



NCDOT/FMP MOA Transmittal Form

Tip/ Project ID:	<input type="text"/>	Date:	<input type="text"/>
Submitter Email:	<input type="text"/>		

Submission Package - Submit the required files using the following directory structure (Exhibit B of the MOA document provides a detailed list of required deliverables for each MOA type):



MOA Project.zip (name following the MOA and HEC-RAS Nomenclature guidance)



MOA Transmittal Form (Name “[Prj ID] [Structure Number] Transmittal [yyyymmdd]”)



Effective Model

- > Copy of **Effective Model**



MOA Model

- > **Model Files**



MOA Electronic Files (Forms found on the [Hydraulics/FEMA Coordination](#) site)

- > **FEMA Coordination Form** (submit as Excel form)
- > **Title Sheet or Vicinity Map** (Make sure R/W and Let dates are current)
- > **CADD file** (name file: “**yyyymmdd_TIP_MOA.dgn**”) Include: existing and proposed roadway alignment, existing and proposed bridge, slope stakes, TOPO (w/any buildings, etc.), contours, stream alignment, and HEC RAS cross section locations (with sections labeled).
- > **TIN file**
- > **NCDOT Bridge/Culvert Survey Report** (signed, sealed and NCDOT-approved)
- > **Hydraulic Model Narrative** describe model changes as progression takes place from the Duplicate Effective Model to the Corrective Effective Model (to the Existing Conditions Model if needed) to the Revised Model.
- > **Output Comparison Table (Excel format)** Spreadsheet should cover area from downstream tie to upstream tie. Highlight the maximum WSEL increase or decrease.
- > **NCDOT MOA No-Rise Certification Form**
- > **Parcel/Property Owner Information (CADD file)** (parcel boundary electronic file with deed book & page numbers)
- > **Documentation of FMP concurrence**
- > **As-Built Plans with As-Built Certification Review Form**
- > **Other Files**