

### M.2 Scoping Assessment and Submittal Standards

#### M.2.1 Overview

The purpose of this section is to describe the specifications (e.g., type, naming, and format) of the Scoping Assessment and scoping data required to be submitted to FEMA for Flood Insurance Studies (FISs). All data must be submitted in digital format. A Mapping Partner with responsibility for performing the scoping assessment is required to submit the data specified in this section to FEMA for inclusion in the needs management system. A Mapping Partner assigned with the task for “Scoping” per the Statement of Work (SOW) or Mapping Activity Statement (MAS) is required to submit the data in this section as part of the upload process in the Mapping Information Platform (MIP) workflow. Appendix I of these Guidelines (an updated version to be issued soon) provides a detailed description and guidance for each of the data requirements outlined in this section.

The purpose of the Scoping Assessment deliverables is to capture validated flood data, community mapping needs, and requests identified during the Scoping Assessment process in a geospatial format. These data will be stored and updated in FEMA’s needs management tracking system.

The Scoping Process is organized into the following main phases:

- Project Scoping Initiation;
- Scoping Meeting; and
- Post-scoping Meeting Activities.

Information regarding the Scoping Assessment and Scoping processes are provided in Volume 1 and Appendix I of these Guidelines (which are currently being updated and will be issued soon). The requirements and deliverables associated with the Scoping Assessment and each phase of the scoping process are described in this section.

#### M.2.2 Requirements

##### M.2.2.1 Data Files

The Scoping Assessment and Scoping deliverables listed below are categorized into two types: “Required” and “Required if Applicable.” “Required” indicates a deliverable item that must be delivered for every scoping submittal, regardless of the circumstances of the individual study. “Required if Applicable” indicates a deliverable that is required to be submitted for all scoping submittals unless the deliverable is not applicable to or required to be produced for the study.

## Guidelines and Specifications

### Scoping Assessment Data Requirement

- Community Mapping Needs (S\_Needs\_Ar) (Required, if applicable):

This table contains all existing community flood hazard data that will be evaluated and identified as validated or as an unmet need during the validation process.

**Table M1. S\_Needs\_Ar Spatial Files**

Field	Type	Length	Required	Description
Need_id	Text	12	Yes	Primary key for table. Assigned by table creator
CID	Text	10	Yes	Digital Flood Insurance Rate Map (DFIRM) Study ID
MIP_CASE	Text	20	Yes	FEMA MIP Case Number assigned to all new studies initiated by FEMA
Reach	Text	50	Yes	Name of flooding source
Pop_By	Text	50	Yes	Person or entity populating entry
Rqstr_type	Text	20	Yes	Type of person or entity requesting need. Acceptable values for this field are listed in the D_Rqstr_Type table.
date_req	Date	8	Yes	Date need is requested
date_resolv	Date	8	Yes	Date need is resolved
date_effana	Date	8	Yes	Date of effective analysis
HdroMod	Text	50	Yes	Hydrologic model used. Acceptable values for this field are listed in the D_Hydro table.
hdramod	Text	50	Yes	Hydraulic model used. Acceptable values for this field are listed in the D_Hydra table.
digfmt	Short	2	Yes	Is the model in digital format? Acceptable values for this field are listed in the D_Element table.
runMod	Short	2	Yes	Can the digital model be run? Acceptable values for this field are listed in the D_Element table.
need_cat	Text	20	Yes	New, Validated, or Updated Engineering (NVUE) Category Lookup Identification. Acceptable values for this field are listed in the D_Need_Cat table.
c1_Gage	Short	2	Yes	Critical Element 1, Change in gage record. Major change in gage record since effective analysis that includes major flood events? Acceptable values for this field are listed in the D_Element table.
c2_disch	Short	2	Yes	Critical Element 2, Change in Discharge. Updated and effective peak discharges differ significantly based on confidence limits criteria in FEMA's G&S? Acceptable values for this field are listed in the

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Field	Type	Length	Required	Description
				D_Element table.
c3_model	Short	2	Yes	Critical Element 3, Model methodology. Model methodology no longer appropriate based on Guidelines and Specifications (i.e., one-dimensional vs. two-dimensional modeling; Coastal Guidelines)? Acceptable values for this field are listed in the D_Element table.
c4_fcstr	Short	2	Yes	Critical Element 4, Hydraulic Change. Addition/removal of a major flood control structure (i.e., certified levee or seawall, reservoir with more than 50 acre-ft storage per square mile)? Acceptable values for this field are listed in the D_Element table.
c5_chann	Short	2	Yes	Critical Element 5, Channel Reconfiguration. Current channel reconfiguration outside effective Special Flood Hazard Area (SFHA)? Acceptable values for this field are listed in the D_Element table.
c6_hstr	Short	2	Yes	Critical Element 6, Hydraulic Change. More than 5 new or removed hydraulic structures (bridge/culvert) that impact Base Flood Elevations (BFEs)? Acceptable values for this field are listed in the D_Element table.
c7_scour	Short	2	Yes	Critical Element 7, Channel Area Change. Significant channel fill or scour? Acceptable values for this field are listed in the D_Element table.
s1_regeq	Short	2	Yes	Secondary Element 1, Regression Equation. Use of rural regression equations in urbanized areas? Acceptable values for this field are listed in the D_Element table.
s2_replo	Short	2	Yes	Secondary Element 2, Repetitive Loss. Repetitive losses outside the SFHA? Acceptable values for this field are listed in the D_Element table.
s3_impar	Short	2	Yes	Secondary Element 3, Impervious Area. Increase in impervious area in the sub-basin of more than 50 percent (i.e., 10 percent to 15 percent, 20 percent to 30 percent, etc.)? Acceptable values for this field are listed in the D_Element table.
s4_hstr	Short	2	Yes	Secondary Element 4, Hydraulic Structure. More than 1 and less than 5 new or removed hydraulic structures (bridge/culvert) impacting BFEs? Acceptable values for this field are listed in the D_Element table.
s5_chimp	Short	2	Yes	Secondary Element 5, Channel Improvements. Channel improvements /

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Field	Type	Length	Required	Description
				Shoreline changes? Acceptable values for this field are listed in the D_Element table.
s6_topo	Short	2	Yes	Secondary Element 6, Topography Data. Availability of better topography/bathymetry? Acceptable values for this field are listed in the D_Element table.
s7_vegLu	Short	2	Yes	Secondary Element 7, Vegetation or Land Use. Changes to vegetation or land use? Acceptable values for this field are listed in the D_Element table.
s8_dune	Short	2	Yes	Secondary Element 8, Coastal Dune. Failure to identify primary frontal dune in coastal areas? Acceptable values for this field are listed in the D_Element table.
s9_hwms	Short	2	Yes	Secondary Element 9, High Water Mark. Significant storms with High Water Marks. Acceptable values for this field are listed in the D_Element table.
s10_reGeq	Short	2	Yes	Secondary Element 10, Regression Equation. New Regression Equations Available? Acceptable values for this field are listed in the D_Element table.
CE_Total	Short	2	Yes	Total number of critical elements
se_total	Short	2	Yes	Total number of secondary elements
comment	Text	250	No	Additional comments

- Community Mapping Requests (S\_Requests) (Required, if applicable):

This table contains all community flood hazard and/or base data requests that have been identified during the Scoping Assessment that cannot be justified as a mapping need. There are two feature classes to capture these requests as either a polygon or point. Submit either or both as applicable.

**Table M2. S\_Requests (polygons/points) Spatial Files**

Field	Type	Length	Required	Description
NEED_ID	Text	12	Yes	Primary key for table. Assigned by table creator
Reach	Text	50	Yes	Name of flooding source
Pop_By	Text	50	Yes	Person or entity populating entry
Rqst_Cat	Text	20	Yes	Request category. Acceptable values for this field are listed in the D_Rqst_Cat table.
Rqst_Lvl	Text	20	Yes	Level of analysis requested. Acceptable values for this field are listed in the D_Rqst_Lvl table.

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Mthod_Type	Text	20	Yes	Method of request made. Acceptable values for this field are listed in the D_Mthod_Type table.
Rqstr_Type	Text	20	Yes	Type of person or entity requesting need. Acceptable values for this field are listed in the D_Rqstr_Type table.
Date_Rqst	Date	8	No	Date request is made
Date_Resolv	Date	8	No	Date request is resolved
Carto_Rqst	Text	20	Yes	Type of cartographic change requested. Acceptable values for this field are listed in the D_Carto_Rqst table.
Fld_Data_Rqst	Text	20	Yes	Type of flood data change requested. Acceptable values for this field are listed in the D_Fld_Data_Rqst table.
Comment	Text	250	No	Description of request

- Specific Needs Information Table (Specific\_Needs\_Info) (Required, if applicable):

This table includes general information that will be associated, via the Need\_ID attribute, with every need or request that is identified during the Scoping Assessment.

**Table M3. Specific\_Needs\_Info Tabular File**

Field	Type	Length	Required	Description
Need_ID	Text	12	Yes	Primary key for table. Assigned by table creator
Cost_Share	Short	2	No	Is there cost share? Acceptable values for this field are listed in the D_Element table.
Disaster	Text	50	No	Associated disaster number
Mitig_Plan	Short	2	No	Is there a mitigation plan identifying need? Acceptable values for this field are listed in the D_Element table.
Rsk_Assess	Short	2	No	Is there a risk assessment? Acceptable values for this field are listed in the D_Element table.
HAZUS	Short	2	No	Is there a HAZUS run on the stream? Acceptable values for this field are listed in the D_Element table.
HAZUS_LVL	Short	2	No	Level of HAZUS run. Acceptable values for this field are listed in the D_HAZUS_Lvl table.
Comment	Text	250	No	Additional comment

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### *Project Scoping Initiation Requirements*

- Project Management Team (STFIPS+PCOMM#\_ProjectTeam) (Required)

In written format, provide contact information of each member of the flood map project management team. Each team member's organization, phone number, fax number, e-mail, and role should be identified.

- Community Contact List (Contact\_Info) (Required):

This table contains contact information for the county and every incorporated community in the study area that has the following positions/roles occupied: Chief Executive Officer (CEO) (Mayor, City Manager, County Judge, or other), State National Flood Insurance Program (NFIP) Coordinator, local Floodplain Administrator (if community participates in the NFIP), and data/GIS contact (name of person to contact with regard to obtaining local data for use in the study).

**Table M4. Contact\_Info Tabular File**

<b>Fields</b>	<b>Description</b>
ORGANIZATION	Community, Agency, or Organization Name
CEO	Is this the CEO (Yes/No)?
FPA	Is this the Floodplain Administrator (Yes/No)?
GIS	Is this the Primary GIS Contact (Yes/No)?
FIRST NAME	Contact first name
LAST NAME	Contact last name
PHONE	Contact Primary Phone Number
ADDRESS	Contact Address
CITY	Contact City
STATE	Contact State Abbreviation
ZIP	Contact Zip Code
E-MAIL	Contact e-mail address
DATE	Date the contact information was confirmed

- Project Scoping Initiation Report (STFIPS+PCOMM#\_ProjectInitiationReport) (Required if applicable):

This report should form a complete record of the Project Scoping Initiation activities and deliverables completed prior to the Scoping Meeting. These specifications represent only the framework and minimum requirements. All information essential or helpful to the understanding/interpretation of the submitted materials should be included.

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- Political Area (S\_Polbnd) (Required if applicable):

This spatial file contains the political boundaries that cover the geographic extent of the flood map project.

**Table M5. S\_Polbnd Spatial File**

Field	Type	Length	Required	Description
POL_NAME	Text	50	Y	Political Area Name 1. This is the primary name of the area shown. For areas that have more than one name, this would be the primary name with subsequent names shown in fields below. This would correspond to the official name of this jurisdiction used by FEMA within the NFIP. For unincorporated areas of a county, this should be the county name (e.g., Montgomery County).
CO_FIPS	Text	3	Y	County FIPS Code. This is the three-digit county Federal Information Processing Standard (FIPS) code. This is a standard numbering system that is used by the Federal government. Defined in FIPS Pub 6-4.
ST_FIPS	Text	2	Y	State FIPS. This is the two-digit code that corresponds to the State FIPS code. This is a standard numbering system that is used by the Federal government. Defined in FIPS Pub 6-4. These two numbers correspond to the first two digits of the panel number.
COMM_NO	Text	4	Y	Community Number. This is the four-digit number assigned by FEMA to each community for tracking purposes under the NFIP. On newer DFIRMs the State FIPS and the community number appear below the community name.
CID	Text	6	Y	Community Identification Number. This is the six-digit community identification number assigned by FEMA. It is created by combining the State FIPS code with the COMM_NO. If the jurisdiction does not have a community number assigned by FEMA, the CID is created by combining the State FIPS code with the abbreviation contained in the COMM_NO field (FED, ST, or OTHR).
ANI_TF	Text	1	Y	Area Not Included. Acceptable values for this field are listed in the D_ANI_TF table.

- Transportation (S\_Trnsport) (Required if applicable):

This spatial file provides transportation features that cover the geographic extent of the flood map project.

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**Table M6. S\_Trnsport Spatial File**

Field	Type	Length	Required	Description
TRANS_LID	Text	50	Y	Transportation Feature Type. These line types indicate how the feature must be depicted on the hardcopy Flood Insurance Rate Map. Acceptable values for this field are listed in the D_Trans_Typ table.
FEAT_NM1	Text	100	Y	Feature Name 1. This is the primary name of the feature. For areas that have more than one name, this would be the primary name with subsequent names shown in fields below. Route numbers and "Intercoastal Waterway" would also be included in this item.
FEAT_NM2	Text	100	N	Feature Name 2. This is the secondary name of the feature.

- Hydrology (S\_Hydro\_Ln and/or S\_Hydro\_Ar) (Required if applicable):

This spatial file contains the stream centerlines for the study area that extend beyond the community boundary by 1,000 to 2,000 feet. This enables the capture of effective segments that may meander just outside the community boundary.

**Table M8. S\_Hydro\_LN and/or S\_Hydro\_Ar Spatial File**

Field	Type	Length	Required	Description
WTR_NM	Text	100	Y	Surface Water Feature Name. This is the formal name of the surface water feature, as it will appear on the DFIRM.

- USGS HUCs (S\_HUC) (Required if applicable):

This spatial file contains the HUCs for the study area that fall within and also those that extend beyond the community boundary. This will enable the capture of appropriate drainage basins, including those outside the community boundary.

**Table M9. S\_HUC Spatial File**

Field	Type	Length	Required	Description
HUC_CODE	Text	8	Y	Unique hydrologic unit based on USGS levels of classification in the hydrologic unit system
HUC_NAME	Text	39	Y	The primary name of the hydrologic unit

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### *Scoping Meeting Data Requirements*

- Scoping Meeting Invitation Letters (STFIPS+PCOMM#\_MeetingInvit) (Required): In written format, provide the Scoping Meeting invitation letters. These letters should: Identify the time and place for the meeting; Provide contact information for the Project Manager or Management Staff; Discuss the intended purpose of the meeting
- Scoping Meeting Agenda (STFIPS+PCOMM#\_MeetingAgda) (Required): In written format, provide the Scoping Meeting agenda which identifies date, time, location, FEMA participants, topics to be covered, and an estimated time for each.
- Scoping Meeting Attendance Record (STFIPS+PCOMM#\_MeetingAttd) (Required): In written format, provide a Scoping Meeting attendance record containing contact information for all attendees at the Scoping Meeting.
- Scoping Meeting Summary (STFIPS+PCOMM#\_MeetingSum) (Required): In written format, provide a Scoping Meeting summary, summarizing pertinent meeting information including key topics and community map update requests.
- Memorandum of Agreement Forms (STFIPS+PCOMM#\_MOA) (Required): In written format, provide the Memorandum of Agreement (MOA) Form(s). FEMA has developed MOA forms that are signed by FEMA and the participating communities as an acknowledgement of the Flood Study project and in agreement to work together toward a common goal.

### *Post-Scoping Meeting Data Requirements*

- Mapping Activity Statement (STFIPS+PCOMM#\_MAS) (Required if Applicable): In written format, provide MAS forms. FEMA has developed MAS forms covering the tasks and standards for Flood Map Projects that are being undertaken under a Cooperating Technical Partner Program Partnership Agreement.
- Statement of Work (STFIPS+PCOMM#\_SOW) (Required if Applicable): In written format, provide SOW forms. FEMA has developed SOW forms covering the tasks and standards for FEMA-contracted Flood Map Projects.
- Scoping Report (STFIPS+PCOMM#\_ScopingReport) (Required if Applicable): The Final Scope of the project. This may be documented in a Scoping Report, MAS, or SOW depending on the Region's preference and/or contract type.
- Final Study Streams (S\_Fin\_Study\_Ln) (Required): This spatial file contains each stream segment and/or coastline contained within either the DFIRM database or NHD 100k coverage for flood sources included in the scope of work for the Flood Map Project

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update. This file should provide an inventory of stream mileage by effective and proposed zone and study type for the project area..

**Table M10. S\_Fin\_Study\_Ln Spatial File**

Field	Type	Length	Required	Description
COUNTY	Text	100	Y	County Name
Community	Text	100	Y	Community Name
STATE	Text	50	Y	State Name
CID	Text	6	Y	Community Identification Number. This is the six-digit community identification number assigned by FEMA. It is created by combining the State FIPS code with the COMM_NO. If the jurisdiction does not have a community number assigned by FEMA, the CID is created by combining the State FIPS code with the abbreviation contained in the COMM_NO field (FED, ST, or OTHR).
sT_FIPS	Text	2	Y	State FIPS. This is the two-digit code that corresponds to the State FIPS code. This is a standard numbering system that is used by the Federal government. Defined in FIPS Pub 6-4, these two numbers correspond to the first two digits of the panel number.
Effective zone_LID	Text	25	Y	From effective study. Acceptable values for this field are listed in the D_Zone table.
LEVEL_EFF_LID	Text	25	Y	Effective Level of Study. Acceptable values for this field are listed in the D_Level table.
Flooding_type_LID	Text	50	Y	Flooding type. Acceptable values for this field are listed in the D_Flooding Type table.
Stream_Name	Text	100	Y	Flooding Source Name
Length	Text	25	Y	Length of stream associated with a level of study
FBS_TF	Text	1	Y	Are stream segments anticipated to meet Floodplain Boundary Standard (FBS)? Acceptable values for this field are listed in the D_FBS_TF table.
Ranking	Text	5	N	Forced Ranking based on local/regional input
LEVEL_FIN_LID	Text	25	Y	Final Level of Study. Acceptable values for this field are listed in the D_Level table.

- Final Study Areas (S\_Fin\_Study\_Ar) (Required if applicable): This spatial file contains flood sources included in the scope of work for the Flood Map Project update within either the DFIRM database or the NHD delineated 1-square mile subbasins for the project area. This file should provide an inventory of square miles by effective and proposed zone and study type for the project area.

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**Table M11. S\_Fin\_Study\_Ar Spatial File**

Field	Type	Length	Required	Description
COUNTY	Text	100	Y	County Name
Community	Text	100	Y	Community Name
STATE	Text	50	Y	State Name
CID	Text	6	Y	Community Identification Number. This is the six-digit community identification number assigned by FEMA. It is created by combining the State FIPS code with the COMM_NO. If the jurisdiction does not have a community number assigned by FEMA, the CID is created by combining the State FIPS code with the abbreviation contained in the COMM_NO field (FED, ST, or OTHR).
ST_FIPS	Text	2	Y	State FIPS. This is the two-digit code that corresponds to the State FIPS code. This is a standard numbering system that is used by the Federal government. Defined in FIPS Pub 6-4. These two numbers correspond to the first two digits of the panel number.
Effective zone_LID	Text	25	Y	From effective study. Acceptable values for this field are listed in the D_Zone table.
LEVEL_EFF_LID	Text	25	Y	Effective Level of Study. Acceptable values for this field are listed in the D_Level table.
Flooding_type_LID	Text	50	Y	Flooding type. Acceptable values for this field are listed in the D_Flooding Type table.
Stream_Name	Text	100	Y	Flooding Source Name
Area	Text	25	Y	Square mileage of subbasin associated with a level of study
FBS_TF	Text	1	Y	Are stream segments anticipated to meet FBS? Acceptable values for this field are listed in the D_FBS_TF table.
Ranking	Text	5	N	Forced Ranking based on local/regional input
LEVEL_FIN_LID	Text	25	Y	Final Level of Study. Acceptable values for this field are listed in the D_Level table.

- Community Mapping Needs (S\_Needs\_Ar) (Required, if applicable): **See Table M1 for attribute table specifications.**

This spatial file contains existing community mapping needs identified during Scoping Assessment that will be resolved by the scope of work. The attribute table of only the records resolved will be submitted. Also, additional mapping needs that have been identified during project scoping that will either be resolved or unmet by the scope of work. The geospatial files for the new records will be submitted adhering to the specifications in Table M1 of these guidelines.

- Community Mapping Requests (S\_Requests) (Required, if applicable): **See Table M2 for attribute table specifications.**

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This spatial file contains existing community requests identified during Scoping Assessment that will be resolved by the scope of work. The attributed table for only the records resolved will be submitted. Also, community flood data requests that have been identified during project scoping that cannot be justified as needs or base map change requests identified during project scoping. The geospatial files for the new records will be submitted adhering to the specification in Table M2 of these guidelines. There are two feature classes to capture these requests as either a polygon or point. Submit either one or both as applicable.

- Specific Needs Information Table (Specific Needs\_Info) (Required, if applicable): **See Table M3 for attribute table specifications.**

This table contains general information that will be associated, via the Need\_ID attribute, with every new Need or Request that is identified during project scoping.

- Proposed DFIRM Panel Index (S-Prp\_FirmPan) (Required):

This spatial file contains the proposed panel scheme for the study area.

**Table M12. S\_Prп\_FirmPan Spatial File**

Field	Type	Length	Required	Description
ST_FIPS	Text	11	Y	State FIPS.
PCOMM	Text	4	N	Community or County Identification Number. This is the 3rd through the 6th digits of the panel number. For community based maps this corresponds to the FEMA Community Identification number. For countywide maps, this is the county (or county equivalent) FIPS code with a "C".
PANEL	Text	4	Y	Panel Number. This is the 7th through the 10th digits in the complete panel number. This is assigned by the scale of the map and the position within the community or county. The panel number scheme is described in detail in Appendix K of these Guidelines.
SUFFIX	Text	1	N	Map Suffix. This is the final digit in the complete panel number. This is a letter suffix at the end of the panel number.
FIRM_PAN	Text	11	N	DFIRM Panel Number. This is the complete DFIRM panel number, which is made up of ST_FIPS, PCOMM, PANEL, and SUFFIX. This is the 11-digit DFIRM panel number that is shown in the title block of the map.
PANEL_LID	Text	35	Y	Panel Type. The type of DFIRM panel that identifies whether the panel is printed or not printed and whether it is community based or countywide mapping. Acceptable values for this field are listed in the D_Panel_Typ table.
SCALE	Text	5	Y	Map Scale. This is the denominator of the DFIRM scale as a ratio. For example, 24000 is the denominator for a 1" = 2000' map. Acceptable values for this field are listed in the

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Field	Type	Length	Required	Description
				D_Scale table.

- Geospatial Data Summary (STFIPS+PCOMM#\_GeoSpatData) (Required): In written format, provide an inventory for all data covering the entire study area
- QC Plan (STFIPS+PCOMM#\_QCPlan) (Required): In written format, provide a Quality Control (QC) Plan. This plan documents the QC methods and steps to be performed for each task of the Flood Map Project.
- National Metrics (NatMetrics\_Info) (Required): This table contains the mileage that will meet the FBS and will be either New, Validated, or Updated. This information will be used as the basis for projecting and reporting progress towards the national metrics for Flood Map Modernization.

**Table M13. NatMetrics\_Info Tabular File**

Field	Type	Length	Required	Description
FBS_MI	Text	5	Y	Estimated number of stream miles that will meet Floodplain Boundary Standards for the new FIS
NVUE_MI	Text	5	Y	Estimated number of stream miles that will meet NVUE requirements for the new FIS
AREA	Text	5	Y	Area (in square miles) being mapped with new FIS
TOT_MAPPED_MI	Text	5	Y	Total number of stream mile that will be mapped in the new FIS
POPULATION	Text	10	Y	Population being mapped with new FIS

### M.2.2.2 Accepted File Formats

Scoping data must be submitted in one of the following digital formats listed below.

- SHP – ESRI Shapefile format (for all spatial files)
  - Community Mapping Needs – S\_Needs\_Ar
  - Community Mapping Requests – S\_Requests
  - Political Area (S\_Polbnd)
  - Transportation (S\_Trnsport)
  - Hydrology (S\_Hydro\_Ln and/or S\_Hydro\_Ar)
  - USGS HUCs (S\_HUC)
  - Final Study Streams (S\_Fin\_Study\_Ln)
  - Final Study Areas (S\_Fin\_Study\_Ar)

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- Proposed DFIRM Panel Index (S\_Prj\_FirmPan)
- DOC / PDF (for all text documents)
  - Project Management Team Contact Info (STFIPS+PCOMM#\_ProjectTeam)
  - Project Scoping Initiation Report (STFIPS+PCOMM#\_ProjectInitiationReport)
  - Scoping Meeting Invitation Letters (STFIPS+PCOMM#\_MeetingInvit)
  - Scoping Meeting Agenda (STFIPS+PCOMM#\_MeetingAgda)
  - Scoping Meeting Attendance Record (STFIPS+PCOMM#\_MeetingAttd)
  - Scoping Meeting Summary (STFIPS+PCOMM#\_MeetingSum)
  - Memorandum of Agreement Form(s) (STFIPS+PCOMM#\_MOA)
  - Mapping Activity Statement Form(s) (STFIPS+PCOMM#\_MAS)
  - Statement of Work Form(s) (STFIPS+PCOMM#\_SOW)
  - Scoping Report (STFIPS+PCOMM#\_ScopingReport)
  - Geospatial Data Summary (STFIPS+PCOMM#\_GeoSpatData)
  - QC Plan (STFIPS+PCOMM#\_QCPlan)
- XLS / MDB / DBF (for all tabular information files)
  - Specific Needs Information (Specific\_Needs\_Info)
  - Community Contact Info (Contact\_Info)
  - National Metrics (NatMetrics\_Info)

### M.2.2.3 Metadata

Metadata is not required for scoping.

### M.2.2.4 Transfer Methodology

Scoping data artifacts can be uploaded to the MIP by following the guidelines for Data Submission Upload and Validation located on the MIP (<https://hazards.fema.gov>) under “User Guidance” in the “Guides & Documentation” tab of “MIP User Care”. Mapping Partners can also submit files on one of the following electronic media:

- CD-ROM
- DVD
- External Hard Drive (for very large data submissions)

In special situations or as technology changes, other media may be acceptable if coordinated with FEMA.

### M.2.2.5 Directory Structure and Folder Naming Conventions

Scoping Assessment deliverables will be uploaded, stored, and maintained in FEMA’s needs management system. If a Mapping Partner does not have access to FEMA’s needs management system, the data may be submitted to the FEMA Lead.

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- Scoping Assessment
  - Mapping Needs
  - Requests
  - Needs / Requests Submittal Information

The Project Scoping files in Section M.2.2 – Requirements, must be submitted consistent with the following directory structure. The following folders can be created either on a local work space (i.e., a personal computer) or within the work space for the community on the MIP. If the following folders are generated locally, these newly created folders and their contents must be uploaded to the MIP.

The *Scoping* folder is located on the root directory for each community submittal on the MIP (e.g., State/County\_FIPS/MIP Project\_ID). The Scoping deliverables must be uploaded to the applicable subfolders according the following directory structure:

- Scoping/Project Scoping Initiation
  - Project Management Team
  - Community Contact List
  - Project Scoping Initiation Report
  - Political Area
  - Transportation
  - Hydrology – Streams/Lakes/Ponds
  - HUC
- Scoping/Scoping Meeting
  - Meeting Invitations
  - Meeting Agenda/Meeting Minutes
  - Meeting Attendance Record
  - Meeting Summary
  - MOA Forms
- Scoping/Post-Scoping
  - Scoping Report, SOW, or MAS
  - Final Study Streams and/or Areas
  - Community Mapping Needs and/or Requests
  - Needs/Requests Submittal Information
  - Proposed DFIRM Panel Index
  - Geospatial Data Summary
  - QA/QC Plan
  - National Metrics

## Guidelines and Specifications

### M.2.2.6 Data Identification Requirements

When data are mailed to FEMA, all submitted digital media must be labeled with at least the following information:

- Mapping Partner's name
- Community name and State for which the FIS was prepared
- Scoping Data
- Date of submission (formatted mm/dd/yyyy)
- Disk [*sequential number*] of [*number of disks*] (if not uploaded through workflow). The media must be numbered sequentially, starting at Disk 1. [Number of disks] represents the total number of disks in the submission if the data is not uploaded through workflow on the MIP.