FEMA-MOA Flowcharts

Graphical representation of the workflows required to satisfy National Flood Insurance Program standards, as well as satisfying the Memorandum of Agreement between NCDOT and NCFMP.

Process

1. (MOA Approval)
2. (Invoice) not included
3. (As-Built Plans)
4. (Mapping/LOMR) not included
5. (CLOMR)

List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ABP</td>
<td>As-Built Plans</td>
</tr>
<tr>
<td>AD</td>
<td>Additional Data</td>
</tr>
<tr>
<td>ASHE</td>
<td>Assistant State Hydraulics Engineer</td>
</tr>
<tr>
<td>BFE</td>
<td>Base Flood Elevation</td>
</tr>
<tr>
<td>CFM</td>
<td>Community Floodplain Manager</td>
</tr>
<tr>
<td>CLOMR</td>
<td>Conditional Letter Of Map Revision</td>
</tr>
<tr>
<td>CMSS</td>
<td>Charlotte-Mecklenburg County Stormwater Services</td>
</tr>
<tr>
<td>DBM</td>
<td>Division Bridge Manager</td>
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<tr>
<td>DE</td>
<td>Design Engineer</td>
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<tr>
<td>FEMA</td>
<td>Federal Emergency Management Administration</td>
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<tr>
<td>FIRM</td>
<td>Flood Insurance Rate Map</td>
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<td>MOAT</td>
<td>MOA Team</td>
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<td>LOMR</td>
<td>Letter Of Map Revision</td>
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<td>NCFMP</td>
<td>North Carolina Floodplain Mapping Program</td>
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<tr>
<td>PM</td>
<td>Project Manager</td>
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<tr>
<td>HRE</td>
<td>Hydraulics Review Engineer</td>
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<td>MOA</td>
<td>Memorandum of Agreement</td>
</tr>
<tr>
<td>PEF</td>
<td>Private Engineering Firm</td>
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<tr>
<td>SHE</td>
<td>State Hydraulics Engineer</td>
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</table>
Process 1 (MOA Approval)

DE submits MOA Package to HRE

HRE reviews MOA Package and discusses results with PM

HRE sends Comments to DE

HRE transfers MOA Package to MOAT

MOAT reviews for Consistency

Any Comments?

YES

Discuss with PM

NO

Is Further Action Required?

YES

NO

MOAT transfers MOA Package to NCFMP and updates Database

NCFMP Reviews MOA Package

Is MOA Type 1, 2a, or 2d?

YES

NO

Is AD required?

YES

NO

PEF Reviews MOA Package

MOAT Manager assigns MOA Package to PEF

PEF Recommends Approval and MOAT Manager Confirms Approval

NCFMP notifies MOAT of Approval

Is MOA Type 3a or 3b?

YES

NO

MOAT notifies DE, HRE, PM, ASHE and Division Bridge Manager of Approval

Go to Process 2

Go to Process 4

Go to Process 2

Go to Process 3

Process 1-b (from Process 1 (continued))

Process 1-a (from Process 3)
Process 1 (continued) (MOA Approval)

Is MOA Type 1, 2a, or 2d?

- YES: Go to Process 1-c
- NO: Is AD required?

- YES: MOAT reviews and sends AD to HRE
- NO: MOAT updates Database

HRE examines and sends AD to DE

DE modifies and resubmits MOA

HRE examines and sends MOA to MOAT

MOAT transfers MOA to NCFMP and updates Database

MOAT updates Database

NCFMP or PEF reviews MOA

Is AD required?

- YES: MOAT reviews and sends AD to HRE
- NO: Go to Process 1-b
Process 3

After project Let, PM requests DBM to send ABP upon structure completion

One year after Let, track structure completion monthly

Is structure completed?

YES

NO

Have ABP been received?

YES

NO

PM requests ABP from DBM

Are additional Surveys required?

YES

NO

HRE performs survey or requests DBM to perform survey

HRE reviews ABP

DBM addresses discrepancies and resubmits ABP

Can DBM resolve Discrepancies (e.g. Excavation)?

YES

NO

Discuss with MOAT and/or SHE to determine course of action

DE revises and submits Revised model

HRE prepares MOA package

Is project a CLOMR?

YES

NO

HRE prepares and submits ABP to MOAT

MOAT transfers ABP to NCFMP and updates the Database

NCFMP reviews ABP

Go to Process 1-a

NO

YES

HRE sends Comments to DE

DE revises and resubmits Model

HRE sends Revised model

HRE reviews Revised model

Does the MOA Type change or are buildings impacted?

YES

NO

Does Revised model match the ABP?

YES

NO

HRE sends ABP to MOAT

MOAT transfers ABP to NCFMP and updates the Database

NCFMP reviews ABP

DE revises and submits to HRE

HRE revises and resubmits ABP

DE revises and submits Revised model

HRE prepares and submits ABP to MOAT

HRE sends Comments to DE

DE revises and resubmits Model

HRE sends Revised model

HRE reviews Revised model

Does Revised model match the Approved Model?

YES

NO

Discuss with MOAT and/or SHE to determine course of action

DE revises and submits Revised model

HRE prepares MOA package

Is project a CLOMR?

YES

NO

HRE prepares and submits ABP to MOAT

MOAT transfers ABP to NCFMP and updates the Database

NCFMP reviews ABP

Go to Process 4

NO

YES

Is AD required?

YES

NO

Can the HRE address the AD?

YES

HRE sends AD to DE

NO
Process 5 (CLOMR)

DE submits CLOMR Package to HRE

HRE reviews CLOMR and discusses results with PM

PM reviews CLOMR with SHE

Any Comments?

NO

HRE submits Digital CLOMR Package to NCFMP LOMC Manager

Is Project in Mecklenburg County?

YES

HRE submits CLOMR Package to:
CMSS
700 N. Tryon Street
Charlotte, NC 28202
Attn: Floodplain Permit Coordinator

CMSS assigns Case # and notifies HRE

DE sends Comments to DE

Any Comments?

YES

NCFMP reviews for compliance

DE revises and resubmits CLOMR

Any Comments?

NO

HRE sends Comments to DE

NO

NCFMP assigns Case # and notifies HRE

HRE sends CFM copy of CLOMR package and MT-2 Form for signatures

DE and PM Receive AD Request from FEMA

PM procures the Review and Processing Fee and submits

DE revises and resubmits CLOMR to Reviewer, PM notified

Is AD required?

YES

DE responds to Comments and submits to HRE

NCFMP assigns Case # and notifies HRE

HRE sends CFM copy of CLOMR package and MT-2 Form for signatures

DE and PM Receive AD Request from FEMA

PM procures the Review and Processing Fee and submits

DE revises and resubmits CLOMR to Reviewer, PM notified

PM sends Verification of Property Owners Notified and the Signed MT-2 Forms to Reviewer

PM notifies CFM to mail Notification Letters to the Affected Property Owners and return Verification of Property Owners Notified

PM notifies MOAT of Approval

MOAT updates Database

FEMA sends CLOMR approval to DE, CFMs and PM

PM notifies MOAT of Approval

MOAT updates Database

Go to Process 3