Federal Emergency Management Agency

Washington, D.C. 20472

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MEMORANDUM FOR: Mitigation Division Directors
FEMA Regions I - X

FROM: Michael F. Howard, Chief
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SUBJECT: Procedure Memorandum 35 – Additional Requirements for Inclusion in FY05 Study contracts

Background: Federal Emergency Management Agency (FEMA) developed the *Guidelines and Specifications for Flood Hazard Mapping Partners* (*Guidelines*) in February 2002 and updated in April 2003. The *Guidelines* define the technical requirements and product specifications for flood hazard maps and related National Flood Insurance Program (NFIP) products, as well as associated coordination and documentation activities. The *Guidelines* are to be followed by FEMA Regional Office and Headquarters staff and the staff of other Flood Hazard Mapping Partners involved in producing and maintaining Flood Hazard Maps and related products of the NFIP. Since the last update of the *Guidelines* in 2003, a number of ongoing studies and new developments, primarily the implementation of the Multihazard Information Platform (MIP), have necessitated further changes to the *Guidelines*. FEMA has begun planning for the update process to improve the *Guidelines* to further the vision of Multi-Hazard Flood Map Modernization (Map Modernization) program.

Issue: The update of the *Guidelines* is anticipated to be completed in 2006. In the interim, the Engineering and Mapping IPT has identified several high priority issues that are essential in achieving Map Modernization goals and should be immediately addressed prior to scoping or tasking of FY05 studies.

Action Taken: In order to further the vision of Map Modernization, FEMA requires that the following standards/tools/activities be included in the mapping partner (Indefinite Delivery/Indefinite Quantity contractors and Cooperating Technical Partners) contracts. Adherence to these requirements will allow communities and FEMA to benefit from national study tracking capability, generate flood hazard data in a consistent framework for data sharing, produce higher quality modernized maps, and manage flood hazard mapping projects effectively.

1. **Compliance with Floodplain Boundary Data Quality Standards:** The data quality standards documented in Section 7 of the Multi-Year Flood Hazard Identification Plan (MHIP) for Fiscal Year 2004-2008 (Version 1, November 2004) should be used

as the basis for producing DFIRMs. It has been determined that DFIRMs that do not meet the quality standards stated above will not be considered toward meeting the Map Mod metrics. The MIP utilities available at the time of study submittals should be run to verify compliance with these data quality standards. Compliance with these standards will help FEMA achieve a Map Modernization goal of providing a reliable, web-based national flood layer in digital GIS format.

The floodplain boundary data quality standards outlined in Table 7-1 of the MHIP should be followed in addition to existing standards specified for floodplain mapping in the *Guidelines*, including Volume I, Section 1.4 and Appendices C, D, E, F, G, H, K, L, M, and N. Table 7-1 shall be applied to all approximate, existing detailed and new detailed studies for riverine and coastal flooding sources. More detailed guidance on how to ensure compliance with MHIP Table 7-1 is forthcoming.

2. **Use of the Scoping Tool in the MIP:** The MIP Scoping Tool is strongly recommended to be used during the scoping process, populated with data, and uploaded to the MIP. The use of the Scoping Tool will allow for establishing consistent nationwide GIS-based mapping needs, therefore, at the end of Map Mod, FEMA will have a national coverage of unmet needs. This tool and a user's manual is available to mapping partners free of charge on FEMA's MIP website (www.hazards.fema.gov).

   The MIP Scoping Tool should be used in lieu of the tools provided in Appendix I of the *Guidelines*. The guidance provided in Volume I Section 1.3 of the *Guidelines* should be followed for planning and implementing scoping activities for flood map projects.

3. **Compliance with Data Capture Standards:** The Data Capture Standards (DCS) in Appendix N of the *Guidelines* should be used in generating engineering and mapping data during flood hazard studies. MIP utilities, available at the time of data submittals, should be run to check data submissions for compliance with the DCS. These standards define the content and format of engineering data deliverables that result from the flood hazard study process and facilitate building of an enhanced database for Digital Flood Insurance Rate Maps (DFIRMs). These standards make the study assessment process more efficient; make the data more available for future use; and preserve the investment made in the data. The use of these standards will also allow FEMA to track and evaluate progress of studies and report these metrics to stakeholders.

   The flood hazard mapping projects initiated in FY05 should comply with both the DCS in Appendix N (May 2005 version) and the standards outlined in Appendix L, *Guidance for Preparing Draft Digital Data and DFIRM Database*. To avoid duplication, tables submitted pursuant to Appendix N shall not be re-submitted when submitting DFIRM data according to Appendix L except for those tables defined as standard Appendix L requirements. Further details are provided in the introduction to

Appendix N, *Data Capture Standards*. In addition, a metadata file that complies with the FEMA Metadata Profiles in XML-format shall be included with each submittal.

4. **Entering Project Data into the MIP:** Project data, from needs assessment through final DFIRM production, needs to be stored in the MIP as they are created during flood hazard studies. There are two types of project data to be entered into the MIP, management data (similar to MICS type data) and technical engineering and mapping data (models, databases, etc.). Currently, FEMA is in the process of migrating management data into the MIP. During this process, management data is stored in the MIP migration tool. Mapping partners should contact their respective Regional Management Centers (RMCs) upon completion of their tasks or, at a minimum, at the end of each month to provide updates to the RMCs. The RMCs will enter the data into the MIP migration tool for mapping partners. Failure to provide updated status information could result in delayed payments. Upon deployment of MIP Release 2.2, mapping partners will be able to enter their data directly into the MIP. This will allow communities and FEMA to retrieve up-to-date communication of study status and metric information. Mapping partners who are not using the MIP tools should supply their respective RMCs with their DCS/DFIRM engineering and mapping data upon completion of study tasks.

   The requirement of entering project management data into the MIP supersedes the data entry requirement into the Monitoring Information on Contracted Studies (MICS) as specified in Volume I, Sections 1.1.7 and 1.4.4; Volume 3, Section 3.2.9; and Appendix I of the *Guidelines*.

5. **Coordination with Regional Management Centers:** The use of the RMCs should be considered as a good practice by the Regions for contacting mapping partners (CTPs, IDIQs, and OFAs) to obtain technical and status updates on their mapping projects. This coordination is essential to ensure that status of projects is consistently collected from the mapping partners. This will allow communities and FEMA to track and evaluate progress of studies effectively and use up-to-date information for reporting national program metrics.

6. **Developing Quality Control Plans:** A Quality Control (QC) plan should be developed by each mapping partner for flood hazard mapping projects and delivered to FEMA with their technical scope and cost proposal. This QC plan should specify, with sufficient detail, the process to be used by the mapping partner (and others that may be performing independent QC reviews) that will ensure compliance of flood hazard data and DFIRMs with current FEMA standards, including the floodplain boundary standards outlined in this memorandum. The QC plan should also provide clear guidance on the process to be followed in resolving problems identified during QC reviews.

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