- A. Renamed the title from Independent QA/QC Produce Preliminary Map Products to Independent QA/QC of Distribute Preliminary Map Products to align with MIP
  - B. Removed MIP reporting language from Deliverables text
  - C. Removed additional reference to the G&S
26. Section 1: Post-preliminary Processing
- A. Updated language in bullets of *Initiation of Statutory 90-Day Appeal Period*
  - B. Updated last bullet *Resolution of Appeals and Protests*
  - C. Inserted bullet *Processing of Letter of Final Determination* regarding Final Rule added
  - D. Added language *Processing of Final DFIRM and FIS Report for Printing*
  - E. Removed MIP reporting language from Deliverables text
  - F. Removed additional reference to the G&S

27. Section 2: Technical and Administrative Support Data Submittal
  - A. Updated language in second paragraph
28. Section 3: Period of Performance (for CTPs)
  - A. Changed start and end date of project to align with terms of Articles of Agreement
  - B. Added language to ensure data from terminated projects are entered properly in to the MIP.
29. Section 3: Period of Performance (for IDIQ or OFA)
  - A. Changed start and end date of project to align with terms of Contract of Task Order.
30. Section 4: Funding/Leverage (For CTP, OFA and/or community)
  - A. Added language to access FEMA Information Resource Library
  - B. Updated Table 4.1 Name of Table Should table be moved?
  - C. Added language to report leverage in MIP
31. Section 4: Funding/Leverage (For IDIQ, OFA)
  - A. Removed Table of Fundable Activities. This can be obtained in the CTP Guidance Document
32. Section 5: Standards
  - A. Removed Row in Table 5-1 regarding GPS Surveys and Guidelines
  - B. Added columns to separate Coastal task and QA/QC of Coastal task
  - C. Consolidated Task and QA of same Task in Table 5-2. Removed reference to Subsections of G&S. Removed Reference to Appendix N as this will no longer be part of the G&S
33. Section 6: Schedule
  - A. Table 6.1 – Removed Redelineation and QAQC of Redelineation as separate task. This is part of Floodplain Mapping in MIP. Added Cost Column to Table. Broke out Floodplain mapping tasks in separate rows. Removed “1/3 Outreach” language in table 6.1
  - B. Removed duplicative table
  - C. Added MIP reporting requirements
34. Section 7: Certifications
  - A. Added Reference to Data Capture Standards
35. Section 8: Technical Assistance and Resources
  - A. Updated website address
  - B. Added MIP Helpdesk contact
36. Section 10: Reporting (CTP)
  - A. Updated reporting frequency
  - B. Added and revised language including adding reference to 44CFR13.41.
37. Section 10: Reporting (IDIQ,OFA)

- A. Updated reporting frequency
  - B. Added and revised language including adding reference to 44CFR13.40.
38. Section 12 Points of Contact (CTP)
- A. Removed reference to optional Attachments
39. Section 12 Points of Contact (IDIQ, OFA)
- A. Changed language to include reference to COTR
  - B. Removed reference to optional Attachments

### **November 2006 Version 5.0**

- Added references to the “NFIP Metadata Profiles Specifications.”
- Updated web addresses.
- Updated Section 4 with new Bluebook dates.
- Updated Section 5 with:
  - The standards relevant to this MAS are provided in Tables 5-1 and 5-2. Information on the correct volume, appendix, section, or subsection of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners* to be referenced for each mapping activity are summarized in Table 5-2 for convenience. However, all mapping partners working on a Flood Map Project are responsible for complying with all appropriate requirements in FEMA’s *Guidelines and Specifications for Flood Hazard Mapping Partners* and related Procedure Memoranda published by FEMA as of the date of this agreement.
  - Added reference to and link for the Geospatial Data Coordination Policy and the Geospatial Data Coordination Implementation Guide.
  - Updated Table 5-1 and 5-2.
- Updated Section 7.
- Added a table to assist with updating the baseline information in the MIP.

### **July 2006 Version 4.0**

- Added references to the “NFIP Metadata Profiles Specifications.”

### **June 2006 Version 3.0**

- Added base map preparation activities to the “Base Map Acquisition” activity.
- Added the following comment to table 4.1 in the Funding column for the “Base Map Acquisition” activity:
  - No, unless approval is given by the Regional Project Officer for base map preparation tasks only.

### **April 2006 Version 2.0**

- Added the following comment at the beginning of the document to avoid confusion:
  - **\*\*\*Note: This template can be used for CTPs, IDIQs, or OFAs. Please delete those sections that do not apply and this statement when filling out this template.\*\*\***
- Added references to Procedure Memorandum 41 (use of the NAVD 88 datum).
- Added the word “any” in the second paragraph above table 1.2 to the sentence “The activities for this Flood Map Project, including **any** required QA/QC...”
- Under “Scoping,”

- Moved all levees paragraphs so that they were adjacent to each other.
- Inserted the following wording in bold in the following paragraph:
  - In cooperation with the FEMA Region, a Project Management Team (PMT) will be established consisting of the {Insert name of Mapping Partner, and their mapping team if appropriate}, FEMA’s regional engineer, {Insert county or community name(s)}, and other appropriate officials. The PMT will be responsible for coordinating the activities of this project and completing all tasks identified in this {MAS/SOW}. The FEMA Region will be provided with documentation identifying the established PMT as well as identifying the PMT on the Scoping Report. The MIP shall be updated with Scoping status as appropriate.
- The levee language in the optional paragraph was updated. Additionally, the link to the FLIS database (<http://flis.pbsjdfirm.com>) was inserted into the optional paragraph and the reader was directed to Procedure Memorandums 30 and 34.
- Appendix A - the Scoping Report Template – and Appendix B – CTP Quarterly Report or IDIQ Progress Report – have been changed to reflect the fact that they are optional reports. Copies of these documents are used in Region IV, are available, and can be adjusted due to Regional specifications.
- The last deliverable under “Scoping” is meant to indicate that the Scoping Tool is optional, according to Procedure Memorandum 35. Reference to Procedure Memorandum 35 was inserted.
- Reference to Volume 1 of the G&S (Outreach and Coordination) is included in the “Outreach” section of the template.
- Added to “Topographic Data Development:” {Insert name of responsible Mapping Partner} should confirm with the appropriate FEMA Regional Engineer the automated H&H software proposed to be used.
- Deleted from “Independent QA/QC of Base Map:” (*Note: QA/QC typically has not been included for Base Map*)
- Under “Floodplain Mapping,”
  - Inserted the following wording in bold in the following sentence under “Scope for Refinement or Creation of Zone A:”
    - Such approaches must be coordinated with and approved by the FEMA Regional Project Officer identified in Section 12 – Points of Contact, before analysis and mapping begin.
  - Inserted the following wording in bold in the following sentence under “Standards:”
    - Such approaches must be coordinated with and approved by the FEMA Regional Project Officer before analysis and mapping begin.
  - Inserted the following wording in bold in the following sentence under “Standards:”
    - Mapping quality standards **must** be consistent with Procedure Memorandum No. 38, dated September 2, 2005.
  - Inserted the following wording in “Scope for Non-Revised Areas:”
    - It is estimated that {Insert number of panels} county-wide DFIRM panels will be produced by {Insert name of responsible Mapping Partner} .
- Deleted the following paragraph under “Redelineation:”
  - (*NOTE: It has been inferred that the intention of the Perform Redelineation task in the Work Flow was to provide a single task in which to capture the data for projects*

*that were strictly an upgrade to a digital product, or “digital conversion” along with development of a DFIRM Database. However, the definition of Redelineation seems to infer that remapping on updated topographic data is being performed. It is important to understand what each of the Regions intends to use the Redelineation Task for in regards to the project management and tracking in the MIP Workflow so that a consistent definition and definitive guidance can be prepared.)*

- Under “Post-Preliminary Processing,” the following bold text was added:
  - *Community Coordination Meeting:* If a community coordination meeting is required **it is recommended that it be held within 60 days of the issuance of the Preliminary DFIRM and,** {Insert name(s) of responsible Mapping Partner(s)} shall arrange for and verify that the following activities are completed:
- Under “Section 3,” the following bold text was added:
  - If these mapping activities are terminated, all products produced to date and the remaining funds from uncompleted activities, provided by FEMA for this MAS, will be returned to FEMA.
- Under “Section 4,”
  - Title was changed to indicate that leverage can be recorded for OFAs and communities.
  - Added date of the most current Bluebook.
- Under “Section 6,”
  - Added a “Submit To” column to table 6.1.
  - Added task “Independent QA/QC Review of Base Map” as this should not have been deleted.
- Though it was not added to the template, for reference the SharePoint link to the current draft version of the Document Control Procedures Manual is <https://www.mapmodteam.com/Deliverables/DM/3026/Work%20in%20Progress/Forms/AllItems.aspx>. Please contact Dick Wild of Baker Alexandria if you should have any questions or comments about the document.
- Deleted Appendix C. Optional paragraphs are included in the document within “Scoping,” “Hydraulic Analyses,” and “Coastal Flood Hazard Analyses.”

## **January 2006 Version 1.0**

- Created a master template for the MAS and SOW.
- Revised all of the Task and Activities tables and descriptions to be consistent with the MIP Work Flow activities and deliverables.
- Identified the activities and included statements specific to satisfying the Data Capture Standards where appropriate.
- Adjusted the requirements where necessary to reflect “updating the MIP” as required.
- Added “A Federal Geographic Data Committee (FGDC) adopted metadata profile, Content Standard for Digital Geospatial Metadata (CSDGM), must accompany the uploaded digital data in order to facilitate proper cataloging of the data for search and retrieve capabilities within the MIP. The metadata profile should be obtained from FEMA or its contractor to assure compliance” throughout the document.
- Added “Metadata profiles are to be included with each of the following four activities that must satisfy Data Capture Standards; Base Map Data, Topographic Data, Hydrologic Data,

and Hydraulic Data. The metadata profiles are available from FEMA” before the beginning of the “Scoping” section.

- Replaced “Section 7 of the MHIP” to “Procedure Memorandum No. 38.
- Moved “Independent QA/QC Review of Coastal Hazard Analyses” to proceed “Coastal Flood Hazard Analyses”.
- Under “Scoping”, added:
  - Identify all stream/coastal reaches where levees are shown as providing protection against the 1-percent-annual-chance flood. Request the information specified in Title 44 Code of Federal Regulations (CFR) 65.10, Mapping of areas protected by levee systems, from the community or other party seeking continued recognition of the levee.
  - <Optional Paragraph, as appropriate> If the Special Flood Hazard Area (SFHA) is proposed to be mapped as contained by a levee on a new FIRM then the requirements of 44 CFR 65.10 must be provided to FEMA regardless if the flooding source is proposed to be restudied or not. All levee systems impacting existing and proposed SFHAs shall be identified during this task and relevant information on the levee’s ownership, structure (including freeboard, stability, seepage, closure, etc.), maintenance, operations, and interior drainage shall be obtained and inventoried. For all levees proposed to be shown on the new FIRM as providing protection from the 1-percent-annual-chance flood (i.e., those known to have adequate freeboard, available as-built plans, adequate maintenance, and operation plans, etc.) that do not have certification documentation available, the levee owner and/or community(s) protected shall be contacted by FEMA via letter requesting the missing requirement(s) of 44 CFR 65.10. During this step, the time frame for providing the requested data shall be established in coordination with the FEMA Regional Office. If certification, plans, etc. are not provided within the established timeframe, then the need for new flood hazard analysis/mapping shall be documented. At the end of this task, FEMA’s Flood Levee Inventory System must be updated for all levees identified by {Insert name of responsible Mapping Partner}.
  - The {Insert name of responsible Mapping Partner} will be acting as the Consultation Coordination Officer for this flood study as identified in 44 CFR Part 66. **Changed “CTP” in the following sentence to insert either “CTP, IDIQ, OFA”.** At this point, the {CTP, IDIQ, OFA} will prepare and setup the Community Case File and Flood Elevation Docket for the maintenance of all communication and coordination throughout the project as outlined in 44CFR Parts 66 and 67.
- Addressed the question of where all submitted data for hydrologic modeling review is kept that is older than three years; once a study is effective all associated data should be submitted to the FEMA library.
- The “Levee System Evaluation” section was added as an appendix.
- Added “Levee Evaluation (if appropriate) to Tables 5-2 and 6-1.
- Revised the third bullet in Section 7, Hydrologic Analyses, Hydraulic Analyses, and Floodplain Mapping to “Any levee systems to be accredited will be certified in accordance with 44 CFR 65.10(e).”
- Aligned the “Deliverables” sections throughout the document to be consistent, particularly in the “Base Map Acquisition”, “Produce Preliminary Map Products”, and “Post-Preliminary Processing” sections.

- Under “Scope” in the “Topographic Data Development” section, deleted “this” in “{Insert name of responsible Mapping Partner} shall use this topographic data that is better than that of the original study. {If necessary, describe additional steps that may need to be taken to use the available data.}”
- Checked acronym usage and definitions of terms when first mentioned in the document.
- In the “Standards” sections throughout the documents, changed “Section 5 of this MAS” to “Section 5 – Standards”.
- Where applicable, changed “Section 6 of this MAS” to “Section 6 – Schedule” and changed “Section 12 of this MAS” to “Section 12 – Points of Contact”.
- Added “Appendix N” to “Appendix M and Appendix N may be downloaded from the FEMA Flood Hazard Mapping website at [http://www.fema.gov/fhm/dl\\_cgs.shtm](http://www.fema.gov/fhm/dl_cgs.shtm)” throughout document.
- Under “Hydraulic Analyses”, added the following bullets to the “Deliverables” section:
  - Format Hydraulic Database or Data Delivery consistent with the Data Capture Standards–Appendix N of the *Guidelines and Specifications for Flood Hazard Mapping Partners*; and
  - A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM as outlined in the approved QA/QC Plan.
- Under “Floodplain Mapping”, added “Scope for Limited Detail Study: {Describe intended Scope for Limited Detail Study}”.
- “Section 3 – Period of Performance”, “Section 4 – Funding/Leverage”, “Section 9 – Contractors”, “Section 10 – Reporting”, and “Section 12 – Points of Contact” were formatted to either select CTPs or IDIQ/OFA.