



{Insert CTP Name(s)}

COOPERATING TECHNICAL PARTNERS

FEMA-APPROVED LETTER OF MAP REVISION

MAPPING ACTIVITY STATEMENT

LOMR MAS No. {Insert MAS Number}

Fiscal Year 2024



FEMA

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1. Section 1 – Definitions and MT-2 Procedures Manual

1.1. Definitions

The following Code of Federal Regulations (CFR) definitions from [Title 44 Code of Federal Regulations Part 59.1 - Definitions](#) are provided for reference. Additional definitions and regulatory requirements can be found in this section.

Area of special flood hazard is the land in the floodplain within a community subject to a 1% or greater chance of flooding in any given year. The area may be designated as Zone A on the Flood Hazard Boundary and Floodway Map (FHBM). After detailed ratemaking has been completed in preparation for publication of the Flood Insurance Rate Map (FIRM), Zone A usually is refined into Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1-30, VE, or V. For purposes of these regulations, the term “Special Flood Hazard Area” (SFHA) is synonymous in meaning with the phrase “area of special flood hazard.”

Base flood means the flood having a 1% chance of being equaled or exceeded in any given year.

Regulatory floodway means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Violation means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in [Title 44 CFR 60.3](#) is presumed to be in violation until that documentation is provided.

In addition, the following references are provided:

A **Conditional Letter of Map Revision (CLOMR)** is FEMA's comment on a proposed project that would, upon construction, affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective Base Flood Elevations (BFEs), or the SFHA. The letter does not revise an effective National Flood Insurance Program (NFIP) map; it indicates whether the project, if built as proposed, would be recognized by FEMA.

A **Letter of Map Revision (LOMR)** is FEMA's modification to an effective FIRM, Flood Boundary and Floodway Map (FBFM), or both. LOMRs are generally based on the implementation of physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective BFEs, or the SFHA. The LOMR officially revises the FIRM or FBFM, and sometimes the Flood Insurance Study (FIS) report. When appropriate, it also includes a description of the modifications.

1.2. MT-2 Procedures Manual

This document refers frequently to the MT-2 Procedures Manual, an internal-facing resource for mapping partners. This document is available on RMD SharePoint at: [MT-2 Procedures Manual 2023.pdf \(fema.gov\)](#).

2. Section 2 – Project and Point of Contact Information

Instructions: Complete Table 1. Project and Point of Contact Information with the basic project information and point of contact information for both the Cooperating Technical Partner (CTP) and FEMA staff.

Table 1. Project and Point of Contact Information

Information Type	Insert Information
Project Name/Title (if applicable)	{Insert Project name/title}
CTP Organization Name:	{Insert CTP name}
CTP Contractor Working on the activities described in this MAS: <i>Optional, only if contractors have already been identified</i>	{Insert name of CTP contractor, if applicable}
Sub-Recipient Working on the activities in this MAS: <i>Optional, only if sub-recipients have already been identified</i>	{Insert name of CTP sub-recipient, if applicable}
CTP Partnership Agreement Date:	{Insert Partnership Agreement Date}
Period of Performance:	{Insert Start Date} to {Insert End Date}
CTP Project Manager:	{Insert name of CTP Project Manager}
FEMA Regional Project Officer: <i>When necessary, additional FEMA assistance should be requested through the FEMA Regional Project Officer</i>	{Insert name of FEMA Regional Project Officer} {Insert FEMA region}
FEMA Funding to Complete this LOMR Review MAS:	{Insert amount of funding provided by FEMA through Cooperative Agreement}

Information Type	Insert Information
<p>CTP Estimated Leverage:</p> <p><i>Final leverage dollars or units will be entered as applicable in the Manage Data Development Task Workflow in the Mapping Information Platform (MIP). Leverage data shown here is an estimate of leverage available at the time at which the scope is prepared and may be refined during the project. See Estimating the Value of Partner Contributions to Flood Mapping Projects “Blue Book” (Blue Book)</i></p>	<p>{Based on Blue Book estimated to be provided}</p>
<p>Project Team Coordination Activities:</p> <p><i>During the project, all members of the Project Team will coordinate as needed to ensure that activities, products, and deliverables meet FEMA requirements and contain accurate, up-to-date information.</i></p>	<p>Meetings, teleconferences, and video conferences with FEMA/FEMA’s Contractor and other Project Team members {specify frequency or dates for meetings}</p> <p>Telephone or video conversations with FEMA and other Project Team members, scheduled {specify schedule for calls} and as needed</p> <p>Email as needed</p> <p>{Add/delete/modify information, as necessary}</p>

3. Section 3 – Objective and Scope

The objective of the activities for the LOMR Review Partners project documented in this MAS is to have the CTP assume the responsibility of the evaluation of CLOMRs and final LOMR requests, as defined in the NFIP regulations in [Title 44 CFR Chapter 1, Section 72.2](#), for the entire {Insert state or other geographical area} geographical area. The CTP will review and recommend for approval these CLOMR and LOMR requests in accordance with the provisions of [Title 44 CFR 65](#) of the NFIP regulations that comply with [Title 44 CFR 60.3](#) as appropriate. **FEMA will make and issue the final determinations/letters regarding the requests.**

Based on the results of the CTP’s review and recommendation:

- For proposed projects, FEMA will issue CLOMRs in accordance within the Revisions of Flood Insurance Maps and Review of Proposals sections in the NFIP regulations ([Title 44 CFR 65.8](#), [Title 44 CFR 65.12](#)) that comply with [Title 44 CFR 60.3 – Floodplain Management Criteria for Flood Prone Areas](#), as appropriate.
- For existing conditions or “as-built” projects, FEMA will make final determinations and issue LOMRs in accordance with [Section 65.9 – Review and Response by the FEMA Administrator](#) of the NFIP regulations that comply with [Title 44 CFR 60.3 – Floodplain Management Criteria for Flood Prone Areas](#), as appropriate.

A Physical Map Revision (PMR) is a reprinted NFIP map incorporating changes to the floodplains, regulatory floodways, or flood elevations. Because of the time and cost involved to change, reprint, and redistribute a flood map, a PMR is usually processed when a revision reflects large-scope changes. Funding for PMRs is outside of the scope of this agreement. If the scope of the technical review exceeds the available funding then the case should be monitored with FEMA and the review may be performed by FEMA's Contractor of Record.

The CTP will coordinate with the appropriate parties and follow all procedures as listed in “3.8.5.3 Preparation of FEMA Monitoring Note” in the [MT-2 Procedures Manual 2023.pdf \(fema.gov\)](#) regarding potential violations of the NFIP regulations before [Activity 5](#) as defined by this document.

Your organizational access to the MIP signifies that you have access to Personally Identifiable Information (PII). As such, please ensure that your organization has coordinated with the FEMA Regional Office so that each user meets the requirements of the new [Risk Analysis Management \(RAM\) Access Portal \(RAP\)](#) process.

Please contact your FEMA Regional Project Officer for more information.

Table 2. LOMR Review Partners Staffing Mix identifies the key personnel of the CTP and their contractor (if applicable), their role/responsibility, and percentage of their time spent on the project.

Table 2. LOMR Review Partners Staffing Mix

Name	Role	Technical Engineering and Mapping Review and Processing	QA/QC	Program Management	{Insert additional activities}	Total
	<i>Example: Staff Engineer</i>	80%	8%	2%	10%	100%
	{Insert position name here}					

The activities for this LOMR Review Partners project, including required quality assurance/quality control (QA/QC) reviews, and the Mapping Partners that will complete them are summarized below in Table 3. Summary of Activities and Responsible Mapping Partners. All activities to be accomplished

by the CTP or their contractors, that may be added after the project startup, are included under the term “CTP.”

The sections of this document that follow Table 3 describe the specific mapping activities associated with the LOMR Review Partners project. Each activity description identifies the responsible Mapping Partner(s), the scope of the activity, the FEMA standards that must be met, and resultant product(s).

Table 3. Summary of Activities and Responsible Mapping Partners

Activity	CTP	FEMA/FEMA’s Contractor
Activity 1 – Initiation of Request	X	
Activity 2 – Fee-Charge System Administration/Coordination	X	X
Activity 3 – Initial Review of Request	X	
Activity 4 – Technical Review of Request	X	
Activity 5 – Preparation of Draft Determination Documents	X	
Activity 6 – Internal QA/QC Review of Draft Determination Documents	X	
Activity 7 – Audit Review	X	X
Activity 8 – FEMA Review of Determination Documents	X	X
Activity 9 – (applicable for Tier 2 Partners) Distribution of Determination Documents and Flood Hazard Determination (FHD) Publications	{Insert per CTP Agreement}	{Insert per CTP Agreement}
Activity 10 – Post Processing of LOMRs as per CTP Agreement	{Insert per CTP Agreement}	X
Activity 11 – Appeal and Comments Processing of LOMRs	X	X
Activity 12 – Data Upload Requirements and Library Submittals	X	X
Activity 13 – Miscellaneous	X	X

3.1. Activity 1 – Initiation of Request

Responsible Mapping Partner: The Cooperating Technical Partner.

Scope: For cases received through the mail, the CTP will receive copies of CLOMR and LOMR requests from requesters within the geographical extent noted at the beginning of [Section 3](#) of this document. The CTP will receive and review processing fees for these cases for completeness. Received fees are then processed as outlined in [Activity 2](#).

Cases involving levee and coastal reviews will not be processed by the CTP. They will be sent to FEMA's Contractor of Record.

The CTP will enter all information into the MIP within 24 hours of receipt of a CLOMR or LOMR request, and the MIP will generate a Case Number. FEMA and FEMA's Contractor of Record will use the MIP to track the cases reviewed and processed by the CTP.

For cases submitted to FEMA through FEMA's Online Letters of Map Change (LOMC) tool, the MIP will generate the Case Number and process the fee. Once these tasks are completed, the case will appear on the CTP's workbench for standard processing procedures.

The CTP will use the unique Case Number on all correspondence generated by the CTP regarding that particular case. For cases submitted online, the MIP will be used to generate standard correspondence. The CTP will maintain and track all CLOMR and LOMR requests within the geographical extent noted in this MAS other than requests sent to FEMA's Contractor of Record.

Within 3 working days, the CTP will send an acknowledgment by email to the requester to confirm that the submittal was received (mail is acceptable when email is not available). An acknowledgment email is not required for cases submitted online, though encouraged, as the MIP will send the requester an automatically generated email confirming the Case Number.

If a CLOMR or LOMR application was developed by the CTP or their contractors using CTP organizational funds, they may not be able to also process it. At this time, potential conflicts of interest will be coordinated with FEMA Headquarters.

Products: The CTP will prepare the following products for this mapping activity described above:

- Updates to the MIP.
- Email acknowledgment letter.

3.2. Activity 2 – Fee-Charge System Administration/Coordination

Responsible Mapping Partners: FEMA, FEMA's Contractor of Record, and the CTP.

Scope for cases submitted through the mail: FEMA has established a centralized fee-charge system, administered by a Fee-Charge System Administrator (FCSA).

The review and processing fee is based on the type of map change requested. A list of current review and processing fees for map change requests is provided on the FEMA Flood Hazard Mapping website at: [Flood Map-Related Fees](#).

Upon receipt of the request, the CTP will review the submittal to determine whether the appropriate fee has been submitted and whether the request is fee-exempt. The CTP will obtain concurrence from FEMA Headquarters regarding fee-exempt requests through a monitoring note using the template provided in FEMA's [MT-2 Procedures Manual 2023.pdf \(fema.gov\)](#). Coordination regarding fee-exemption requests should include FEMA and FEMA's Contractor of Record. Fee-exempt cases will proceed to the initial technical review step. When the CTP determines that the request is not fee-exempt, the CTP will then review the case once the fee payment is received. When a check or money order is submitted, it will be reviewed to identify obvious errors (e.g., missing date, missing signature, discrepancies between the written and the numerical amount, incorrect fee amount, and check made payable to incorrect entity).

Some checks have a 60- or 90-day void clause from the date of the check. If no void clause appears on the check, the check is good for 6 months from its issue date, unless otherwise indicated. If the check is past its expiration date, the CTP will not forward the check to FEMA for submission to the FCSA. Instead, the CTP will return the check to the requester and ask for a new check with a current date. FEMA cannot accept any check older than 6 months, unless stated otherwise on the check.

The CTP will ensure that any credit card payment form submitted directly to the CTP contains all the following required information: correct amount, credit card number, current expiration date, signature of cardholder, date of signature, name of cardholder as it appears on the credit card, address of cardholder (for the credit card receipt), daytime telephone number, and Case Number. If any of the required information is missing, the CTP will call the requester and request a corrected Payment Information Form. The FCSA cannot process credit card payments unless all correct information is provided. The FCSA and the CTP cannot, under any circumstances, accept a credit card authorization over the telephone.

Before forwarding checks, money orders, or credit card information to the FCSA, the CTP will ensure the check, money order, or Payment Information Form has been annotated with the correct Case Number. The CTP will place a copy of the annotated check or money order in the case file for the map change request. For security reasons, the CTP will block out the credit card number and expiration date on any copy of the original Payment Information Form before placing the copy in the case file.

If, during the course of the CLOMR or LOMR review, it is determined that a possible refund of fee payment is required, the CTP should coordinate and monitor the refund request with FEMA and FEMA's Contractor of Record. If FEMA approves a fee refund, the CTP should prepare and make available all necessary documentation to move forward with the fee refund process as outlined by the FCSA.

Scope for cases submitted online: As the MIP will process the fee before establishing a Case Number for cases submitted online, the CTP will only be required to confirm that the fee provided is correct. When an incorrect fee is provided by the requester, the CTP will either request additional fees through the online LOMC tool or will use the procedures described above to refund fees as needed.

Products: The CTP will provide the following to FEMA and FEMA's Contractor of Record and the FCSA as appropriate:

- Copies of checks, money orders and credit card payment sheets annotated to show the assigned Case Number.
- Copies of letters sent to the requester to notify the requester about refund or incorrect payment.
- Memoranda to the Office of the Comptroller to request refunds when appropriate.
- Coordination with FEMA Headquarters.

3.3. Activity 3 – Initial Review of Request

Responsible Mapping Partner: The Cooperating Technical Partner.

Scope: Upon receiving a case, the CTP will review the submittal for technical and regulatory adequacy, required information, application forms, Hydraulic and Hydrologic (H&H) modeling, and supporting data and documentation including submittal of Endangered Species Act (ESA) Compliance documentation for all CLOMRs.

The CTP will identify previous or ongoing LOMC and ongoing restudies for the affected map panel(s), determine if any pending request for the same area may affect the submittal, and contact the requester for missing information or additional data required to ensure that the data are scientifically sound and technically accurate (see [Section 8 – Technical Assistance and Resources](#) of this document). These activities are a part of the “pre-acceptance review” of the request, which will be completed within five working days of receiving the request.

For CLOMR applications, the CTP should verify whether the request provides sufficient documentation that the applicant has complied with the Endangered Species Act of 1973 (ESA). Further guidance on these requirements is provided in FEMA's [MT-2 Procedures Manual 2023.pdf \(fema.gov\)](#).

The CTP will inform the requester in writing about the additional data necessary to process the request if applicable. The CTP will mail the letter within five working days of receiving the request. If all data were received with the initial submittal, the email acknowledgment discussed in [Activity 1](#) will serve as a confirmation of receipt to the requester. For cases submitted online, the CTP will request data through the MIP within five working days of receiving the request.

For CLOMR applications where sufficient ESA documentation has been received, the CTP will prepare and submit the required documentation to the FEMA Headquarters ESA Point of Contact. Further guidance on this process is provided in FEMA's [MT-2 Procedures Manual 2023.pdf \(fema.gov\)](#).

If additional data is requested, and the required data is not received within 90 days of the date of the letter, the CTP will suspend processing of the request. No extensions will be granted. When additional data is received within the 90 days of the date of the additional data letter, the CTP will acknowledge the receipt of this data by email to the requester.

Further guidance on the additional data letter is provided in FEMA's [MT-2 Procedures Manual 2023.pdf \(fema.gov\)](#). Standard templates must be used.

Products: The CTP will make the following products available (through the MIP) to FEMA and FEMA's Contractor of Record as appropriate. The following correspondence items may be provided in a digital format via email:

- Additional data letter using the appropriate letter template provided by FEMA.
- Enclosures to the additional data letter as appropriate.
- MIP data entry.

3.4. Activity 4 – Technical Review of Request

Responsible Mapping Partner: The Cooperating Technical Partner.

Scope: Upon receipt of all required data, in accordance with [Title 44 CFR Part 65 – Identification and Mapping of the Special Flood Hazard Area](#) of the NFIP regulations, the CTP will review the technical, scientific, and other information submitted by the requester. This is to ensure that the data are technically accurate, consistent with standard engineering practice and FEMA standards, and sufficient to warrant a conditional or final determination by FEMA regarding a revision to the FIRM, FBFM, and/or FIS report. The CTP generally will limit the extent of the technical review to a review of the information presented on the MT-2 application forms and the supporting documentation submitted with them against the requirements in Part 65 of the CFR.

The CTP will use the forms to identify inconsistencies and discrepancies and judge reasonableness. In certain cases, such as review of requests involving alluvial fan flooding, unique Hydraulic and Hydrologic (H&H) analyses, or significant changes to the SFHA shown on the effective FIRM, additional technical reviews beyond the reviews of the application forms may be required, as directed by the FEMA Headquarters contact and FEMA Regional Project Officer or their designee. These unique situations will be identified early in the case review by the case reviewer, and the FEMA Headquarters contact will be informed of the situation and the additional reviews suggested.

For revisions involving the addition of detailed flood information or changes to flooding sources originally studied by detailed methods, analyses, and other supporting data for the 10%-annual-

chance (10-year), 2%-annual-chance (50-year), 1%-annual-chance (100-year), and 0.2%-annual-chance (500-year) floods and/or regulatory floodway may be required. At a minimum, the analyses and other supporting data provided in support of a revision request must meet the standards outlined in [Section 5 – Standards](#) of this document.

The CTP will perform the required coordination and documentation activities necessary for processing each request. During the processing, the CTP will:

- Communicate with the requester and officials of the affected communities as necessary.
- Coordinate activities with the FEMA Regional Office and Headquarters Office as appropriate (the most common examples of coordination that may be required between the CTP and FEMA include but are not limited to: potential violations, corrections, PMRs, FEMA-initiated requests and fee exemptions).
- Submit the ESA Compliance documentation to FEMA Headquarters for review and approval. Procedures and requirements are listed in Section “3.4.1.11.5 Endangered Species Act Compliance” in the [MT-2 Procedures Manual 2023.pdf \(fema.gov\)](#).
- Communicate with other FEMA’s Contractor of Record and federal, state, and local agencies as needed.
- Prepare letters and other correspondence for FEMA signature.
- Maintain legal documentation, records of correspondence, and technical data.

In addition, the CTP will organize and submit to FEMA, via the MIP, records of the correspondence and supporting data associated with each request in support of the final determination.

Standards: The relevant standards for [Activity 4](#) are provided in [Section 5 – Standards](#) of this document.

Products: The CTP will make the following products available (through the MIP) to FEMA and FEMA’s Contractor of Record as appropriate. The following items may be provided in a digital format:

- A case file (maintained continuously) of all supporting data provided by the requester(s) and community official(s) in support of the request. The contents of the case file should include copies of correspondence sent to requestors and records of telephone conversations, emails, and faxes with requesters, community officials, FEMA, and others regarding each request. The final MT-2 case file submitted must be consistent with the structure shown in FEMA’s MT-2 Procedures Manual and depicted below:

MT-2 Final Case File Structure

- 📁 Case Number
 - 📁 1 – Correspondence

-  Final Determination Documents
 -  Correspondence to and from the requestor and community
 -  2 – Incoming Data
 - Hydraulics
 -  Final
 -  Superseded
 - Hydrology
 -  Final
 -  Superseded
 -  Mapping
 -  Final
 -  Annotated FIRM
 -  Final workmap
 -  Final CAD/RASPLOT profile files
 -  GIS mapping (if not incorporated into National Flood Hazard Layer [NFHL])
 -  Spatial files (CAD/GIS/Microstation)
 -  Superseded
 - 3 – Map Attachments and Profiles
 - 4 – FEDD
 -  Final documents with certified mailing receipts
 -  Newspaper publication affidavit
 -  Interim Federal register publication
 -  Final Federal register publication
 -  116 letters with certified mailing receipts
 -  Correspondence related to any appeals that were received
 - 5 – Appeals
 - 6 – Internal Review
 -  Summary Documents
 -  Checklists
 -  Comparison Tables
 -  Internal correspondence
 -  Miscellaneous
- All appropriate documentation and modeling.
 - Submissions to FEMA’s library, maintained by FEMA’s Contractor of Record, will be made quarterly per the [MT-2 Procedures Manual 2023.pdf \(fema.gov\)](#), “Case File Archiving.”
 - MIP data entry.

3.5. Activity 5 – Preparation of Draft Determination Documents

Responsible Mapping Partner: The Cooperating Technical Partner.

Scope: No later than 60 calendar days of receiving all required data, the CTP will prepare the recommended draft determination letters and map attachments ([Activity 5](#)), perform an internal QA/QC review of those documents ([Activity 6](#)), and submit them for final audit review by FEMA’s Contractor of Record and FEMA ([Activity 7](#)). When the CTP submits these draft determination letters and map attachments to FEMA and FEMA’s Contractor of Record, the CTP also will ensure that a complete file containing the case correspondence, backup material, and engineering review notes has been assembled and is available to FEMA and FEMA’s Contractor of Record for review. A detailed list of the required products, to be submitted to FEMA, is provided under “Products” below.

Products: The CTP will make the following products available to FEMA and FEMA’s Contractor of Record as appropriate after [Activity 6](#) (Independent QA/QC of Draft Determination Documents) is complete:

- A case summary providing the case background, review and final recommendation.
- Cover letter(s) for the affected communities.
- A draft conditional comment document for CLOMR requests.
- A draft final determination document for LOMR requests.
- Annotated FIRM(s) showing the proposed boundary delineations for a CLOMR and the revised boundary delineations for a LOMR of the 1%-annual-chance (100-year) and 0.2%-annual-chance (500-year) floodplain boundaries and/or regulatory floodway boundaries as appropriate.
- Topographic maps of the revision area that meet the requirements outlined in [MT-2 Application/Certification Form 2, Riverine Hydrology & Hydraulics Form](#).
- Digital Flood Profiles of the 10%-annual-chance (10-year), 2%-annual-chance (50-year), 1%-annual-chance, and 0.2%-annual-chance water surface elevations representing proposed conditions for a CLOMR and existing or “as-built” conditions for a LOMR, if applicable.
- Revised Floodway Data Table(s) (FDTs), if applicable.
- Revised Summary of Discharges Table(s), if applicable.
- Revised Summary of Stillwater Elevations Table(s), if applicable.
- Other affected FIS tables, if applicable.
- Copies of the effective FIRM(s), FIS profiles and any other affected FIS tables, if applicable.

- [Title 44 CFR 65.12 – Revision of Flood Insurance Rate Maps](#) documentation for CLOMR requests when required.
- [Title 44 CFR 65.7 – Floodway Revisions](#) documentation for CLOMR and LOMR requests involving a floodway revision.
- Endangered Species Act (ESA) compliance documentation for all CLOMR requests including FEMA ESA approval.
- Endangered Species Act compliance documentation and FEMA review/approval documentation for all CLOMR requests.
- Affected property owner notifications, via individual letters or newspaper notice, for CLOMR/LOMR requests that cause the flood hazards to increase, compared with the information shown on the effective FIRM, due to a project or updated modeling including BFEs and/or base flood depths, SFHA boundaries, zone designations, and/or regulatory floodway boundaries.
- Draft FHD on the web notice, when required, based on the template and notice types and draft newspaper notice for a LOMR when applicable.
- For an effective FIRM, a digital attachment will be issued to amend the effective FIRM for a LOMR. Draft digital data that will be posted to the National Flood Hazard Layer (NFHL) should be made available (these data submittal requirements are shown under [Activity 12](#)).
- Monitoring Checklist.
- MIP LOMC Case Tracking form.
- MIP data entry.

3.6. Activity 6 – Internal QA/QC Review of Draft Determination Documents

Responsible Mapping Partner: The Cooperating Technical Partners.

Scope: The CTP will develop and follow internal procedures for QA/QC reviews (review of technical accuracy of data, technical agreement between all components, and graphic accuracy, along with a review against NFIP Regulations). All products produced by the Mapping Partners involved in this project are subject to periodic auditing by FEMA. Quality review plans will be coordinated with FEMA before implementation.

Standards: The relevant standards for [Activity 6](#) are provided in [Section 5 – Standards](#) of this document.

Products: Once the internal QA/QC review is completed and all applicable issues have been addressed, the CTP will package the required products listed in [Activity 5](#) and deliver them to FEMA. The CTP will retain a complete case file and all supporting backup data for each case in an archive.

- A completed QA/QC checklist for the case.
- Annotated copies of draft comments letters or draft determination documents and enclosures with all questions and/or concerns indicated if necessary.

3.7. Activity 7 – Audit Review

Responsible Mapping Partners: FEMA's Contractor of Record.

Scope: {Insert percentage for audit} % of CLOMR and {Insert percentage for audit} % of LOMR determination documents and enclosures are subjected to a final audit by FEMA's Contractor of Record before they are submitted to FEMA for approval. Based on performance, the number of cases audited may be reduced over time.

Products: FEMA's Contractor of Record will make the following products available to the CTP and FEMA as appropriate:

- A Summary Report that describes the findings of the audit, noting any deficiencies and providing recommendations to resolve them or noting agreement with the results.
- Annotated copies of draft determination documents and enclosures with all questions and/or concerns indicated if necessary.

3.8. Activity 8 – FEMA Review of Determination Documents

Responsible Mapping Partner: FEMA.

Scope: FEMA will make final determinations, and will review and sign all determination letters for the CLOMR and LOMR cases reviewed and processed by the CTP.

3.9. Activity 9 – Distribution of Determination Documents and FHD Publication

Responsible Mapping Partner: FEMA's Contractor of Record or pre-approved Cooperating Technical Partner.

Scope: Upon receipt of FEMA electronic signature block on all draft documents for the CLOMR or LOMR, FEMA's Contractor of Record or pre-approved CTP will follow the guidance below.

CLOMRs

Upon receipt of the signed conditional comment document for a CLOMR request, FEMA's Contractor of Record or pre-approved CTP (as indicated in Table 3) will distribute copies of the comment document to the requester, Chief Executive Officers (CEOs) and floodplain administrators of the affected communities, FEMA Regional Office, the CTP (when applicable), and others as directed by FEMA.

LOMRs

Upon receipt of the signed final determination document for a LOMR request, FEMA's Contractor of Record or pre-approved CTP will complete the responsibilities summarized below. Pre-approved CTPs performing aspects of this activity will follow the LOMR Review Partner Program Procedures for Post-Processing of LOMRs document available from FEMA Headquarters.

FEMA's Contractor of Record or pre-approved CTP (as indicated in Table 3) will distribute copies of the signed final determination document to the requester, community CEO(s), and floodplain administrator(s) of the affected community(ies), FEMA Regional Office, the CTP (when applicable), and others as directed by FEMA. For cases submitted online, only the CEO copy will be sent through the mail. The requester will download the determination document through the Online LOMC tool.

As per the Expanded Appeal Process guidelines, all LOMRs with BFE, SFHA boundary, regulatory floodway and zone designation changes require a 90-day appeal period. In such cases, FEMA's Contractor of Record will distribute the appropriate transmittal letter to the local newspaper(s) and provide the standard notice regarding the proposed modified FHDs to be published twice in that paper. The notice will direct those who are interested to the appropriate website, where the entire FHD notice will be available. FEMA's Contractor of Record will perform a QA/QC review of the FHD notice and will update the database to publish the FHDs on the website. The FHD notice must be published on the web before the first newspaper publication date.

Products: FEMA's Contractor of Record or pre-approved CTP will make the following products available through the MIP for CLOMR and LOMR requests:

- Copies of the CLOMR comment document(s) for the community CEO(s) and floodplain administrator(s), FEMA Regional Office, and others as directed by FEMA.
- Copies of the LOMR determination document(s) and FIRM, FBFM, and/or FIS report enclosures for the community CEO(s) and floodplain administrator(s), FEMA Regional Office, and others as directed by FEMA.
- FHD on the web notification and newspaper publication affidavits.

3.10. Activity 10 – Post Processing of LOMRs

Responsible Mapping Partners: FEMA's Contractor of Record or pre-approved CTP.

Scope: When BFEs, SFHA boundaries, regulatory floodways and flood zone designations are changed as a result of a LOMR, publication of the change and a 90-day appeal period are required. Publication responsibilities are listed in [Activity 9](#). FEMA's Contractor of Record will follow the appeal period requirements documented in FEMA's MT-2 Guidance Document. Pre-approved CTPs performing this activity will follow the LOMR Review Partner Program Procedures for Post-Processing of LOMRs document available from FEMA Headquarters.

Products: FEMA's Contractor of Record or pre-approved CTP will make the following products available as appropriate:

- Interim and Final Rule published in the Federal Register.
- Finalized FHD change letter (116 letter).
- MIP data entry.

3.11. Activity 11 – Appeal and Comment Processing for LOMRs

Responsible Mapping Partners: FEMA, FEMA's Contractor of Record and pre-approved CTP.

Scope: The responsibilities of the Mapping Partners are summarized below. Pre-approved CTPs performing aspects of this activity will also follow the LOMR Review Partner Program Procedures for Post-Processing of LOMRs document available from FEMA Headquarters.

FEMA and FEMA's Contractor of Record will perform the required coordination and documentation activities necessary for processing appeals and/or comments for any LOMR. During the processing, FEMA and FEMA's Contractor of Record will:

- Communicate with the requester and community.
- Coordinate activities with the FEMA Headquarters Contact or FEMA Regional Project Officer or their designee.
- Communicate with other FEMA contractors and federal, state and local agencies as needed.
- Prepare letters and other correspondence for FEMA signature.
- Maintain legal documentation, records of correspondence and technical data.
- Update the MIP as appropriate and/or necessary.
- When a 30-day comment period is required for a LOMR, FEMA and FEMA's Contractor of Record will review all comments submitted by the affected communities during the 30-day comment period.

FEMA and FEMA's Contractor of Record will review and resolve all appeals in reference to these cases in accordance with [Title 44 CFR Part 67 – Appeals from Proposed Flood Elevations](#) of the NFIP regulations. Close coordination with the CTP will be a part of this process. For each appeal, the following activities will be conducted as appropriate:

- Initial processing and acknowledgment of the submittal.
- Technical review of the submittal.

- Preparation of letters requesting additional supporting data.
- Performance of revised analyses.
- Preparation of the draft resolution letter and revised FIRM panels, FBFM panels, and FIS report materials for FEMA review.

FEMA's Contractor of Record or pre-approved CTP (as indicated in Table 3) will provide draft and final appeal resolution letters, all backup data and information for FEMA review and signature, and will distribute copies of the approved/signed resolution letters and enclosures.

Products: FEMA's Contractor of Record or pre-approved CTP will make the following products available as appropriate:

- Copies of all correspondence related to the appeal/protest.
- A summary providing background, review and final recommendations for the appeal/comment.
- Final version of revised Hydraulic and Hydrologic (H&H) modeling based on the appeal/comment.
- Final resolution letters and enclosures as appropriate.
- Updates to the MIP.

3.12. Activity 12 – Data Upload Requirements and Library Submittals

Responsible Mapping Partners: FEMA, FEMA's Contractor of Record and the Cooperating Technical Partner.

Scope: The responsibilities of the Mapping Partners are summarized below.

- The CTP will ensure that all required correspondence and data have been uploaded to the Content Manager in the MIP. Required items and upload specifications are identified in the FEMA [MT-2 Procedures Manual 2023.pdf \(fema.gov\)](#) and the FEMA MIP Guidance documents.
- The CTP will ensure that all engineering backup data and related correspondence for all completed LOMR and CLOMR requests are packaged and submitted to the FEMA library archives "as complete" per the [MT-2 Procedures Manual 2023.pdf \(fema.gov\)](#).

Products: In accordance with the requirements of FEMA, the CTP and/or FEMA and FEMA's Contractor of Record will make the following products available as appropriate:

- Complete, organized Engineering Study Data Package, which includes the following:
 - Digital and paper copies of all final materials including topographic work map, drainage area map, hydrologic model and hydraulic model.

- Finalized version of the Technical Support Data Notebook or other bound report/binder submitted.
- Complete case file, which includes of all supporting data provided by the requester(s) and community official(s) in support of the request. The contents of the case file should include copies of correspondence sent to requestors and records of telephone conversations, emails, and faxes with requesters, community officials, FEMA, and others regarding each request. The case file should also include copies or original MT-2 forms submitted by the requester. A copy of the finalized CLOMR comment letter or LOMR determination document should be included along with any associated annotations.

3.13. Activity 13 – Miscellaneous

Responsible Mapping Partners: FEMA, FEMA’s Contractor of Record and the Cooperating Technical Partner.

Scope: The CTP will provide FEMA with timely support in the processing of Congressional responses and other special responses related to CLOMR and LOMR requests reviewed by the CTP.

Products: In accordance with the requirements provided by FEMA, the CTP and/or FEMA’s Contractor of Record will make the following products available as appropriate:

- Draft special correspondence, backup data and information for FEMA review and signature.

4. Section 4 – Cost Sharing

Cost share can be defined in this document and would typically be the value of work performed on CLOMR or LOMR cases should the work exceed the available federal funding. This amount must be documented in this MAS, and the amount of federal funding must not be exceeded.

{Insert Work Breakdown Structure and accompanying narrative}

{Insert case per unit cost and number of cases proposing to complete}

Before exceeding the above stated amount of funding in this MAS, the CTP will notify FEMA in writing clearly stating the nature of the circumstance(s) requiring the exceedance of funds and whether the CTP is requesting additional funds, proposing to cover the remainder of processing as cost-share, or transferring all remaining activities for the period of performance to FEMA and FEMA's Contractor of Record.

FEMA and the CTP will discuss these options and determine the path forward. When necessary, FEMA or the CTP will initiate a grant amendment in the FEMA GO system to officially document the decision and amend the LOMR Review Partners award scope, budget and/or Terms and Conditions.

5. Section 5 – Guidelines and Standards

The standards relevant to this MAS are presented in FEMA Policy 204-078-1 Standards for Flood Risk Analysis and Mapping, Revision 14, located on FEMA's website at: [Standards for Flood Risk Analysis and Mapping Public Review](#). This policy supersedes all previous standards included in the Guidelines and Specifications for Flood Hazard Mapping Partners, including all related appendices and Procedure Memoranda.

Additional information, along with links to guidance documents, technical references, templates, and other resources that support these standards, may be accessed and/or downloaded from the FEMA Guidelines and Standards website at [Guidelines and Standards for Flood Risk Analysis and Mapping Activities Under the Risk MAP Program](#).

FEMA reviews standards annually and the most current version of the policy should be used. The CTP will process all MT-2s in accordance with FEMA regulations, standards, policies, and practices and is expected to comply with all updated standards (unless FEMA concurs that compliance is not required).

CTPs and their sub-awardees must comply with the regulations in [Title 44 CFR 65 – Identification and Mapping of Special Hazard Areas](#), [Title 44 CFR 66 – Consultation with Local Officials](#), and [Title 44 CFR 67 – Appeals from Proposed Flood Elevation Determinations](#). In addition, sub-awardees must be aligned with the appropriate year's CTP Notice of Funding Opportunity (herein referred to as the funding opportunity) and Agreement Articles. CTPs will also coordinate with their FEMA Regional Office to determine if any additional requirements must be met.

6. Section 6 – Schedule

The statutory timeframe for a determination on a CLOMR or LOMR request, per Title 44 CFR Part 65 of the NFIP regulations, is 90 days after all data are received. However, the CTP will adhere to the same 60-day schedule for processing cases as FEMA does. This means that the CTP will submit all cases to audit/review within 60 days of a case having all data received. The final 30 days within the regulatory timeframe will be used for reviews and coordination as needed between FEMA, FEMA’s Contractor of Record, and the CTP.

If additional time is required due to complexities of the particular case, the CTP will coordinate with the FEMA Headquarters contact. Upon approval by FEMA, the CTP will prepare an interim letter to explain that more time is needed. The CTP will obtain concurrence from FEMA and/or FEMA’s Contractor of Record on the draft letter, then will transmit this letter to the requester and community officials before the 90-day processing period expires.

{Insert summary of projected case load and schedule for the Period of Performance, including a table. Sample provided.} Table 4. Summary of Project Schedule Progress displays the grant project schedule noting estimated quarterly progress for expected cases received during the Period of Performance.

Table 4. Summary of Project Schedule Progress

Cases	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Estimated Cases Carried Over					
Estimated Cases Received					
Estimated Total Cases in Process					

The CTP estimates receiving {insert number of cases} cases within the first quarter of the grant schedule and processing at least {insert number of cases} of the cases received within the first quarter. The CTP estimates receiving {insert number of cases} cases and processing {insert number of cases} cases in Quarter 2; receiving {insert number of cases} cases and processing {insert number of cases} cases in Quarter 3; and receiving {insert number of cases} cases and {insert number of cases} cases in Quarter 4. A total of {insert number of cases} cases are estimated to be received and {insert number of cases} cases are estimated to be processed during the Period of Performance grant schedule.

7. Section 7 – Certification

A registered Professional Engineer within the CTP must be assigned to oversee the project to ensure that standard engineering practices are followed. This person must be on staff for the entire Period of Performance, and the FEMA Headquarters contact should be immediately notified of staffing changes.

8. Section 8 – Technical Assistance and Resources

The CTP may obtain copies of FEMA-issued CLOMRs, LOMRs, Letters of Map Amendment, and Letters of Map Revision Based on Fill; archived engineering backup data; and data collected as part of FEMA's former Mapping Needs Assessment process and current Coordinated Needs Management Strategy.

The CTP may contact FEMA Mapping and Insurance eXchange (FMIX) at 1-877-FEMA MAP (1-877-336-2627) or email a FEMA map specialist at FEMA-FMIX@fema.dhs.gov.

General technical and programmatic information not cited in this MAS also can be downloaded from the [FEMA Flood Hazard Mapping Website](#).

Technical and programmatic issues requiring FEMA resolution will be coordinated as needed with the FEMA Headquarters contact specified in Table 1 of this document.

Additional guidance for Hydraulic and Hydrologic (H&H) analyses and floodplain mapping is provided in FEMA's Standards and other technical reference and guidance documents identified in [Section 5 – Standards](#) of this document.

The CTP may obtain the map revision production tools, software, automated QA/QC tools, and other applications that FEMA has developed for its own use. For example, copies of FEMA's rule-based engineering software packages (such as [RASLOT](#) for automatically plotting flood profiles) may be obtained through FEMA's Contractor of Record. A list of current national and locally accepted models is available online at [Numerical Models Meeting the Minimum Requirements of the National Flood Insurance Program](#).

Specific technical and programmatic support may be provided by FEMA's Contractor of Record; such assistance must be requested through the FEMA Headquarters contact specified in Table 1 of this document and may include:

1. Technical assistance in the form of training and/or technical guidance regarding the review and processing of revision cases.
2. Training on using the MIP.
3. Training on resolving protests and appeals.

9. Section 9 – Contractors

Check the applicable statement in Table 5.

Table 5. Use Of Contractors

Select One	Description of Contractor Options
<input type="checkbox"/>	<p>The CTP will ensure that the procurement for all contractors engaged for this LOMR Review Activity complies with the requirements of Title 2 Code of Federal Regulations Part 200. The CTP will identify the name of the CTP contractor for services used as part of this LOMR Review Activity. The CTP will ensure that the procurement for all contractors used for this LOMR Review Activity complies with the requirements of 2 CFR Part 200.</p> <p>Guidance provided in this part includes, but is not limited to, contract administration and recordkeeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis. Additionally, contractors must not pose a conflict-of-interest issue.</p>
<input type="checkbox"/>	<p>The CTP does not intend to engage the services of a contractor for this MAS. No transfer of funds to agencies other than those identified in the approved cooperative agreement application will be made without prior approval from FEMA. If the CTP decides to engage a contractor at any point during the contract, the CTP will notify FEMA and identify the name of the CTP contractor for services engaged as part of this document, to be reviewed by FEMA for approval. The CTP will ensure that the procurement for all contractors engaged for this LOMR Activity complies with the requirements of Title 2 CFR Part 200.</p> <p>Guidance provided in this part includes, but is not limited to, contract administration and recordkeeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis.</p>

10. Section 10 – Reporting

The CTP will upload to the MIP copies of all correspondence between the CTP and the requester and/or community officials, including acknowledgment letters, additional data letters, processing delay letters, phone call reports, email correspondence, and any other documents. FEMA will use this information to audit the appropriate status information in the MIP.

FEMA’s Contractor of Record will then use the MIP to provide FEMA with updates to the LOMC module of FEMA’s Community Information System database. FEMA Headquarters will use the MIP to track progress of individual projects and may perform periodic audits of the MIP to ensure that timeframe processing standards are being met. The CTP will ensure that the data in the MIP is up to date at all times. All private information will be protected as a result of the work contained in this MAS.

MIP passwords will not be shared within organizations, and security protocols will be followed. For more information on security protocols, please visit the [RAP Resources webpage](#).

11. Section 11 – Financial and Performance Reporting

Financial Reporting: Because FEMA has provided funding to the CTP, financial reporting requirements for the CTP will be set by the terms of the funding opportunity, Articles of Agreement, or Award Notice for this MAS.

The CTP will also refer to [Title 2 CFR Part 200](#). The CTP will provide financial reports to the FEMA Regional Project Officer and Assistance Officer per the terms of the signed Cooperative Agreement for this MAS.

Obligations and expenditures must be reported quarterly through the Federal Financial Report (FFR) (SF-425), which is due within 30 days of the end of each calendar quarter. This report must be submitted with quarterly progress report for every quarter of the Period of Performance, including partial calendar quarters, as well as for periods during which no grant activity occurs.

Future awards and fund drawdowns may be withheld if these reports are delinquent. The final FFR is due 90 days after the end date of the Period of Performance.

FFRs must be filed electronically through the Payment and Reporting System according to the process and schedule below. Progress Reports must be submitted within FEMA GO as required by the funding opportunity and Terms and Conditions of the award.

Reporting periods and due dates:

- October 1 – December 31; Due January 30
- January 1 – March 31; Due April 30
- April 1 – June 30; Due July 30
- July 1 – September 30; Due October 30

The CTP will also provide financial reports to the FEMA Headquarters contact, FEMA Regional Project Officer and Assistant Officer in accordance with the terms of funding opportunity.

Performance Reporting: CTPs must provide a signed performance report (using the list of required information shown in the funding opportunity). The CTP will submit the report quarterly during the period of performance. Reports will be required for partial calendar quarters and periods when no grant award activity occurs. An old Standard Form-Performance Progress Report (SF-PPR) may be substituted for the performance report, if preferred. The CTP will refer to 2 CFR Part 200 for the minimum requirements for progress reporting. The FEMA Regional Project Officer, as needed, may request additional information on progress.

The CTP may meet with FEMA and/or FEMA's Contractor(s) of Record as frequently as needed to review the progress of the project in addition to the quarterly financial and status submittals. These meetings may alternate between FEMA's Regional Office, the CTP office, and conference calls as necessary.

The CTP must report performance of the grant along with the progress reports. Table 6. Quantitative Targets for Performance Measures shows which performance measures the CTPs will use to track performance. Quantitative targets for performance measures will be defined using the 2024 CTP Performance Measures Matrix in conjunction with your FEMA Regional Project Officer and those defined in Table 6. These quantitative performance measures will be tracked and reported to FEMA with the support of FEMA's Contractor of Record as needed.

CTPs are responsible for entering their quarterly performance of each measure into the [CTP Performance Measures Reporting Tool \(Tool\)](#) each quarter, unless otherwise directed by their FEMA Regional Project Officer. Each output measurement identified above must have a quarterly performance reported in the Tool within one month of the end of the quarter. Quarterly performance data can be exported from the Tool and attached to the Quarterly Report that must be uploaded to FEMA GO.

Table 6. Quantitative Targets for Performance Measures

Outcome ¹	Output Measurement ² (with customized Target)	Recorded Unit/Scale
<p>Management and commitment to LOMR flood hazard identification and mapping activities and other program activities conducted with and by FEMA.</p>	<p>87% or more MT-2 cases are processed in less than 140 days total (exclusive of time awaiting data).</p> <p><i>Note: Completed cases are defined as those cases for which a determination is made by the Government. The percentage of cases completed in a timely manner will be calculated as follows. The numerator will be the number of MT-2 cases during the applicable evaluation period (each month during the Period of Performance) that are completed within 140 days exclusive of the time waiting for data from requestors, and the LOMC Clearinghouse processing time, with consideration given to the availability of the MIP to perform this work. The denominator will be the total number of MT-2 cases completed at the end of each month during the Period of Performance</i></p>	<p>Should be expressed as either “Achieved” or “Not Achieved”</p>
<p>Adherence to statutory and regulatory requirements for timeliness and completeness of LOMR project activities and deliverables submitted to FEMA and/or provided to the public</p>	<p>Mapping Partner achieves internal reviews completed within 60 days, to allow time for the audit and QC steps by the FEMA contractors and ensure that LOMRs and CLOMRs are issued in the regulatory 90-day turnaround timeframe of the LOMC process.</p>	<p>Should be expressed as either “Achieved” or “Not Achieved”</p>

¹ An outcome is an observable and measurable change of knowledge, behavior, skills, and/or efficiency as a result of a CTP project.

² An output is a direct, specific, and quantifiable product of CTP activities that leads to/indicates success of the intended outcome, expressed in units of measure that enable quantifiable recording of performance.

Outcome ¹	Output Measurement ² (with customized Target)	Recorded Unit/Scale
<p>Adherence to LOMR program standards for timeliness, completeness and quality of project activities and deliverables submitted to FEMA and/or provided to the public.</p>	<p>75% or more MT-2 cases are processed with 2 or fewer additional data requests.</p> <p>Addendum: If needed, for a complex MT-2 case (“complex” defined as having a split or bifurcated stream networks, and/or 2-dimensional analyses (not to include levee studies)), the LOMR Review Partner will e-mail a monitoring note to Headquarters for a FEMA decision on the case being exempt in this metric calculation.</p> <p><i>Note: MT-2s can be processed more efficiently if requestors submit more complete packages requiring fewer additional data requests and review cycles. Completed cases are defined as those cases for which a determination is made by the Government (not including dropped or suspended cases).</i></p> <p><i>The percentage of cases processed with fewer Additional Data (AD) requests will be calculated as follows. The denominator will be the number of MT-2 cases each month that are completed (not including dropped or suspended cases). The numerator will be the total number of MT-2 cases completed each month that had 2 or fewer additional data requests. The total number of MT-2 cases processed and the number of cases with 2 or fewer additional data requests will be included in the reported metric. In the event the requestor’s response to an) letter is not complete or missing data, an AD-INC letter will typically be sent to the requestor.</i></p>	<p>Should be expressed as either “Achieved” or “Not Achieved”</p>

Authorized Representative Signatures

Each party has caused this MAS to be executed by its duly authorized representatives on the date mentioned above.

{Insert name of CTP Project Manager}
Project Manager
{Insert CTP name}

Date

{Insert name of Regional Project Manager OR Tahir Benabdi}
{Program Manager or Project Manager}
Federal Emergency Management Agency

Date

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Acronyms

AD	Additional Data
BFES	Base Flood Elevations
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
CLOMR	Conditional Letter of Map Revision
CTP	Cooperating Technical Partner
FBFM	Flood Boundary and Floodway Map
FCSA	Fee-Charge System Administrator
FDT	Floodway Data Table
FEMA	Federal Emergency Management Agency
FFR	Federal Financial Report
FHBM	Flood Hazard Boundary and Floodway Map
FHD	Flood Hazard Determination
FIRM	Flood Insurance Rate Map
FIS	Flood Insurance Study
FMIX	FEMA Mapping and Insurance eXchange
H&H	Hydraulic and Hydrologic

LOMC	Letter of Map Change
LOMR	Letter of Map Revision
MAS	Mapping Activity Statement
MIP	Mapping Information Platform
NFHL	National Flood Hazard Layer
NFIP	National Flood Insurance Program
PII	Personally Identifiable Information
PMR	Physical Map Revision
QA	Quality Assurance
QC	Quality Control
RAM	Risk Analysis Management
RAP	RAM Access Portal
SFHA	Special Flood Hazard Area