

NCDOT/FMP Memorandum of Agreement (MOA) Submittal Package Requirements

(Exhibit B of the MOA document provides a detailed list of required deliverables for each MOA type)

Submit the required files using the following directory structure:



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



MOA Transmittal Form



Effective Model

› Copy of **Effective Model**



HEC RAS Model

› **HEC RAS Model** (follow the [MOA and HEC-RAS Nomenclature](#) guidance)



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)

› **Micro-Station (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** (only for MOA Type 1)

› **Parcel/Property Owner Information (CADD file)** (parcel boundary electronic file with deed book & page numbers) (for MOA Types 2b, 2e, 2f, 2g, 3c, and 4a)

› **Documentation of FMP concurrence** (only for MOA Type 2c)

› **As-Built Plans with As-Built Certification Review Form** (for MOA Types 3a, 3b & 4a)