



Task	Description	Notes	Deadline / Status	Stephanie Griffin	Jim Keith	Amy Cannon	Kim Dewailly	Clair Davis	Craig Ottman	Mike Danella	Landon Erickson	Alan Johnson	James Pittman	Jacob LeSue	Mia Brown	Notes
				COGP	FNI	COA	COD	COFW	TRWD	USACE	USACE	FEMA	AECOM	Dewberry	NCTCOG	
1	Survey and inventory the models and associated files that comprise the CDC model.	HMS and RAS files; list of projects; topo from RAMPP	Complete							✓	✓			✓		
2	Survey and inventory the models and associated files that comprise the FEMA NFIP effective models for the CDC footprint.	List of current effective and preliminary effective; 2015 prelim maps to get LFD in Sept 2018 with LOMRs to follow the next day; RAMPP used FEMA flows with 2005 land use conditions; Lisa will give Landon a thumb drive of the RAMPP final documents	Complete									✓	✓			The LOMRs are individual snippets of HEC-RAS models. There is not a single NFIP model that contains all of the LOMRs. Jack Young agreed to take the lead on flagging future LOMRs in the RAMPP model.
3	Identify and outline the NFIP LOMC process/work flow, including both the Conditional Letter of Map Revision (CLOMR) and the Letter of Map Revision (LOMR) processes. Include program processes within local governments.	3, 5, 11 and 14 are related; cities to provide local review process (flow chart); additional discussion is needed regarding how to update maps as LOMRs get approved	Complete	✓		✓	✓	✓				✓	✓			
4	Survey how the NFIP models are stored and archived	SARA, HCFCD, etc.; Corridor Main Stem only	Complete		✓							✓	✓			Focus is NFIP & CDC overlapping area. Recommendations from review of other websites: (1) no special software should be required; (2) user-friendly/intuitive; (3) training should NOT be needed in order to use website; (4) color-coding of prpject status would be helpful; (5) would like the ability to download CLOMRs/LOMRs. Current InFRM platform is not designed for highly urbanized area. Nationally, FEMA is figuring out how to store and make available historical datasets.
5	Identify and outline the CDC process/work flow for both proposed and constructed projects, including interaction with local governments.	update CDC flow chart to include FEMA process; update LOMRs into models	Complete	✓		✓	✓	✓		✓	✓	✓				
6	Survey how the CDC models are stored and archived	talk with Kristine Blinkenstaff about InFRM	Complete	✓	✓	✓				✓	✓	✓		✓	NCTCOG will host the website. HCFCD recommended using a GIS-based system.	Only USACE will have the ability to upload approved CDCs. The check in/out process could be programmed and flagged so others will know when the model has been checked out for something in their project area. We discussed the possibility of having the ability to download the model and work with it before officially checking it out to make edits that would then be uploaded for review and approval. The terrain/geometry data should be downloadable with the model. The size of the downloadable files needs to be manageable.
8	The team will teleconference with Gary Brunner and his staff from the Hydrologic Engineering Center to better understand file and alternative management capabilities within HEC-RAS.	Do 8 before 7! Mike and Landon will call Gary, include Kristine Blinkenstaff; file size limitations	Complete							✓	✓					If we need to have RAS do something new or different, then that is when we would reach out to Gary.
7	Identify tracking processes within both programs that might be leveraged, to inform permit reviewers and model personnel that maintain the models from each program, as to when permit actions are initiated as well as when it has moved through each phase of the permit process.	7, 16, 17, 18 and 19 are related; web-based system	Complete		✓				✓	✓	✓	✓	✓	✓		

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9	Identify how permit reviewers and model maintenance personnel from each program will track the individual NFIP or CDC permits. Recommend any changes to each program's processes that might be needed to facilitate maintaining a set of synced and/or consolidated models.		In progress	Excel	✓		Excel	Excel		Excel	✓	✓	✓	✓	✓	Multiple geometries are required. Stephanie met with Advisory Group and Lisa has incorporated their edits. Kim, Landon and Lisa developed a draft flow chart of the consolidated modeling process. Taking draft flow chart to FMTF Group on April 12 for review/approval.
10	Identify and define how model files will be stored within HEC-RAS, e.g. alternatives, separate projects, etc. Propose any software (HEC-RAS) changes that would facilitate better management of the model files from each program.	info comes from #8; will take some time to complete	In progress		✓				✓		✓	✓	✓	✓		Recommendations include: 1. Add easy comparison of geometries. 2. Add a tracked changes feature. 3. Add button that provides a summary list of all of the projects included in the model.
11	Identify and detail a set of processes for incorporating model changes from both programs into the model files being maintained for each program or as combined by the group.		In progress						✓	✓	✓	✓	✓			This will come from the flow chart in Task 9.
12	Survey and identify web-based solutions for managing the processes online, allowing model check-in/check-out, permit tracking, and mapping. Examples include the Harris County Flood Control District (HCFCD) M3 System and the San Antonio River Authority (SARA) D2MR System.	include Kristine Blinkenstaff	In progress		✓								✓	✓		1. NCTCOG will host the website. 2. Brian is researching platform tracking options. 3. Consolidation Team will provide recommendations for website elements/requirements. Stephanie sent previous comments to Mia 3-20-19. 4. HCFCD recommends using a GIS-based platform
13	Explore ideas to place responsibility to update model files on agency.	include recommendations of time needed to make adjustments	In progress							✓	✓	✓			✓	This will come from the flow chart in Task 9.
14	Identify how the new requirements are to be incorporated into the CDC program documentation.	develop list of recommendations for new items in CDC manual as a proposal to FMTF	In progress							✓	✓	✓			✓	1. Include as-built cross sections with an appropriate fee to USACE to include in CDC. Actual valley storage will have to be confirmed. 2. Fees need to be reevaluated. 3. Include a summary of the new elements. 4. Clarify the permit extension text. 5. Include a sample letter to FEMA to remind them to share their review comments with USACE on CLOMRs/LOMRs in the CDC corridor. 6. Review/update sample CDC ordinance. 7. Use consistent terminology within the CDC Manual, such as "CDC Package" or "CDC application".
15	Identify how the new requirements are to be incorporated into the NFIP LOMC (CLOMR, LOMR) processes.		In progress									✓		✓		The FEMA process is not changing. The Local Floodplain Administrator will be doing more coordination work between FEMA and USACE.
16.A	Quantify resources and costs associated with the proposed changes in workflow/process for each program.		In progress							✓	✓	✓			✓	USACE has confirmed that the current CDC fee is still appropriate. The new fee for the "as built" plans and LOMR inclusion needs to be determined.
16.B	Develop a "catch up" model process for CDCs and CLOMRs/LOMRs issued since combined model was finalized		In progress	✓		✓	✓	✓				✓	✓	✓	✓	All CDC application from Jan 2019 moving forward should include GIS layer with georeferenced cross sections. SOP will need to be developed for CLOMR/LOMR process to use the new consolidated model (RAMPP team) with the new geometry. Additional funding to bring in the recent LOMRs could be a one-time addition fee to the community participation fee in the Common Vision Program. Sample ordinances may be needed.

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17	Quantify schedule modifications associated with the proposed changes in workflow/process for each program.									✓	✓	✓			✓	
18	Document any other impacts on both the CDC and NFIP programs.									✓	✓	✓			✓	An updated CDC Manual (5th Edition) will be needed.
19	Submit recommendations to the NCTCOG Flood Management Task Force.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Stephanie will develop draft memorandum report.
20	Identify the point at which an approved project is incorporated into the respective model. For example, an approved LOMR is incorporated into the NFIP model but not an approved CLOMR because a CLOMR is not an existing condition. An approved CDC project is incorporated into the CDC model.		In progress	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	This will come from the flow chart in Task 9.

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8 and 10 are related