

SCOPE OF WORK for **City of Iowa Colony Community Rating System**

Cahoon Consulting (Consultant) shall provide the following professional services to Adico Engineering, LLC to assist the City of Iowa Colony (City) in applying for and maintaining participation in the National Flood Insurance Program (NFIP) Community Rating System (CRS) program.

Task 1: Notification to FEMA of City's Intent

- A. Prepare and submit a Letter of Interest to FEMA on behalf of the City including the CRS Quick Check proving the City qualifies for *at least* 500 points and a class 9 in the CRS.
- B. Prepare and submit to FEMA an Information Sharing Access Agreement (ISAA) to include authorization for City staff and Consultant to obtain the City's NFIP flood insurance data including repetitive loss, claims, and policy information, as well as authorization to communicate with FEMA/State on behalf of the City.

Task 2: Community Assistance Visit

- A. Provide support in preparation for Community Assistance Visit (CAV) to be conducted by either State or FEMA including the following:
 - Review of Flood Damage Prevention Ordinance
 - Evidence of records (permits and elevation certificates) for new development and substantial improvements
 - Examination of data included in FEMA's National Violation Tracker
- B. Attend CAV meeting(s) between City and State/FEMA.
- C. Coordinate follow-up activities and documentation submittal to close the CAV for the City to receive a "Letter of Good Standing."

Task 3: CRS Kickoff Meeting

- A. Attend and coordinate kickoff meeting with relevant City staff to discuss desired CRS outcomes and each CRS activity.
- B. Develop approach to gathering documentation according to activity requirements, timeliness, and staff responsibilities.

Task 4: CRS Application

- A. Prepare and submit documentation to ISO for City's CRS application based on eligible activities and documentation.
- B. Attend CRS application visit between City and ISO.
- C. Provide follow-up assistance on documentation submittal subsequent to the application visit.

Task 5: Ongoing CRS Support

- A. Assist the City Floodplain Administrator in setting up a process to maintain CRS credit for annual recertifications and future cycle visits (e.g., 3-year or 5-year timeline dependent on class rating).
- B. Provide support for annual recertification submittals (as needed) including the following:

- Review all finished construction elevation certificates (floodplain only) received in the past year and help correct forms as needed.
- Develop permit log for new construction and substantial improvements in the floodplain.
- Develop progress report on mitigation actions outlined in floodplain management plan or hazard mitigation plan.
- Other activities as requested by ISO.

C. Develop plan for City's consideration towards modifications for class improvements.

*The full scope of the consultant's work will be determined as the program proceeds and will be subject to the needs and requests of the client.

Timeline

When authorized to commence work via a signed contract and Notice to Proceed, the following shall apply:

Task 1 – Completed within 5 days

Task 2 – Completed within 180 days, dependent on FEMA/State

Task 3 – Completed within 5 – 15 days, dependent on City's schedule

Task 4 – Completed within 180 days, dependent on ISO

Task 5 – Recertification assistance will be completed within 45 days (September 1st – October 15th) unless otherwise specified by ISO. Recertification requirements may vary from year to year, according to ISO. Other items in Task 4 will be completed as agreed upon by both parties.

Note: Once the CAV meeting has taken place and FEMA/State notifies the City what is expected to close out the CAV (i.e., a post-CAV letter), then Tasks 3 and 4 can commence simultaneously; however, the CRS application cannot be reviewed by ISO until the City receives clearance for the CAV.

Budget

All invoices from the Consultant will be in percentages of the lump sum according to the task, and must be paid within 30 days upon receipt of the Consultant's invoice. The following is the Consultant's proposed fee schedule:

TASK	DESCRIPTION OF WORK	% OF CONTRACT	FEE
1	Notification to FEMA of City's Intent	10%	\$1,800
2	Community Assistance Visit	30%	\$5,400
3	CRS Kickoff Meeting	30%	\$5,400
4	CRS Application	20%	\$3,600
5	Ongoing CRS Support	10%	\$1,800
TOTAL		100%	\$18,000