

APPENDIX A

STANDARD DOCUMENTS USED IN PROCESSING NEW AND REVISED FLOOD INURANCE STUDY REPORTS AND MAPS

<u>Document No.</u>	<u>Description</u>	<u>Page</u>
15-Series	Letter of Final Determination (LFD) to community Chief Executive Officer (CEO) for FEMA-contracted Flood Map Project; Flood Insurance Rate Map (FIRM)/Digital Flood Insurance Rate Map (DFIRM) and Flood Insurance Study (FIS) report to be published for first time	A-7
19P/NP-Series	LFD to community CEO for FEMA-contracted Flood Map Project; revised FIRM/DFIRM and FIS report to be published OR first-time FIRM/DFIRM and FIS report for communities already participating in Regular Phase of National Flood Insurance Program (NFIP) to be published; new or modified BFEs finalized	A-13
19P-N/N-NFP	LFD to community CEO for FEMA-contracted Flood Map Project; revised FIRM/DFIRM and FIS report to be published OR first-time FIRM/DFIRM and FIS report for communities already participating in Regular Phase of National Flood Insurance Program (NFIP) to be published; no new or modified BFEs finalized	A-19
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USFWSLTR	Letter to U.S. Fish and Wildlife Service providing copies of revised FIRM/DFIRM reflecting changes to CBRS boundaries and requesting comments on revised FIRM/DFIRM	A-181

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Federal Emergency Management Agency
Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
[15NP / 15NP-A /15P /15P-A]

(LFD Date)

(CEO Name and Address)
[Blank lines for address]

Community:
Community No.:

Dear [Name]:

This is to formally notify you of the final flood elevation determination for the (Full Community Name), in compliance with National Flood Insurance Program (NFIP) regulations cited at Title 44, Chapter I, Part 67, Section 67.11, Code of Federal Regulations (CFR). This Section requires that notice of final flood elevations shall be sent to the Chief Executive Officer of the community, all individual appellants, and the State NFIP Coordinator, and shall be published in the FEDERAL REGISTER.

[USE THE FOLLOWING PARAGRAPH FOR COMMUNITY WITH EFFECTIVE FHBM]

On (Date of Effective FHBM), the Federal Emergency Management Agency (FEMA) issued a Flood Hazard Boundary Map that identified flood hazards in your community. FEMA recently completed a detailed Flood Insurance Study (FIS) for your community. On (Date of Final CCO Meeting or Date Preliminary Sent), FEMA provided you with Preliminary copies of the FIS report and Flood Insurance Rate Map (FIRM) that identify the existing flood hazards in your community, including elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year (also known as the base, or 100-year, flood). The proposed Base Flood Elevations (BFEs) for your community were published in the (Newspaper Name) on (First Publication Date) and (Second Publication Date), and in the FEDERAL REGISTER, at (Volume and Page Number for FEDERAL REGISTER Notice), on (Date Published in FEDERAL REGISTER).

[USE THE FOLLOWING PARAGRAPH FOR COMMUNITY WITH NO EFFECTIVE FHBM]

The Federal Emergency Management Agency (FEMA) recently completed a detailed Flood Insurance Study (FIS) for your community. On (Date of Final CCO Meeting or Date Preliminary Sent), FEMA provided you with Preliminary copies of the FIS report and Flood Insurance Rate Map (FIRM) that identify flood hazards in your community, including elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year (also known as the base, or 100-year flood). The proposed Base Flood Elevations (BFEs) for your community were published in the (Newspaper Name) on (First Publication Date) and (Second Publication Date), and in the Federal Register, at (Volume and Page Number for FEDERAL REGISTER Notice), on (Date Published in FEDERAL REGISTER).

[USE THE FOLLOWING PARAGRAPH FOR NON-PARTICIPATING COMMUNITY]

To date, your community has not joined the NFIP. As a result, the economic consequences of Sections 201(d) and 202 of the Flood Disaster Protection Act of 1973 may apply. Questions 11, 14, 19, and 20 of the enclosed brochure, entitled *Answers to Questions About the NFIP*, provide important information regarding community participation in the NFIP and the economic consequences for communities that choose to not participate in the NFIP.

[USE THE FOLLOWING PARAGRAPH IF NO APPEAL(S) RECEIVED]

The statutory 90-day appeal period, which was initiated on the second newspaper publication date cited above, has ended. FEMA did not receive any appeals of the proposed BFEs during that time. Therefore, the BFEs for your community are considered final. The Final Rule for BFEs (copy enclosed) will be published in the FEDERAL REGISTER as soon as possible. The FIS report and FIRM for your community will become effective on **(Effective Date of FIRM)**. FEMA will send you final printed copies of the FIS report and FIRM approximately 30 days before the effective date.

[USE THE FOLLOWING PARAGRAPH IF APPEAL(S) RECEIVED]

The statutory 90-day appeal period, which was initiated on the second newspaper publication date cited above, has ended. We did receive appeals of the proposed BFEs for your community during that time. We have evaluated all technical data submitted in support of the appeal and have resolved the appeal. Therefore, the BFEs for your community are considered final. We will publish the Final Rule for BFEs (copy enclosed) in the FEDERAL REGISTER as soon as possible. The FIS report and FIRM for your community will become effective on **(Effective Date of FIRM)**. We will send you final printed copies of the FIS report and FIRM approximately 30 days before the effective date.

[INCLUDE THE FOLLOWING PARAGRAPH IN ALL LETTERS WHERE PROOF COPIES ARE NOT INCLUDED]

No changes have been made to the flood hazard data presented on the Preliminary and/or Revised Preliminary copies of the FIRM for your community. Therefore, we encourage your community to use those copies in the floodplain management regulations adoption process described below.

[INCLUDE THE FOLLOWING PARAGRAPHS IN ALL LFDS]

We have prepared the FIS report and FIRM for your community in our Countywide Format, which means that flood hazard information for all jurisdictions within **(County Name)** County has been combined into one FIS report and FIRM. When the FIS report and FIRM are printed and distributed, we will provide your community with only those panels that present flood hazard information for your community. We will provide complete sets of the FIRM panels to County officials, where they will be available for review by your community.

The FIRM panels have been computer-generated. Once the FIS report and FIRM are printed and distributed, we can provide the digital files containing the flood hazard data for the entire county to your community for use in a computer mapping system. Your community can use these files in conjunction with other thematic data for floodplain management purposes, insurance purchase and rating requirements, and many other planning applications. Your community may obtain additional paper copies or digital files of the FIRM panels by calling our Map Service Center, toll free, at 1-800-358-9616, or via our Map Service Center Website at <http://store.msc.fema.gov>. In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

Because the FIS establishing the BFEs for your community has been completed, certain additional requirements must be met under Section 1361 of the National Flood Insurance Act of 1968, as amended, within 6 months from the date of this letter. Prior to **(Effective Date of FIRM)**, your community is required, as a condition of eligibility for participating in the NFIP, to adopt or show evidence of adoption of floodplain management regulations that meet the standards of Paragraph 60.3(**[c, d, e, d and e]**) of the NFIP regulations (44 CFR 59, etc.) by the effective date of the FIRM. (A copy of the NFIP regulations is enclosed for your reference.) These standards are the minimum requirements and do not supersede any State or local requirements of a more stringent nature.

It must be emphasized that all of the standards specified in Paragraph 60.3(**[c, d, e, d and e]**) of the NFIP regulations must be enacted in a legally enforceable document. This includes adoption of the effective FIS report and FIRM to which the regulations apply. Some of the standards may already have been enacted by your community in order to establish initial eligibility in the NFIP. Your community can meet any additional requirements by taking one of the following actions:

1. Amending existing regulations to incorporate any additional requirements of Paragraph 60.3(**[c, d, e, d and e]**);
2. Adopting all of the standards of Paragraph 60.3(**[c, d, e, d and e]**) into one new, comprehensive set of regulations; or
3. Showing evidence that regulations have previously been adopted that meet or exceed the minimum requirements of Paragraph 60.3(**[c, d, e, d and e]**).

Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the 1973 Act as amended.

In addition to your community using the FIS report and FIRM to manage development in the floodplain, FEMA will use the FIS report and FIRM to establish appropriate flood insurance rates. These rates reflect the degree of exposure of property to flood risks. On the effective date of the FIRM, actuarial rates for flood insurance will be charged for all new structures and substantial improvements to existing structures located in the identified Special Flood Hazard Areas (SFHAs). These rates may be higher if structures are not built in compliance with the floodplain management standards of the NFIP. The actuarial flood insurance rates increase as the lowest elevations (including basement) of new structures decrease in relation to the BFEs established for your community. This is an important consideration for new construction because building at a higher elevation can greatly reduce the cost of flood insurance. Also, on the effective date of the FIRM for your community, additional "second-layer" coverage will become available. First-layer coverage on existing structures built prior to the effective date of the FIRM will continue to be available at subsidized rates (unless substantial improvements are made); it will also be available at actuarial rates and can be purchased at whichever rate is lower.

[USE THE FOLLOWING TWO PARAGRAPHS FOR NON-PARTICIPATING COMMUNITY]

In the event that flood insurance becomes available in your community at some future date, the applicable premium rate for flood insurance for such new structures could be prohibitive. Because flood insurance is required for most types of mortgages for homes located in the floodplain, the high flood insurance premiums would likely represent a hardship for those purchasing flood insurance. The 1973 Act requires that no Federal financial assistance, such as loans, grants, insurance, guarantees, or disaster assistance, for flood-caused damage will be available for acquisition or construction of buildings within SFHAs identified for a community.

In view of the above, your community should consider adopting the minimum standards required to join the Regular Phase of the NFIP. The minimum standards that your community must adopt in a legally enforceable document are contained in Section 60.3([c, d, e, d and e]) of the enclosed NFIP regulations (44 CFR 59, etc.).

[USE THE FOLLOWING PARAGRAPH WHEN PROOF COPY IS NOT REQUIRED]

Effective with the date of this letter, your community should use the BFE [and regulatory floodway] data presented on the [Revised] Preliminary copies of the FIS report and FIRM for regulating floodplain development in accordance with the guidance provided in the enclosed copy of Floodplain Management Bulletin 1-98, entitled *Use of Flood Insurance Study (FIS) Data As Available Data*.

[USE THE FOLLOWING PARAGRAPH WHEN PROOF COPY IS REQUIRED]

Effective with the date of this letter, your community should use the BFE [and regulatory floodway] data presented on the enclosed Proof Copies of the FIS report and FIRM for regulating floodplain development in accordance with the guidance provided in the enclosed copy of Floodplain Management Bulletin 1-98, entitled *Use of Flood Insurance Study (FIS) Data As Available Data*.

[USE THE FOLLOWING PARAGRAPH IN ALL LETTERS]

Because there are a number of ways to adopt the required floodplain management measures to participate in the Regular Phase of the NFIP, we urge you to contact the Director, Flood Insurance and Mitigation Division of FEMA in (RO City and State), at (RO Telephone Number), for assistance.

Sincerely,



William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

List of Enclosures:

[Proof Copies of FIS Report and FIRM]

[“Answers to Questions About the NFIP”]

“Frequently Asked Questions Regarding the Effect That Revised Flood Hazards Have on Existing Structures”

“Lowest Floor Elevation Certifications for Flood Insurance Post Flood Insurance Rate Map Construction”

“National Flood Insurance Program Regulations”

Use of Flood Insurance Study (FIS) Data as Available Data

cc: Community Map Repository
(Community Floodplain Administrator)

bcc: IDIQ Contractor
State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEDD File

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Federal Emergency Management Agency
Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
[19NP /19NP-A /19P /19P-A]

(LFD Date)

(CEO Name and Address)
[Blank lines for address]

Community:
Community No.:
Map Panels Affected:

Dear [Name]:

This is to formally notify you of the final flood elevation determination for the (Full Community Name), in compliance with Title 44, Chapter I, Part 67, Section 67.11, Code of Federal Regulations (CFR). This section requires that notice of final flood elevations shall be sent to the Chief Executive Officer of the community, all individual appellants, and the State National Flood Insurance Program (NFIP) Coordinator, and shall be published in the FEDERAL REGISTER.

[INCLUDE THE FOLLOWING PARAGRAPH WHEN COMMUNITY HAS AN EFFECTIVE FIRM]

On (Date of Currently Effective FIRM), the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issued a Flood Insurance Rate Map (FIRM) that identified the Special Flood Hazard Areas in your community. Recently, FEMA completed a re-evaluation of flood hazards in your community. On (Date of Final CCO Meeting or Date Preliminary Sent), FEMA provided you with Preliminary copies of the FIS report and Flood Insurance Rate Map (FIRM) that identify flood hazards in your community, including elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood). The proposed Base Flood Elevations (BFEs) for your community were published in the (Newspaper Name) on (First Publication Date) and (Second Publication Date), and in the FEDERAL REGISTER, at (Volume and Page Number for FEDERAL REGISTER Notice), on (Date Published in FEDERAL REGISTER).

[INCLUDE THE FOLLOWING PARAGRAPH WHEN COMMUNITY DOES NOT HAVE AN EFFECTIVE FIRM]

On (Date of Regular Program Conversion), the Department of Homeland Security's Federal Emergency Management Agency (FEMA) notified your community of its eligibility to enter the Regular Phase of the NFIP without issuing a Flood Insurance Rate Map (FIRM) that identified the Special Flood Hazard Areas in your community. Recently, FEMA completed a re-evaluation of flood hazards in your community. On (Date of Final CCO Meeting or Date Preliminary Sent), FEMA provided you with Preliminary copies of the FIS report and Flood Insurance Rate Map (FIRM) that identify flood hazards in your community, including elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year

(base flood). The proposed Base Flood Elevations (BFEs) for your community were published in the **(Newspaper Name)** on **(First Publication Date)** and **(Second Publication Date)**, and in the FEDERAL REGISTER, at **(Volume and Page Number for FEDERAL REGISTER Notice)**, on **(Date Published in FEDERAL REGISTER)**.

[INCLUDE THE FOLLOWING PARAGRAPH FOR NON-PARTICIPATING COMMUNITY]

To date, your community has not joined the NFIP. As a result, the economic consequences of Sections 201(d) and 202 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) may apply. Questions 11, 14, 19, and 20 of the enclosed brochure, entitled *Answers to Questions About the NFIP*, provide important information regarding community participation in the NFIP and the economic consequences for communities that choose to not participate in the NFIP.

[INCLUDE THE FOLLOWING PARAGRAPH IN ALL LETTERS WHERE PROOF COPIES ARE NOT INCLUDED]

No changes have been made to the flood hazard data presented on the Preliminary and/or Revised Preliminary copies of the FIRM for your community. Therefore, we encourage your community to use those copies in the floodplain management regulations adoption process described below. Final printed copies of the FIRM and FIS report for your community will arrive within the next 4 months.

[INCLUDE THE FOLLOWING PARAGRAPH WHEN APPEALS ARE NOT RECEIVED]

The statutory 90-day appeal period, which was initiated on the second newspaper publication date cited above, has ended. FEMA did not receive any appeals of the proposed BFEs during that time. Accordingly, the BFEs for your community are considered final. The Final Rule for BFEs will be published in the FEDERAL REGISTER as soon as possible. The FIS report and FIRM for your community will become effective on **(Effective Date of FIRM)**. Before the effective date, FEMA will send you final printed copies of the FIS report and FIRM.

[INCLUDE THE FOLLOWING PARAGRAPH WHEN APPEALS ARE RECEIVED]

The statutory 90-day appeal period, which was initiated on the second newspaper publication date cited above, has ended. The proposed BFEs for your community were appealed during that time. All technical data submitted in support of the appeal have been evaluated, and the appeal has been resolved. Therefore, the BFEs for your community are considered final. The Final Rule for BFEs will be published in the FEDERAL REGISTER as soon as possible. The FIS report and FIRM for your community will become effective on **(Effective Date of FIRM)**. Before the effective date, FEMA will send you final printed copies of the FIS report and FIRM.

[INCLUDE THE FOLLOWING TWO PARAGRAPHS FOR NON-PARTICIPATING COMMUNITY]

The FIRM provides the basis for actuarial premium rates for flood insurance policies. These rates reflect the degree of exposure of property to flood risks. Actuarial flood insurance rates will be charged for all new construction started in identified SFHAs after the effective date of the FIRM. The actuarial flood insurance rates would increase as the lowest elevations (including basement) of new structures decrease in relation to the BFEs established for your community. Conversely, building at a higher elevation can greatly reduce the cost of flood insurance. Hence, any structures not elevated above the established BFEs are exposed to greater flood hazard than if they were properly elevated. In the event that flood insurance became available in your community at some future date, the applicable premium rate for flood insurance for such new structures could be prohibitive. Because flood insurance is required for most types of

mortgages for homes located in the floodplain, the high flood insurance premiums would likely represent a hardship for those purchasing flood insurance. The 1973 Act requires that no Federal financial assistance, such as loans, grants, insurance, guarantees, or disaster assistance, for flood-caused damage will be available for acquisition or construction of buildings within SFHAs identified for a community.

In view of the above, your community should consider adopting the minimum standards required to join the Regular Phase of the NFIP. The minimum standards that your community must adopt in a legally enforceable document are contained in Paragraph 60.3([c, d, e, d and e]) of the enclosed NFIP regulations (44 CFR 59, etc.). Because there are a number of ways to adopt the required floodplain management measures to join the NFIP, we urge you to contact the FEMA Regional Office, at the telephone number cited below, for assistance.

[INCLUDE THE FOLLOWING FOUR PARAGRAPHS IN PLACE OF THE PREVIOUS TWO PARAGRAPHS FOR PARTICIPATING COMMUNITIES THAT HAVE NOT PROVEN COMPLIANCE WITH NFIP REGULATIONS]

Because the FIS establishing the BFEs for your community has been completed, certain additional requirements must be met under Section 1361 of the National Flood Insurance Act of 1968, as amended, within 6 months from the date of this letter. Prior to **(Effective Date of FIRM)**, your community is required, as a condition of continued eligibility in the National Flood Insurance Program (NFIP), to adopt or show evidence of adoption of floodplain management regulations that meet the standards of Paragraph 60.3([c, d, e, d and e]) of the enclosed NFIP regulations (44 CFR 59, etc.) by the effective date of the FIRM. These standards are the minimum requirements and do not supersede any State or local requirements of a more stringent nature.

It must be emphasized that all of the standards specified in Paragraph 60.3(**[c, d, e, d and e]**) of the NFIP regulations must be enacted in a legally enforceable document. This includes adoption of the current effective FIS and FIRM to which the regulations apply and other modifications made by this map revision. Some of the standards should already have been enacted by your community in order to establish initial eligibility in the NFIP. Your community can meet any additional requirements by taking one of the following actions:

1. Amending existing regulations to incorporate any additional requirements of Paragraph 60.3([c, d, e, d and e]);
2. Adopting all of the standards of Paragraph 60.3([c, d, e, d and e]) into one new, comprehensive set of regulations; or
3. Showing evidence that regulations have previously been adopted that meet or exceed the minimum requirements of Paragraph 60.3([c, d, e, d and e]).

Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) as amended.

In addition to your community using the FIS to manage development in the floodplain, FEMA will use the FIS to establish appropriate flood insurance rates. On the effective date of the revised FIRM, actuarial rates for flood insurance will be charged for all new structures and substantial improvements to existing structures located in the identified SFHAs. These rates may be higher if structures are not built in compliance with the floodplain management standards of the NFIP. The actuarial flood insurance rates increase as the lowest elevations (including basement) of new structures decrease in relation to the BFEs established for your community. This is an important consideration for new construction because building at a higher elevation can greatly reduce the cost of flood insurance.

[INCLUDE THE FOLLOWING PARAGRAPH IN PLACE OF THE PREVIOUS FOUR PARAGRAPHS FOR PARTICIPATING COMMUNITIES THAT HAVE PROVEN COMPLIANCE WITH NFIP REGULATIONS]

The modifications are pursuant to Section 206 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) and are in accordance with the National Flood Insurance Act of 1968, as amended (Title XIII of the Housing and Urban Development Act of 1968, Public Law 90-448), 42 U.S.C. 4001-4128, and 44 CFR Part 65. Pursuant to Section 1361 of the National Flood Insurance Act of 1968, as amended, communities participating in the National Flood Insurance Program (NFIP) are required to adopt and enforce floodplain management regulations that meet or exceed minimum NFIP criteria. These criteria are the minimum and do not supersede any State or local requirements of a more stringent nature. This includes adoption of the effective FIRM [, FBFM,] and FIS report to which the regulations apply and the modifications made by this map revision. Our records show that your community has met this requirement.

[INCLUDE THE FOLLOWING PARAGRAPH IF A SOMA IS SENT TO THE COMMUNITY WITH THIS LETTER]

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions to document previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Amendment, Letters of Map Revision) that will be superseded when the revised FIRM panels referenced above become effective. Information on LOMCs is presented in the following four categories: (1) LOMCs for which results have been included on the revised FIRM panels; (2) LOMCs for which results could not be shown on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the Special Flood Hazard Area as shown on the FIRM; (3) LOMCs for which results have not been included on the revised FIRM panels because the flood hazard information on which the original determinations were based is being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above. LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to your community shortly before the effective date of the revised FIRM and will become effective 1 day after the revised FIRM becomes effective. For the LOMCs listed in Category 4, we will review the data previously submitted for the LOMA or LOMR request and issue a new determination for the affected properties after the revised FIRM becomes effective.

[INCLUDE THE FOLLOWING PARAGRAPH IN PLACE OF THE PREVIOUS PARAGRAPH WHEN SOMA IS NOT SENT WITH THE LETTER]

To assist your community in maintaining the FIRM, we reviewed our records to determine if any previous Letters of Map Change (i.e., Letters of Map Amendment, Letters of Map Revision) will be superseded when the revised FIRM panels referenced above become effective. According to our records, no Letters of Map Change were issued previously for the affected FIRM panels.

[USE THE FOLLOWING PARAGRAPH WHEN FIS REPORT AND FIRM ARE PREPARED IN COUNTYWIDE FORMAT FOR FIRST TIME]

The FIRM and FIS report for your community have been prepared in our countywide format, which means that flood hazard information for all jurisdictions within **(County Name)** County has been combined into one FIRM and FIS report. When the FIRM and FIS report are printed and distributed, your community will receive only those panels that present flood hazard information for your community. We will provide complete sets of the FIRM panels to county officials, where they will be available for review by your community.

[USE THE FOLLOWING TWO PARAGRAPHS WHEN FIS REPORT AND FIRM ARE PREPARED IN COUNTYWIDE FORMAT FOR FIRST TIME AND DIGITAL MAPPING TECHNIQUES ARE USED]

The FIRM and FIS report for your community have been prepared in our countywide format, which means that flood hazard information for all jurisdictions within **(County Name)** County has been combined into one FIRM and FIS report. When the FIS and FIRM are printed and distributed, your community will receive only those panels that present flood hazard information for your community. We will provide complete sets of the FIRM panels to county officials, where they will be available for review by your community.

The FIRM panels have been computer-generated. Once the FIS and FIRM are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided to your community for use in a computer mapping system. These files can be used in conjunction with other thematic data for floodplain management purposes, insurance purchase and rating requirements, and many other planning applications. Your community may obtain additional paper copies or digital files of the FIRM panels by calling our Map Service Center, toll free, at 1-800-358-9616, or via our Map Service Center Website at <http://store.msc.fema.gov>. In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

[USE THE FOLLOWING PARAGRAPH WHEN PROOF COPY IS NOT REQUIRED]

Effective with the date of this letter, your community should use the BFE [and regulatory floodway] data presented on the [Revised] Preliminary copies of the FIS report and FIRM for regulating floodplain development in accordance with the guidance provided in the enclosed copy of Floodplain Management Bulletin 1-98, entitled *Use of Flood Insurance Study (FIS) Data As Available Data*.

[USE THE FOLLOWING PARAGRAPH WHEN PROOF COPY IS REQUIRED]

Effective with the date of this letter, your community should use the BFE [and regulatory floodway] data presented on the enclosed Proof Copies of the FIS report and FIRM for regulating floodplain development in accordance with the guidance provided in the enclosed copy of Floodplain Management Bulletin 1-98, entitled *Use of Flood Insurance Study (FIS) Data As Available Data*.

[USE THE FOLLOWING CLOSING PARAGRAPH IF NO PROTEST RESOLUTION OR OTHER SPECIAL CIRCUMSTANCES ARE DISCUSSED IN LETTER]

Because there are a number of ways your community may adopt the floodplain management measures required to join the NFIP, we urge you to contact the Director, Flood Insurance and Mitigation Division of FEMA in **(RO City and State)**, at **(RO Telephone Number)** for assistance. If you have any questions concerning mapping issues in general [or the enclosed Summary of Map Actions], please contact our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

[USE THE FOLLOWING CLOSING PARAGRAPH IN PLACE OF THE PREVIOUS PARAGRAPH WHEN PROTEST RESOLUTION OR OTHER SPECIAL CIRCUMSTANCES ARE DISCUSSED IN LETTER]

Because there are a number of ways to adopt the required floodplain management measures to join the NFIP, we urge you to contact the Director, Flood Insurance and Mitigation Division of FEMA in **(RO City and State)**, at **(RO Telephone Number)** for assistance. If you have any questions concerning mapping issues in general [or the enclosed Summary of Map Actions], please contact **[FEMA Project**

Engineer of our staff in Washington, DC, either by telephone at **FEMA Project Engineer Telephone Number** or by facsimile at (202) 646-4596.

Sincerely,



William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

List of Enclosures:

[Final Summary of Map Actions]

[Proof Copies of FIS Report and FIRM]

[*Answers to Questions About the NFIP*]

“Frequently Asked Questions Regarding the Effect That Revised Flood Hazards Have on Existing Structures”

“Lowest Floor Elevation Certifications for Flood Insurance Post Flood Insurance Rate Map Construction”

“National Flood Insurance Program Regulations”

“National Flood Insurance Program Elevation Certificate and Instructions”

Use of Flood Insurance Study (FIS) Data as Available Data

cc: Community Map Repository
(Community Floodplain Administrator)

bcc: IDIQ Contractor
State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEED File



Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
[19P-N / 19P-N-NFP]

(LFD Date)

(CEO Name and Address)

Community: _____
Community No.: _____
Map Panels Affected: _____

Dear _____:

On **(Date of Effective FIRM)**, the Federal Emergency Management Agency (FEMA) issued a Flood Insurance Rate Map (FIRM) that identified the Special Flood Hazard Areas in the **(Full Community Name)**. Recently, FEMA completed a re-evaluation of flood hazards in your community. On **(Date of Final CCO Meeting or Date Preliminary Sent)**, FEMA provided you with Preliminary copies of the FIS and Flood Insurance Rate Map (FIRM) that identify flood hazards in your community.

[USE THE FOLLOWING PARAGRAPH WHEN NO COMMENTS WERE RECEIVED ON PRELIMINARY COPIES OF FIRM AND FIS REPORT]

FEMA has not received any comments on the Preliminary copies of the FIS and FIRM. Accordingly, the FIS and FIRM for your community will become effective on **(Effective Date of FIRM)**. Before the effective date, FEMA will send you final printed copies of the FIS and FIRM.

[USE THE FOLLOWING PARAGRAPH WHEN COMMENTS WERE RECEIVED ON PRELIMINARY COPIES OF FIRM AND FIS REPORT]

FEMA has addressed all comments received on the Preliminary copies of the FIS and FIRM. Accordingly, the FIS and FIRM for your community will become effective on **(Effective Date of FIRM)**. Before the effective date, FEMA will send you final printed copies of the FIS and FIRM.

[INCLUDE THE FOLLOWING FOUR PARAGRAPHS IN LETTERS FOR FLOODPRONE COMMUNITIES]

Because the FIS for your community has been completed, certain additional requirements must be met under Section 1361 of the National Flood Insurance Act of 1968, as amended, within 6 months from the date of this letter. Prior to **(Effective Date of FIRM)**, your community is required, as a condition of continued eligibility in the National Flood Insurance Program (NFIP), to adopt or show evidence of adoption of floodplain management regulations that meet the standards of Paragraph 60.3([b, c, d, e, d and e]) of the enclosed NFIP regulations (44 CFR 59, etc.) by the effective date of the FIRM. These standards are the minimum requirements and do not supersede any State or local requirements of a more stringent nature.

It must be emphasized that all of the standards specified in Paragraph 60.3([b, c, d, e, d and e]) of the NFIP regulations must be enacted in a legally enforceable document. This includes adoption of the current effective FIS and FIRM to which the regulations apply and other modifications made by this map revision. Some of the standards should already have been enacted by your community in order to establish initial eligibility in the NFIP. Your community can meet any additional requirements by taking one of the following actions:

1. Amending existing regulations to incorporate any additional requirements of Paragraph 60.3([b, c, d, e, d and e]);
2. Adopting all of the standards of Paragraph 60.3([b, c, d, e, d and e]) into one new, comprehensive set of regulations; or
3. Showing evidence that regulations have previously been adopted that meet or exceed the minimum requirements of Paragraph 60.3([b, c, d, e, d and e]).

Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) as amended.

In addition to your community using the FIS to manage development in the floodplain, FEMA will use the FIS to establish appropriate flood insurance rates. On the effective date of the revised FIRM, actuarial rates for flood insurance will be charged for all new structures and substantial improvements to existing structures located in the identified SFHAs. These rates may be higher if structures are not built in compliance with the floodplain management standards of the NFIP. The actuarial flood insurance rates increase as the lowest elevations (including basement) of new structures decrease in relation to the base flood elevations established for your community. This is an important consideration for new construction because building at a higher elevation can greatly reduce the cost of flood insurance.

[INCLUDE THE FOLLOWING TWO PARAGRAPHS IN PLACE OF THE PREVIOUS FOUR PARAGRAPHS IN LETTERS FOR NON-FLOODPRONE COMMUNITIES]

The effects of this determination are as follows:

1. Any regulation of the NFIP with which your community is complying remains unchanged, and no additional conditions must be met as a condition of your community's participation in the NFIP. However, your community should recognize that floods larger than the base flood, do occur, and your community should exercise care in evaluating new development that could aggravate or create flood problems in your community or in adjacent communities.
2. The entire community will be placed in Zone X (unshaded).
3. The maximum coverage available under the Regular Phase of the NFIP will continue to be available.

The Flood Disaster Protection Act of 1973 (Public Law 93-234) and various regulations of the NFIP (42 U.S.C. Section 4001-4128) are based on base flood elevations. FEMA has determined that no base flood elevations are known to exist in your community.

[INCLUDE THE FOLLOWING PARAGRAPH IF A SOMA IS SENT TO THE COMMUNITY WITH THIS LETTER]

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions to document previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Amendment, Letters of Map Revision) that will be superseded when the revised FIRM panels referenced above become effective.

Information on LOMCs is presented in the following four categories: (1) LOMCs for which results have been included on the revised FIRM panels; (2) LOMCs for which results could not be shown on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the Special Flood Hazard Area as shown on the FIRM; (3) LOMCs for which results have not been included on the revised FIRM panels because the flood hazard information on which the original determinations were based is being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above. LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to your community shortly before the effective date of the revised FIRM and will become effective 1 day after the revised FIRM becomes effective. For the LOMCs listed in Category 4, we will review the data previously submitted for the LOMA or LOMR request and issue a new determination for the affected properties after the revised FIRM becomes effective.

[INCLUDE THE FOLLOWING PARAGRAPH IN PLACE OF THE PREVIOUS PARAGRAPH WHEN NO SOMA IS SENT WITH THE LETTER]

To assist your community in maintaining the FIRM, we reviewed our records to determine if any previous Letters of Map Change (i.e., Letters of Map Amendment, Letters of Map Revision) will be superseded when the revised FIRM panels referenced above become effective. According to our records, no Letters of Map Change were issued previously for the affected FIRM panels.

[USE THE FOLLOWING PARAGRAPH WHEN FIS REPORT AND FIRM ARE PREPARED IN COUNTYWIDE FORMAT FOR FIRST TIME AND TRADITIONAL MAPPING TECHNIQUES ARE USED]

The FIS report and FIRM for your community have been prepared in our countywide format, which means that flood hazard information for all jurisdictions within **(County Name)** County has been combined into one FIS report and FIRM. When the FIS report and FIRM are printed and distributed, your community will receive only those panels that present flood hazard information for your community. We will provide complete sets of the FIRM panels to county officials, where they will be available for review by your community.

[USE THE FOLLOWING PARAGRAPHS WHEN FIS REPORT AND FIRM ARE PREPARED IN COUNTYWIDE FORMAT FOR FIRST TIME AND DIGITAL MAPPING TECHNIQUES ARE USED]

The FIS report and FIRM for your community have been prepared in our countywide format, which means that flood hazard information for all jurisdictions within **(County Name)** County has been combined into one FIS report and FIRM. When the FIS and FIRM are printed and distributed, your community will receive only those panels that present flood hazard information for your community. We will provide complete sets of the FIRM panels to county officials, where they will be available for review by your community.

The FIRM panels have been computer-generated. Once the FIS report and FIRM are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided to your community for use in a computer mapping system. These files can be used in conjunction with other thematic data for floodplain management purposes, insurance purchase and rating requirements, and many other planning applications. Your community may obtain additional paper copies or digital files of the FIRM panels by calling our Map Service Center, toll free, at 1-800-358-9616, or via our Map Service Center Website at <http://store.msc.fema.gov>. In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

[INCLUDE THE FOLLOWING PARAGRAPH IN PLACE OF PREVIOUS PARAGRAPH WHEN PROTEST RESOLUTION OR OTHER SPECIAL CIRCUMSTANCES ARE DISCUSSED IN LETTER]

If your community is encountering difficulties in enacting the necessary floodplain management measures to continue participation in the NFIP, we urge you to contact the Director, Flood Insurance and Mitigation Division of FEMA in **(RO City and State)**, at **(RO Telephone Number)** for assistance. If you have any questions concerning mapping issues in general [or the enclosed Summary of Map Actions], please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

[INCLUDE THE FOLLOWING PARAGRAPH IN PLACE OF PREVIOUS PARAGRAPH WHEN PROTEST RESOLUTION OR OTHER SPECIAL CIRCUMSTANCES ARE DISCUSSED IN LETTER]

If your community is encountering difficulties in enacting the necessary floodplain management measures to continue participation in the NFIP, we urge you to contact the Director, Flood Insurance and Mitigation Division of FEMA in **(RO City and State)**, at **(RO Telephone Number)** for assistance. If you have any questions concerning mapping issues in general [or the enclosed Summary of Map Actions], please contact **(FEMA Project Engineer)** of our staff in Washington, DC, either by telephone at **(FEMA Project Engineer Telephone Number)** or by facsimile at (202) 646-4596.

Sincerely,



William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

List of Enclosures:

“National Flood Insurance Program Elevation Certificate and Instructions”

“Frequently Asked Questions Regarding the Effect That Revised Flood Hazards Have on Existing Structures”

“Lowest Floor Elevation Certifications for Flood Insurance Post Flood Insurance Rate Map Construction”

“National Flood Insurance Program Regulations”

[Final Summary of Map Actions]

cc: Community Map Repository
(Community Floodplain Administrator)

bcc: IDIQ Contractor
State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEDD File



Federal Emergency Management Agency

Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____
Panel[s] Affected: _____

100

Dear _____:

Enclosed for your information are Preliminary copies of the revised [Flood Insurance Study (FIS) report and Flood Insurance Rate Map/ Flood Insurance Study (FIS) report, Flood Insurance Rate Map (FIRM), and Flood Boundary and Floodway Map (FBFM)] for your community that reflect appropriate changes based on our technical evaluation of available data. A summary of the changes made to the [FIS report and FIRM/FIS report, FIRM, and FBFM] also is enclosed.

To assist us in processing the revised [FIS report and FIRM /FIS report, FIRM, and FBFM] in a timely manner, we request that your community review the enclosed copies and submit any changes or comments within 30 days of the date of this letter. Any comments received during this 30-day period will be reviewed and incorporated as appropriate before final publication of the [FIS report, FIRM, and FBFM]. At the end of the comment period, we will initiate a 90-day appeal period. You will receive formal notification of the 90-day appeal period. During this time, community officials and/or interested parties may submit scientific or technical information that would serve to refute the proposed base flood elevations presented in the revised FIS report and maps. Notification of this appeal period will also appear in your local newspaper and in the FEDERAL REGISTER.

[INCLUDE THE FOLLOWING PARAGRAPH IF A SOMA IS SENT TO THE COMMUNITY WITH THE LETTER]

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions to document previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Amendment, Letters of Map Revision) that will be superseded when the revised FIRM panels referenced above become effective. Information on LOMCs is presented in the following four categories: (1) LOMCs for which results have been included on the revised FIRM panels; (2) LOMCs for which results could not be shown on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the Special Flood Hazard Area as shown on the FIRM; (3) LOMCs for which results have not been included on the revised FIRM panels because the flood hazard information on which the original determinations were based are being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above. LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to your community shortly before the effective date of the revised FIRM and will become effective 1 day after the revised FIRM becomes effective. For the LOMCs listed

in Category 4, we will review the data previously submitted for the LOMA or LOMR request and issue a new determination for the affected properties after the revised FIRM becomes effective.

[INCLUDE THE FOLLOWING PARAGRAPH IN PLACE OF THE PREVIOUS PARAGRAPH WHEN NO SOMA IS SENT WITH THE LETTER]

To assist your community in maintaining the FIRM, we reviewed our records to determine if any previous Letters of Map Change (i.e., Letters of Map Amendment, Letters of Map Revision) will be superseded when the revised FIRM panels become effective. According to our records, no Letters of Map Change were issued previously for the affected FIRM panels.

We maintain information about map features, such as street locations and names, in or near designated flood hazard areas. Requests to revise such information in or near designated flood hazard areas may be provided during the community review period or during the statutory 90-day appeal period. Approved requests for changes will be shown on the final printed map(s).

If you have any questions regarding the enclosed materials or the National Flood Insurance Program in general, we urge you to contact the Director, Flood Insurance and Mitigation Division of [the Federal Emergency Management Agency (FEMA)/FEMA] in **(RO City and State)**, at **(RO Telephone Number)**, for assistance. If you have any questions concerning mapping issues in general [or the enclosed Preliminary Summary of Map Actions], please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

Sincerely,



William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

List of Enclosures:

FIS Report

FIRM Panels _____

[FBFM Panels _____]

Description of Revision

[Preliminary Summary of Map Actions]

cc: Director, Flood Insurance and Mitigation Division, FEMA, Region ____
State NFIP Coordinator
(Community Floodplain Administrator)

bcc: NSP Case File
FEDD File



Federal Emergency Management Agency

Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____
Panel[s] Affected: _____

100-A

Dear _____:

Enclosed for your information are Preliminary copies of the revised [Flood Insurance Study (FIS) report and Flood Insurance Rate Map/ Flood Insurance Study (FIS) report, Flood Insurance Rate Map (FIRM), and Flood Boundary and Floodway Map (FBFM)] for your community that reflect appropriate changes based on our technical evaluation of available data. A summary of the changes made to the [FIS report and FIRM/FIS report, FIRM, and FBFM] also is enclosed.

To assist us in processing the revised [FIS report and FIRM /FIS report, FIRM, and FBFM] in a timely manner, we request that your community review the enclosed copies and submit any changes or comments within 30 days of the date of this letter. Any comments received during this 30-day period will be reviewed and incorporated as appropriate before final publication of the [FIS report, FIRM, and FBFM]. If we do not receive any changes or comments during this 30-day period, we will initiate final preparation and printing. Your community will be provided with printed copies of the revised FIS report and maps before the effective date.

[INCLUDE THE FOLLOWING PARAGRAPH IF A SOMA IS SENT TO THE COMMUNITY WITH THE LETTER]

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions to document previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Amendment, Letters of Map Revision) that will be superseded when the revised FIRM panels referenced above become effective. Information on LOMCs is presented in the following four categories: (1) LOMCs for which results have been included on the revised FIRM panels; (2) LOMCs for which results could not be shown on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the Special Flood Hazard Area as shown on the FIRM; (3) LOMCs for which results have not been included on the revised FIRM panels because the flood hazard information on which the original determinations were based are being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above. LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to your community shortly before the effective date of the revised FIRM and will become effective 1 day after the revised FIRM becomes effective. For the LOMCs listed in Category 4, we will review the data previously submitted for the LOMA or LOMR request and issue a new determination for the affected properties after the revised FIRM becomes effective.

[INCLUDE THE FOLLOWING PARAGRAPH IN PLACE OF THE PREVIOUS PARAGRAPH WHEN NO SOMA IS SENT WITH THE LETTER]

To assist your community in maintaining the FIRM, we reviewed our records to determine if any previous Letters of Map Change (i.e., Letters of Map Amendment, Letters of Map Revision) will be superseded when the revised FIRM panels become effective. According to our records, no Letters of Map Change were issued previously for the affected FIRM panels.

We maintain information about map features, such as street locations and names, in or near designated flood hazard areas. Requests to revise such information in or near designated flood hazard areas may be provided during the community review period or during the statutory 90-day appeal period. Approved requests for changes will be shown on the final printed map(s).

If you have any questions regarding the enclosed materials or the National Flood Insurance Program in general, we urge you to contact the Director, Flood Insurance and Mitigation Division of [the Federal Emergency Management Agency (FEMA)/FEMA] in **(RO City and State)**, at **(RO Telephone Number)**, for assistance. If you have any questions concerning mapping issues in general [or the enclosed Preliminary Summary of Map Actions], please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). .

Sincerely,



William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

List of Enclosures:

FIS Report

FIRM Panels

[FBFM Panels]

Description of Revision

[Preliminary Summary of Map Actions]

cc: Director, Flood Insurance and Mitigation Division, FEMA, Region ____

State NFIP Coordinator

(Community Floodplain Administrator)

bcc: NSP Case File

FEDD File



Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
[Case No.: _____]

(CEO Name and Address)

Community: _____
Community No.: _____

[101/155 / 101/155-PMR]

Dear _____:

[USE THE FOLLOWING PARAGRAPH WHEN ONLY ONE FLOODING SOURCE IS AFFECTED]

On **(Date Preliminary Copies Sent to Community)**, the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) provided your community with Preliminary copies of the [revised] Flood Insurance Study (FIS) report [and Flood Insurance Rate Map (FIRM)/, Flood Insurance Rate Map (FIRM), and Flood Boundary and Floodway Map (FBFM)] for your community. That material makes it appropriate to propose new or modified elevations of a flood having a 1-percent chance of being equaled or exceeded in any given year (base flood) for certain locations in the **(Full Name of Community)**. Public notification of the proposed new or modified Base Flood Elevations (BFEs) for **(Name of Flooding Source)**, from **(Beginning of Studied Reach)** to **(End of Studied Reach)**, will be given in the **(Name of Newspaper)** on or about **(First Publication Date)**, and **(Second Publication Date)**. A copy of this notification is enclosed. In addition, a notice of Proposed Flood Elevation Determinations will be published in the FEDERAL REGISTER.

[USE THE FOLLOWING PARAGRAPH INSTEAD OF THE FIRST PARAGRAPH FOR MULTIPLE REACHES ON MULTIPLE STREAMS]

On **(Date Preliminary Copies Sent to Community)**, the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) provided your community with Preliminary copies of the [revised] Flood Insurance Study (FIS) report [and Flood Insurance Rate Map (FIRM)/, Flood Insurance Rate Map (FIRM), and Flood Boundary and Floodway Map (FBFM)] for your community. That material makes it appropriate to propose new or modified elevations of a flood having a 1-percent chance of being equaled or exceeded in any given year (base flood) for certain locations in the **(Full Name of Community)**. Public notification of the proposed new or modified Base Flood Elevations (BFEs) for the following will be given in the **(Name of Newspaper)** on or about **(First Publication Date)** and **(Second Publication Date): (List of Streams Studied)**. A copy of this notification is enclosed. In addition, a notice of Proposed Flood Elevation Determinations will be published in the FEDERAL REGISTER.

[USE THE FOLLOWING PARAGRAPH INSTEAD OF FIRST PARAGRAPH WHEN FIS REPORT AND FIRM ARE PREPARED IN COUNTYWIDE FORMAT FOR FIRST TIME AND MULTIPLE REACHES ON MULTIPLE FLOODING SOURCES ARE AFFECTED]

On **(Date Preliminary Copies Sent to Community)**, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) provided your community with Preliminary copies of a Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM). The FIS report and FIRM were prepared in our countywide format, which means that flood hazard information for the entire geographic area of the county, including your community and all other incorporated areas, was presented. That material makes it appropriate to propose new or modified elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood) for certain locations in the **(Full Name of Community)**. Public notification of the proposed new or modified Base Flood Elevations (BFEs) for the following will be given in the **(Name of Newspaper)** on or about **(First Publication Date)** and **(Second Publication Date)**: **(List of Streams Studies)**. A copy of this notification is enclosed. In addition, a notice of Proposed Flood Elevation Determinations will be published in the FEDERAL REGISTER.

[USE THE FOLLOWING PARAGRAPH INSTEAD OF THE FIRST PARAGRAPH WHEN FIS REPORT AND FIRM ARE PREPARED IN COUNTYWIDE FORMAT FOR FIRST TIME AND ONLY ONE FLOODING SOURCE IS AFFECTED]

On **(Date Preliminary Copies Sent to Community)**, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) provided your community with Preliminary copies of a Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM). The FIS report and FIRM were prepared in our countywide format, which means that flood hazard information for the entire geographic area of the county, including your community and all other incorporated areas, was presented. That material makes it appropriate to propose new or modified elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood) for certain locations in the **(Full Name of Community)**. Public notification of the proposed new or modified Base Flood Elevations (BFEs) for the following will be given in the **(Name of Newspaper)** on or about **(First Publication Date)** and **(Second Publication Date)**: **(List of Streams Studied)**. A copy of this notification is enclosed. In addition, a notice of Proposed Flood Elevation Determinations will be published in the FEDERAL REGISTER.

These proposed BFEs, if finalized, will become the basis for the floodplain management measures that your community must adopt or show evidence of already being in effect in order to qualify or remain qualified for participation in the National Flood Insurance Program (NFIP). However, before any new or modified BFEs are effective for floodplain management purposes, you will be provided an opportunity to appeal the proposed BFEs.

Section 110 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) is intended to ensure an equitable balancing of all interests involved in the setting of BFE determinations. The legislation provides for an explicit process of notification and appeals for your community and for private persons prior to this office making the BFE determinations final. The appeal procedure is outlined below for your information. The regulations developed by FEMA to implement Section 110 may be found at Title 44, Chapter I, Part 67, Code of Federal Regulations. A copy of the NFIP regulations is enclosed.

During the 90-day appeal period following the second publication in the above-named newspaper, any owner or lessee of real property in your community who believes his or her property rights will be adversely affected by the BFE determinations may appeal to you, or to an agency that you publicly designate. It is important to note, however, that the sole basis for such appeals is the possession of knowledge or information indicating that the proposed BFE determinations are scientifically or technically incorrect. These appeal data must be submitted to FEMA during the 90-day appeal period. Only appeals of the proposed BFEs supported by scientific or technical data can be considered before FEMA makes its final determination at the end of the 90-day appeal period. Note that the 90-day appeal period is statutory and cannot be extended for any reason.

Appeals of the proposed BFEs shall be based solely on scientific or technical evidence contrary to that of the proposed [revised] FIS report [and FIRM / , FIRM, and FBFM]. However, inquiries regarding data other than the proposed BFE determinations (e.g., incorrect street names, typographical errors, omissions) will be considered by FEMA, and any applicable changes will be made before the [revised] FIS report [and FIRM/ , FIRM, and FBFM] become effective.

If your community cannot submit scientific or technical data before the end of the 90-day appeal period, you may nevertheless submit data at any time. If warranted, FEMA will revise the FIRM again after the effective date. This means that the [revised] FIRM would be issued with the BFEs presently indicated, and flood insurance purchase requirements would be enforced accordingly, until such time as a revision could be made.

Private persons who wish to appeal should present scientific or technical data that tend to negate or contradict our findings to you in such form as you may specify. We ask that you review and consolidate any appeal data you may receive, and issue a written opinion stating whether the evidence presented is sufficient to justify an official appeal on behalf of such persons by your community in its own name. Whether or not your community decides to appeal, you must send copies of appeal data from individuals, if any, to this office as they are received. If we do not receive an appeal from your community in its own name within 90 days of the second date of public notification, we shall consolidate and review on their own merits such appeal data from individuals that you may forward to us, and we shall make such modifications to the proposed BFE determinations as may be appropriate. If your community decides to appeal in its own name, all individuals' appeal data must be consolidated into one appeal by you, because, in this event, we are required to deal only with the local government as representative of all local interests. Our final decision will be in writing to you, and copies will be sent to each individual appellant and to the State NFIP Coordinator.

The appeal resolution process will take into account any scientific or technical data submitted by your community that tend to negate or contradict the information upon which the proposed BFE determinations are based. The appeal will be resolved by consultation with officials of the local government involved, by an administrative hearing, or by submission of the conflicting data to an independent scientific body or appropriate Federal agency for advice. The method for resolution will be determined by FEMA.

The reports and other information used in making the final determination will be made available for public inspection. Until the conflict of data is resolved and the [revised] FIRM becomes effective, flood insurance available within your community shall continue to be available [under the effective FIRM dated **(Date of Effective FIRM)**], and no person shall be denied the right to purchase the applicable level of insurance at chargeable rates.

The decision by your community to appeal, or a copy of its decision not to appeal, should be filed with this office no later than 90 days following the second publication of the proposed BFE determinations in the above-named newspaper. Your community may find it appropriate to call further attention to the proposed BFE determinations and to the appeal procedure by using a press release or other public notice.

If warranted by substantive changes, during the appeal period we will send you revised copies of the FIS report [and FIRM/ , FIRM, and FBFM]. At the end of the 90-day appeal period and following the resolution of any appeals, we will send you a letter of final BFE determinations.

[USE THE FOLLOWING PARAGRAPH WHEN FIS REPORT AND FIRM ARE PREPARED IN COUNTYWIDE FORMAT FOR FIRST TIME AND DIGITAL MAPPING TECHNIQUES ARE USED]

The FIRM panels have been computer-generated. Once the FIS report and FIRM are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided to your

community for use in a computer mapping system. These files can be used in conjunction with other thematic data for purposes of floodplain management, insurance determinations, and many other planning applications. In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

[USE THE FOLLOWING PARAGRAPH ONLY FOR NON-PARTICIPATING COMMUNITIES AND COMMUNITIES FOR WHICH PARTICIPATION STATUS IS UNKNOWN]


If it has not already done so, your community can and should apply to participate in the NFIP, regardless of whether your community intends to appeal the proposed BFE determinations. Participation in the NFIP makes flood insurance available to residents at federally subsidized rates, thereby providing valuable financial protection against potential flood losses. Participation in the NFIP provides additional protection because it leads to local enactment of a sound floodplain management program that will ensure safe construction standards in areas of special flood hazard. The enclosed brochure, entitled *Answers to Questions About the NFIP*, explains the effects of non-participation in the NFIP for communities that have been identified for more than 1 year as having Special Flood Hazard Areas.

If you have any questions regarding the proposed BFE determinations, FIS report, [or FIRM/ , FIRM, or FBFM] for your community, please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

[INCLUDE THE FOLLOWING PARAGRAPH IN PLACE OF PREVIOUS PARAGRAPH WHEN SPECIAL CIRCUMSTANCES ARE DISCUSSED IN LETTER]

If you have any questions regarding the proposed BFE determinations, FIS report, [or FIRM/ , FIRM, or FBFM] for your community, please contact **(FEMA Project Engineer)** of our staff in Washington, DC, either by telephone at **(FEMA Project Engineer Telephone Number)** or by facsimile at (202) 646-4596.

Sincerely,



William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

List of Enclosures:

Newspaper Notice
“National Flood Insurance Program Regulations”
[*Answers to Questions About the NFIP*]

cc: Community Map Repository
(Community Floodplain Administrator)

bcc: State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEDD File



Federal Emergency Management Agency
Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
[Case No.: _____]

(LFD Date)

(CEO Name and Address)

Community: _____
Community No.: _____
Map Panel[s] Affected: _____

[115-A / 115-C-A / 115-C-I / 115-I]

Dear _____:

On (Date 101/155 or 101/155-PMR Letter Sent) to Community, you were notified of proposed flood elevation determinations affecting the Flood Insurance Rate Map (FIRM) [, Flood Boundary and Floodway Map (FBFM),] and Flood Insurance Study (FIS) report for the (Full Community Name). The statutory 90-day appeal period that was initiated on (Second Publication Date), when the Department of Homeland Security's Federal Emergency Management Agency (FEMA) published a notice of proposed and proposed modified Base Flood Elevations (BFEs) for your community in the (Newspaper Name), has elapsed.

[INCLUDE THE FOLLOWING PARAGRAPH WHEN APPEAL IS RECEIVED]

FEMA did receive an appeal during that 90-day period. The technical data submitted in support of the appeal have been evaluated, and the appeal has been resolved. Therefore, the determination of the Agency as to the BFEs for your community is considered final. The final BFE determination (copy enclosed) will be published in the FEDERAL REGISTER as soon as possible. The modified BFEs and revised map [panel/panels], as referenced above, are effective as of (Effective Date), and revise the FIRM [and FBFM] that [was/were] in effect prior to that date. For insurance rating purposes, the community number and new suffix code for the panels being revised are indicated above and on the [map/maps] and must be used for all new policies and renewals.

[INCLUDE THE FOLLOWING PARAGRAPH WHEN APPEAL IS NOT RECEIVED]

FEMA received no valid requests for changes in the BFEs. Therefore, the determination of the Agency as to the BFEs for your community is considered final. The final BFE determination (copy enclosed) will be published in the FEDERAL REGISTER as soon as possible. The modified BFEs and revised map [panel/panels], as referenced above, are effective as of (Effective Date), and revise the FIRM [and FBFM] that [was/were] in effect prior to that date. For insurance rating purposes, the community number and new suffix code for the [panel/panels] being revised are indicated above and on the [map/maps] and must be used for all new policies and renewals.

[INCLUDE THE FOLLOWING PARAGRAPH WHEN PROOF COPY IS NOT SENT WITH LETTER]

No changes have been made to the flood hazard data presented on the Preliminary and/or Revised Preliminary copies of the FIRM for your community. Therefore, we encourage your community to use those copies in the floodplain management regulations adoption process described below. Final printed copies of the FIS report and FIRM for your community will arrive within the next 4 months.

[INCLUDE THE FOLLOWING THREE PARAPGRAPHS IN LETTERS FOR PARTICIPATING COMMUNITIES THAT HAVE NOT PROVED COMPLIANCE WITH NFIP REGULATIONS]

The modifications are pursuant to Section 206 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) and are in accordance with the National Flood Insurance Act of 1968, as amended (Title XIII of the Housing and Urban Development Act of 1968, Public Law 90-448), 42 U.S.C. 4001-4128, and 44 CFR Part 65. Because of the modifications to the FIRM [, FBFM,] and FIS report made by this map revision, certain additional requirements must be met under Section 1361 of the National Flood Insurance Act of 1968, as amended, within 6 months from the date of this letter. Prior to **(Effective Date)**, your community is required, as a condition of continued eligibility in the National Flood Insurance Program (NFIP), to adopt or show evidence of adoption of floodplain management regulations that meet the standards of Section 60.3 [(c, d, e, d and e)] of the NFIP regulations. These standards are the minimum requirements and do not supersede any State or local requirements of a more stringent nature.

It must be emphasized that all of the standards specified in Paragraph 60.3 [(c, d, e, d and e)] of the NFIP regulations must be enacted in a legally enforceable document. This includes the adoption of the effective FIRM [, FBFM,] and FIS report to which the regulations apply and the modifications made by this map revision. Some of the standards should already have been enacted by your community. Any additional requirements can be met by taking one of the following actions:

1. Amending existing regulations to incorporate any additional requirements of Paragraph 60.3 [(c, d, e, d and e)];
2. Adopting all of the standards of Paragraph 60.3 [(c, d, e, d and e)] into one new, comprehensive set of regulations; or,
3. Showing evidence that regulations have previously been adopted that meet or exceed the minimum requirements of Paragraph 60.3 [(c, d, e, d and e)].

Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the 1973 Act as amended.

[INCLUDE THE FOLLOWING PARAPGRAPH IN LETTERS FOR PARTICIPATING COMMUNITIES THAT HAVE PROVEN COMPLIANCE WITH NFIP REGULATIONS]

The modifications are pursuant to Section 206 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) and are in accordance with the National Flood Insurance Act of 1968, as amended (Title XIII of the Housing and Urban Development Act of 1968, Public Law 90-448), 42 U.S.C. 4001-4128, and 44 CFR Part 65. Pursuant to Section 1361 of the National Flood Insurance Act of 1968, as amended, communities participating in the National Flood Insurance Program (NFIP) are required to adopt and enforce floodplain management regulations that meet or exceed minimum NFIP criteria. These criteria are the minimum and do not supersede any State or local requirements of a more stringent nature. This includes adoption of the effective FIRM [, FBFM,] and FIS report to which the regulations apply and the modifications made by this map revision. Our records show that your community has met this requirement.

[USE THE FOLLOWING PARAGRAPH FOR NONPARTICIPATING COMMUNITIES]

To date, your community has not joined the NFIP. As a result, the economic consequences of Sections 201(d) and 202 of the Flood Disaster Protection Act of 1973 may apply. Questions 11, 14, 19, and 20 of the enclosed brochure, entitled *Answers to Questions About the NFIP*, provide important information regarding community participation in the NFIP and the economic consequences for communities that choose to not participate in the NFIP.

[INCLUDE THE FOLLOWING PARAGRAPH IN ALL LETTERS]

A Consultation Coordination Officer (CCO) has been designated to assist your community with any difficulties you may be encountering in enacting the floodplain management regulations. The CCO will be the primary liaison between your community and FEMA. For information about your CCO, please contact:

(Name, Address, and Telephone Number of Flood Insurance and Mitigation Division Director)

[INCLUDE THE FOLLOWING PARAGRAPH WHEN SOMA IS SENT TO THE COMMUNITY WITH THIS LETTER]

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions to document previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Amendment, Letters of Map Revision) that will be superseded when the revised FIRM panels referenced above become effective. Information on LOMCs is presented in the following four categories: (1) LOMCs for which results have been included on the revised FIRM panels; (2) LOMCs for which results could not be shown on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the Special Flood Hazard Area as shown on the FIRM; (3) LOMCs for which results have not been included on the revised FIRM panels because the flood hazard information on which the original determinations were based is being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above. LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to your community shortly before the effective date of the revised FIRM and will become effective 1 day after the revised FIRM becomes effective. For the LOMCs listed in Category 4, we will review the data previously submitted for the LOMA or LOMR request and issue a new determination for the affected properties after the revised FIRM becomes effective.

[INCLUDE THE FOLLOWING PARAGRAPH IN PLACE OF THE PREVIOUS PARAGRAPH WHEN SOMA IS NOT SENT WITH THE LETTER]

To assist your community in maintaining the FIRM, we reviewed our records to determine if any previous Letters of Map Change (i.e., Letters of Map Amendment, Letters of Map Revision) will be superseded when the revised FIRM panels referenced above become effective. According to our records, no Letters of Map Change were issued previously for the affected FIRM panels.

[USE THE FOLLOWING PARAGRAPH WHEN FIS REPORT AND FIRM ARE PREPARED IN COUNTYWIDE FORMAT FOR FIRST TIME AND TRADITIONAL MAPPING TECHNIQUES ARE USED]

The FIS report and FIRM for your community have been prepared in our countywide format, which means that flood hazard information for all jurisdictions within **(County Name)** County has been combined into one FIS report and FIRM. When the FIS report and FIRM are printed and distributed, your community will receive only those panels that present flood hazard information for your community. We will provide complete sets of the FIRM panels to county officials, where they will be available for review by your community.

[USE THE FOLLOWING PARAGRAPHS WHEN FIS REPORT AND FIRM ARE PREPARED IN COUNTYWIDE FORMAT FOR FIRST TIME AND DIGITAL MAPPING TECHNIQUES ARE USED]

The FIS report and FIRM for your community have been prepared in our countywide format, which means that flood hazard information for all jurisdictions within **(County Name)** County has been combined into one FIS report and FIRM. When the FIS and FIRM are printed and distributed, your community will receive only those panels that present flood hazard information for your community. We will provide complete sets of the FIRM panels to county officials, where they will be available for review by your community.

The FIRM panels have been computer-generated. Once the FIS report and FIRM are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided to your community for use in a computer mapping system. These files can be used in conjunction with other thematic data for floodplain management purposes, insurance purchase and rating requirements, and many other planning applications. Paper copies of the FIRM panels may be obtained by calling our Map Service Center, toll free, at 1-800-358-9616, or via our Map Service Center Website at <http://store.msc.fema.gov>. Copies of the digital files may be obtained by calling our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

USE THE FOLLOWING PARAGRAPH WHEN PROOF COPY IS NOT REQUIRED]

Effective with the date of this letter, your community should use the BFE [and regulatory floodway] data presented on the [Revised] Preliminary copies of the FIS report and FIRM for regulating floodplain development in accordance with the guidance provided in the enclosed copy of Floodplain Management Bulletin 1-98, entitled *Use of Flood Insurance Study (FIS) Data As Available Data*.

[USE THE FOLLOWING PARAGRAPH WHEN PROOF COPY IS REQUIRED]

Effective with the date of this letter, your community should use the BFE [and regulatory floodway] data presented on the enclosed Proof Copies of the FIS report and FIRM for regulating floodplain development in accordance with the guidance provided in the enclosed copy of Floodplain Management Bulletin 1-98, entitled *Use of Flood Insurance Study (FIS) Data As Available Data*.

If you have any questions regarding the necessary floodplain management measures for your community or the NFIP in general, we urge you to contact the Director, Flood Insurance and Mitigation Division of FEMA in **(RO City and State)**, at the number shown above. If you have any questions concerning mapping issues in general [or the enclosed Summary of Map Actions], please contact **(FEMA Project Engineer)** of our staff in Washington, DC, either by telephone at **(FEMA Project Engineer Telephone Number)** or by facsimile at (202) 646-4596.

Sincerely,



William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

List of Enclosures:

“National Flood Insurance Program Elevation Certificate and Instructions”

“Frequently Asked Questions Regarding the Effect That Revised Flood Hazards Have on Existing

Structures”

“Lowest Floor Elevation Certifications for Flood Insurance Post Flood Insurance Rate Map Construction”

Use of Flood Insurance Study (FIS) Data As Available Data

“National Flood Insurance Program Regulations”

[Final Summary of Map Actions]

[*Answers to Questions About the NFIP*]

cc: Community Map Repository
(Community Floodplain Administrator)
(Appellants)

bcc: State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEDD File

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Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
115-CBRS

(LFD Date)

(CEO Name and Address)

Community: _____
Community No.: _____
Panel[s] Affected: _____

Dear _____:

The Department of Homeland Security’s Federal Emergency Management Agency (FEMA) is revising the Flood Insurance Rate Map (FIRM) for your community at this time to reflect modifications to [Coastal Barrier Resources System (CBRS) / Otherwise Protected Area (OPA) / Coastal Barrier Resources System (CBRS) and Otherwise Protected Area (OPA)] boundaries. These boundary modifications were made in accordance with Public Law (**Applicable Public Law**), which was passed into law on (**Date Public Law Enacted**).

Proof Copies of the revised FIRM panels for your community are enclosed for your review. The [CBRS / OPA / CBRS and OPA] boundaries shown on the enclosed FIRM panels were adopted into public law by an Act of Congress and are, therefore, considered final and not subject to appeal.

In the areas designated as being within the CBRS and/or OPA on the enclosed FIRM panels, Federal flood insurance is not available for structures built or substantially improved on or after the date that the subject area was added. To assist map users in determining the correct insurance prohibition date in CBRS areas and OPAs, FEMA has clearly identified each separate CBRS and/or OPA unit on the FIRM with special map notes and symbology.

The enclosed revised FIRM panels for your community will become effective on (**FIRM Effective Date**). FEMA has developed criteria for floodplain management as required under the National Flood Insurance Act of 1968 and the Flood Disaster Protection Act of 1973. As a condition of continued eligibility in the National Flood Insurance Program (NFIP), your community must remain in compliance with Section 60.3 [(c, d, e, d and e)] of the NFIP regulations by amending or supplementing the existing floodplain management measures in force for your community to reflect data shown on the latest FIRM within 6 months of the date of this letter. Communities that fail to enact or amend the necessary floodplain management regulations to reflect the data shown on the latest FIRM are subject to suspension from participation in the NFIP and the prohibitions contained in Section 202(a) of the 1973 Act as amended.

If you have any comments or concerns regarding the CBRS and OPA areas, please contact the U.S. Department of the Interior Coastal Barrier Coordinator for your state/region, who can be reached at the following address and telephone number:

(Name, Address, and Telephone Number of Regional Coastal Barrier Coordinator)

If you have any questions or concerns about whether your existing ordinances will be fully compliant with NFIP requirements when the new FIRM becomes effective, you should contact the FEMA Consultation Coordination Officer (CCO) for your community. The CCO will be the primary liaison between your community and FEMA. For information about your CCO, please contact:

(Name, Address, and Telephone Number of Mitigation Division Director)

[INCLUDE THE FOLLOWING PARAGRAPH IF A SOMA IS SENT TO THE COMMUNITY WITH THIS LETTER]

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions to document previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Amendment, Letters of Map Revision) that will be superseded when the revised FIRM panels referenced above become effective. Information on LOMCs is presented in the following four categories: (1) LOMCs for which results have been included on the revised FIRM panels; (2) LOMCs for which results could not be shown on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the Special Flood Hazard Area as shown on the FIRM; (3) LOMCs for which results have not been included on the revised FIRM panels because the flood hazard information on which the original determinations were based is being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above. LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to your community shortly before the effective date of the revised FIRM and will become effective 1 day after the revised FIRM becomes effective. For the LOMCs listed in Category 4, we will review the data previously submitted for the LOMA or LOMR request and issue a new determination for the affected properties after the revised FIRM becomes effective.

[INCLUDE THE FOLLOWING PARAGRAPH IN PLACE OF THE PREVIOUS PARAGRAPH WHEN NO SOMA IS SENT WITH THE LETTER]

To assist your community in maintaining the FIRM, we reviewed our records to determine if any previous Letters of Map Change (i.e., Letters of Map Amendment, Letters of Map Revision) will be superseded when the revised FIRM panels referenced above become effective. According to our records, no Letters of Map Change were issued previously for the affected FIRM panels.

If you have any general questions concerning mapping issues or the NFIP, you may call the CCO for your community at the telephone number shown above or our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

Sincerely,



William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

Enclosures

cc: Community Map Repository
(Community Floodplain Administrator)

bcc: State NFIP Coordinator
Regional Director R ____-MT
NSP Case File
FEED File



Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
[Case No.: _____]

(LFD Date)

(CEO Name and Address)

Community: _____
Community No.: _____
Map Panel[s] Affected: _____

[115-I-N / 115-N-F / 115-N-NFP]

Dear _____:

On **(Date Preliminary Sent)**, the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) provided you with Preliminary copies of the revised Flood Insurance Rate Map (FIRM) [, Flood Boundary and Floodway Map (FBFM),] and Flood Insurance Study (FIS) report for the **(Full Community Name)**, for your review and comment. Those Preliminary copies presented revised flood hazard information for your community, but did not present revised elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood). Therefore, no appeal period was required.

[USE THE FOLLOWING PARAGRAPH IF COMMENTS RECEIVED DURING 30-DAY REVIEW PERIOD]

Your community was provided with a 30-day review period, and that period has now elapsed. All comments and concerns about the preliminary revised FIRM [, FBFM,] and FIS report submitted to FEMA have been addressed and resolved; therefore, the revised FIRM [and FBFM] panels], as referenced above, will be effective as of **(Effective Date)**, and revise the [FIRM that was/FIRM and FBFM that were] in effect prior to that date. For insurance rating purposes, the community number and new suffix code for the FIRM panel[s] being revised are indicated on the panel[s] and must be used for all new policies and renewals.

[USE THE FOLLOWING PARAGRAPH WHEN NO COMMENTS RECEIVED DURING 30-DAY REVIEW PERIOD]

Your community was provided with a 30-day review period, and that period has now elapsed. No comments or concerns about the preliminary revised FIRM [, FBFM,] and FIS report were submitted to FEMA; therefore, the revised FIRM [and FBFM] panels], as referenced above, will be effective as of **(Effective Date)**, and revise the [FIRM that was/FIRM and FBFM that were] in effect prior to that date. For insurance rating purposes, the community number and new suffix code for the FIRM panel[s] being revised are indicated on the panel[s] and must be used for all new policies and renewals.

[USE THE FOLLOWING PARAGRAPH WHEN NO PROOF COPY IS SENT WITH LETTER]

No changes have been made to the flood hazard data presented on the Preliminary copies of the revised FIRM for your community. Therefore, we encourage your community to use those copies in the floodplain management regulations adoption process described below. Final printed copies of the FIS report and FIRM for your community will arrive within the next 4 months.

[USE THE FOLLOWING THREE PARAGRAPHS WHEN PARTICIPATING COMMUNITY HAS NOT PROVEN COMPLIANCE WITH NFIP REGULATIONS

The modifications are pursuant to Section 206 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) and are in accordance with the National Flood Insurance Act of 1968, as amended (Title XIII of the Housing and Urban Development Act of 1968, Public Law 90-448), 42 U.S.C. 4001-4128, and 44 CFR Part 65. Because of the modifications to the FIRM [, FBFM,] and FIS report for your community made by this map revision, certain additional requirements must be met under Section 1361 of the 1968 Act, as amended, within 6 months from the date of this letter. Prior to **(Effective Date)**, your community is required, as a condition of continued eligibility in the National Flood Insurance Program (NFIP), to adopt or show evidence of adoption of floodplain management regulations that meet the standards of Paragraph 60.3 [(c,d,e,d and e)] of the NFIP regulations. These standards are the minimum requirements and do not supersede any State or local requirements of a more stringent nature.

It must be emphasized that all of the standards specified in Paragraph 60.3 [(c, d, e, d and e)] of the NFIP regulations must be enacted in a legally enforceable document. This includes the adoption of the effective FIRM [, FBFM,] and FIS report to which the regulations apply and the modifications made by this map revision. Some of the standards should already have been enacted by your community. Any additional requirements can be met by taking one of the following actions:

1. Amending existing regulations to incorporate any additional requirements of Paragraph 60.3 [(c, d, e, d and e)];
2. Adopting all of the standards of Paragraph 60.3 [(c, d, e, d and e)] into one new, comprehensive set of regulations; or,
3. Showing evidence that regulations have previously been adopted that meet or exceed the minimum requirements of Paragraph 60.3 [(c, d, e, d and e)].

Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the 1973 Act as amended.

[USE THE FOLLOWING PARAGRAPH IN PLACE OF THE PREVIOUS THREE PARAGRAPHS WHEN PARTICIPATING COMMUNITY HAS PROVEN COMPLIANCE WITH NFIP REGULATIONS

The modifications are pursuant to Section 206 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) and are in accordance with the National Flood Insurance Act of 1968, as amended (Title XIII of the Housing and Urban Development Act of 1968, Public Law 90-448), 42 U.S.C. 4001-4128, and 44 CFR Part 65. Pursuant to Section 1361 of the National Flood Insurance Act of 1968, as amended, communities participating in the National Flood Insurance Program (NFIP) are required to adopt and enforce floodplain management regulations that meet or exceed minimum NFIP criteria. These criteria are the minimum and do not supersede any State or local requirements of a more stringent nature. This includes adoption of the effective FIRM [, FBFM,] and FIS report to which the regulations apply and the modifications made by this map revision. Our records show that your community has met this requirement.

[USE THE FOLLOWING TWO PARAGRAPHS FOR A NON-FLOODPRONE COMMUNITY]

The effects of this determination are as follows:

1. Any regulation of the NFIP with which your community is complying remains unchanged, and no additional conditions must be met as a condition of your community's participation in the NFIP. However, your community should recognize that floods larger than the base flood do occur, and your community should exercise care in evaluating new development that could aggravate or create flood problems in your community or in adjacent communities.

2. The entire community will be placed in Zone X (unshaded).
3. The maximum coverage available under the Regular Phase of the NFIP will continue to be available.

The Flood Disaster Protection Act of 1973 (Public Law 93-234) and various regulations of the NFIP (42 U.S.C. Section 4001-4128) are based on Base Flood Elevations. FEMA has determined that no Base Flood Elevations are known to exist in your community.

[USE THE FOLLOWING PARAGRAPH FOR A NONPARTICIPATING COMMUNITY]

To date, your community has not joined the National Flood Insurance Program (NFIP). As a result, the economic consequences of Sections 201(d) and 202 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) may apply. Questions 11, 14, 19, and 20 of the enclosed brochure, entitled *Answers to Questions About the NFIP*, provide important information regarding community participation in the NFIP and the economic consequences for communities that choose to not participate in the NFIP.

[INCLUDE THE FOLLOWING PARAGRAPH IN ALL LETTERS]

A Consultation Coordination Officer (CCO) has been designated to assist your community with any difficulties you may be encountering in enacting the floodplain management regulations. The CCO will be the primary liaison between your community and FEMA. For information about your CCO, please contact:

(Name, Address, and Telephone Number of Flood Insurance and Mitigation Division Director)

[INCLUDE THE FOLLOWING PARAGRAPH WHEN SOMA IS SENT TO THE COMMUNITY WITH THIS LETTER]

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions to document previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Amendment, Letters of Map Revision) that will be superseded when the revised FIRM panels referenced above become effective. Information on LOMCs is presented in the following four categories: (1) LOMCs for which results have been included on the revised FIRM panels; (2) LOMCs for which results could not be shown on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the Special Flood Hazard Area as shown on the FIRM; (3) LOMCs for which results have not been included on the revised FIRM panels because the flood hazard information on which the original determinations were based is being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above. LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to your community shortly before the effective date of the revised FIRM and will become effective 1 day after the revised FIRM becomes effective. For the LOMCs listed in Category 4, we will review the data previously submitted for the LOMA or LOMR request and issue a new determination for the affected properties after the revised FIRM becomes effective.

[INCLUDE THE FOLLOWING PARAGRAPH IN PLACE OF THE PREVIOUS PARAGRAPH WHEN SOMA IS NOT SENT WITH THE LETTER]

To assist your community in maintaining the FIRM, we reviewed our records to determine if any previous Letters of Map Change (i.e., Letters of Map Amendment, Letters of Map Revision) will be superseded when the revised FIRM panels referenced above become effective. According to our records, no Letters of Map Change were issued previously for the affected FIRM panels.

[USE THE FOLLOWING PARAGRAPH WHEN FIS REPORT AND FIRM ARE PREPARED IN COUNTYWIDE FORMAT FOR FIRST TIME AND TRADITIONAL MAPPING TECHNIQUES ARE USED]

The FIS report and FIRM for your community have been prepared in our countywide format, which means that flood hazard information for all jurisdictions within **(County Name)** County has been combined into one FIS report and FIRM. When the FIS report and FIRM are printed and distributed, your community will receive only those panels that present flood hazard information for your community. We will provide complete sets of the FIRM panels to county officials, where they will be available for review by your community.

[USE THE FOLLOWING PARAGRAPHS WHEN FIS REPORT AND FIRM ARE PREPARED IN COUNTYWIDE FORMAT FOR FIRST TIME AND DIGITAL MAPPING TECHNIQUES ARE USED]

The FIS report and FIRM for your community have been prepared in our countywide format, which means that flood hazard information for all jurisdictions within **(County Name)** County has been combined into one FIS report and FIRM. When the FIS and FIRM are printed and distributed, your community will receive only those panels that present flood hazard information for your community. We will provide complete sets of the FIRM panels to county officials, where they will be available for review by your community.

The FIRM panels have been computer-generated. Once the FIS report and FIRM are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided to your community for use in a computer mapping system. These files can be used in conjunction with other thematic data for floodplain management purposes, insurance purchase and rating requirements, and many other planning applications. Your community may obtain additional paper copies or digital files of the FIRM panels by calling our Map Service Center, toll free, at 1-800-358-9616, or via our Map Service Center Website at <http://store.msc.fema.gov>. In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

USE THE FOLLOWING PARAGRAPH WHEN PROOF COPY IS NOT REQUIRED]

Effective with the date of this letter, your community should use the BFE [and regulatory floodway] data presented on the [Revised] Preliminary copies of the FIS report and FIRM for regulating floodplain development in accordance with the guidance provided in the enclosed copy of Floodplain Management Bulletin 1-98, entitled *Use of Flood Insurance Study (FIS) Data As Available Data*.

[USE THE FOLLOWING PARAGRAPH WHEN PROOF COPY IS REQUIRED]

Effective with the date of this letter, your community should use the BFE [and regulatory floodway] data presented on the enclosed Proof Copies of the FIS report and FIRM for regulating floodplain development in accordance with the guidance provided in the enclosed copy of Floodplain Management Bulletin 1-98, entitled *Use of Flood Insurance Study (FIS) Data As Available Data*.

[INCLUDE THE FOLLOWING AS THE CLOSING PARAGRAPH WHEN PROTEST RESOLUTION OR OTHER SPECIAL CIRCUMSTANCES ARE NOT DISCUSSED IN LETTER]

If you have any questions regarding the necessary floodplain management measures for your community or the NFIP in general, we urge you to contact the Director, Flood Insurance and Mitigation Division of FEMA in **(RO City and State)**, at **(RO Telephone Number)** for assistance. If you have any questions concerning mapping issues in general [or the enclosed Summary of Map Actions], please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

[INCLUDE THE FOLLOWING AS THE CLOSING PARAGRAPH IN PLACE OF PREVIOUS PARAGRAPH IF PROTEST RESOLUTION OR OTHER SPECIAL CIRCUMSTANCES ARE DISCUSSED IN LETTER]

If you have any questions regarding the necessary floodplain management measures for your community or the NFIP in general, we urge you to contact the Director, Flood Insurance and Mitigation Division of FEMA in **(RO City and State)**, at the number shown above. If you have any questions concerning mapping issues in general [or the enclosed Summary of Map Actions], please call **(FEMA Project Engineer)** of our staff in Washington, DC, either by telephone at **(FEMA Project Engineer Telephone Number)** or by facsimile at (202) 646-4596.

Sincerely,



William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

List of Enclosures:

“National Flood Insurance Program Elevation Certificate and Instructions”

Use of Flood Insurance Study (FIS) Data As Available Data

“Frequently Asked Questions Regarding the Effect That Revised Flood Hazards Have on Existing Structures”

“Lowest Floor Elevation Certifications for Flood Insurance Post Flood Insurance Rate Map Construction”

“National Flood Insurance Program Regulations”

[Final Summary of Map Actions]

[Answers to Questions About the NFIP]

cc: Community Map Repository
(Community Floodplain Administrator)

bcc: State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEDD File

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Billing Code 6718-04-P

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

44 CFR Part 67

[Docket No. FEMA-(Docket No.)]

Proposed Flood Elevation Determinations

AGENCY: Federal Emergency Management Agency (FEMA), Department of Homeland Security.

ACTION: Proposed Rule.

SUMMARY: Technical information or comments are requested on the proposed Base (1-percent-annual-chance) Flood Elevations (BFEs) and proposed BFE modifications for the communities listed below. The BFEs and modified BFEs are the basis for the floodplain management measures that the community is required either to adopt or to show evidence of being already in effect in order to qualify or remain qualified for participation in the National Flood Insurance Program (NFIP).

DATES: The comment period is ninety (90) days following the second publication of this Proposed Rule in a newspaper of local circulation in each community.

ADDRESSES: The proposed BFEs for each community are available for inspection at the office of the Chief Executive Officer of each community. The respective addresses are listed in the table below.

FOR FURTHER INFORMATION CONTACT: William R. Blanton, Jr., Engineering Management Section, Mitigation Division, FEMA, 500 C Street, SW., Washington, DC 20472, (202) 646-3151 or (e-mail) bill.blanton@dhs.gov.

SUPPLEMENTARY INFORMATION: FEMA proposes to make determinations of BFEs and modified BFEs for each community listed below, in accordance with Section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and 44 CFR 67.4(a).

These proposed BFEs and modified BFEs, together with the floodplain management criteria required by 44 CFR 60.3, are the minimum that are required. They should not be construed to mean that the community must change any existing ordinances that are more stringent in their floodplain management requirements. The community may at any time enact stricter requirements of its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations are used to meet the floodplain management requirements of the NFIP and are also used to calculate the appropriate flood insurance premium rates for new buildings built after these elevations are made final, and for the contents in these buildings.

National Environmental Policy Act. This Proposed Rule is categorically excluded from the requirements of 44 CFR Part 10, Environmental Consideration. No environmental impact assessment has been prepared.

Regulatory Flexibility Act. The Mitigation Division Director, to whom authority has been delegated by the Secretary of the U.S. Department of Homeland Security, certifies that this Proposed Rule is exempt from the requirements of the Regulatory Flexibility Act because proposed BFEs or modified BFEs are required by the Flood Disaster Protection Act of 1973, 42

U.S.C. 4104, and are required to establish and maintain community eligibility in the NFIP. No regulatory flexibility analysis has been prepared.

Regulatory Classification. This Proposed Rule is not a significant regulatory action under the criteria of Section 3(f) of Executive Order 12866 of September 30, 1993, Regulatory Planning and Review, 58 FR 51735.

Executive Order 13132, Federalism. This rule involves no policies that have federalism implications under Executive Order 13132.

Executive Order 12988, Civil Justice Reform. This rule meets the applicable standards of Executive Order 12988.

List of Subjects in 44 CFR Part 67

Administrative practice and procedure, Flood insurance, Reporting and record keeping requirements.

Accordingly, 44 CFR Part 67 is proposed to be amended as follows:

PART 67--[AMENDED]

1. The authority citation for Part 67 continues to read as follows:

Authority: 42 U.S.C. 4001 et seq.; Reorganization Plan No. 3 of 1978, 3 CFR, 1978 Comp., p. 329; E.O. 12127, 44 FR 19367, 3 CFR, 1979 Comp., p. 376.

§67.4

2. The tables published under the authority of §67.4 are proposed to be amended as follows:

State	City/town/county	Source of flooding	Location	#Depth in feet above ground. *Elevation in feet (NGVD) • Elevation in feet. (NAVD)	
				Existing	Modified

(Catalog of Federal Domestic Assistance No. 83.100, "Flood Insurance.")

Dated:

David I. Maurstad,

Director,

Mitigation Division,

Federal Emergency Management Agency,

Department of Homeland Security.

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DEPARTMENT OF HOMELAND SECURITY**Federal Emergency Management Agency****Proposed Flood Elevation Determinations for (Community Names), (State Name)**

AGENCY: Federal Emergency Management Agency (FEMA), Department of Homeland Security.

ACTION: Notice of Proposed Flood Elevation Determinations.

SUMMARY: On (Date Preliminary Copies Sent to Community), FEMA provided your community with Preliminary copies of a [revised] Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM). That material makes it appropriate to propose new or modified elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood) for certain locations in your community. Technical information or comments are solicited on the proposed new or modified Base Flood Elevations (BFEs) shown on the Preliminary copies of the FIS report and FIRM. These BFEs are the basis for the floodplain management measures that your community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the National Flood Insurance Program (NFIP).

DATES: The comment period is 90 days following the second publication of this Notice of Proposed Flood Elevation Determinations in this newspaper of local circulation. During this period, any owner or lessee of real property in your community who believes his or her property rights will be adversely affected by the proposed new or modified BFE determinations may appeal to the Chief Executive Officer (CEO) of your community, at the address listed below, or to an agency publicly designated by the community CEO. It is important to note, however, that the sole basis for such appeals is the possession of knowledge or information indicating that the proposed BFE determinations are scientifically or technically incorrect. These appeal data must be submitted to FEMA during the 90-day appeal period. Only appeals of the proposed new or modified BFEs supported by scientific or technical data can be considered before FEMA makes its final determination at the end of the 90-day appeal period. Note that the 90-day appeal period is statutory and cannot be extended for any reason.

ADDRESSES: Preliminary copies of the revised FIS report and FIRM showing the proposed new or modified BFEs and their delineations are available for inspection at the Community Map Repository at the address listed below.

(Community Map Repository Address)

Interested parties should send comments to the community CEO at the address listed below.

(CEO Name and Address)

FOR FURTHER INFORMATION CONTACT: William R. Blanton, Jr., Engineering Management Section, Mitigation Division, FEMA, 500 C Street, SW, Washington, DC 20472, (202) 646-3151 or (e-mail) bill.blanton@dhs.gov.

SUPPLEMENTARY INFORMATION: FEMA gives notice of the proposed determinations of new or modified BFEs in accordance with Section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and 44 CFR 67.4(a). These BFEs, together with the floodplain management measures required by 44 CFR 60.3, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their floodplain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed new or modified BFEs are used to meet the floodplain management requirements of the NFIP and are also used to calculate the appropriate flood insurance premium rates for new buildings built after the BFEs are made final, and for the contents in these buildings.

Pursuant to the provisions of 5 U.S.C. 605(b), the Mitigation Division Director, to whom authority has been delegated by the Secretary of the U.S. Department of Homeland Security, hereby certifies that the proposed new or modified BFE determinations, if promulgated, will not have a significant economic impact on a substantial number of small entities. A BFE determination under Section 1363 forms the basis for new local ordinances, which, if adopted by a community, will govern future construction within the floodplain area. By themselves, the BFE determinations impose no restriction unless and until the community voluntarily adopts floodplain ordinances in accord with these BFEs. Even if ordinances are adopted in compliance with Federal standards, the BFEs only prescribe building height in the floodplain and do not prohibit development. Thus, this action only forms the basis for future local actions. It imposes no new requirement; of itself, it has no economic impact.

[USE THE FOLLOWING PARAGRAPH WHEN BFES ARE INCLUDED IN NEWSPAPER NOTICE]

Lessees and owners of real property in your community are encouraged to review the FIS report, FIRM, and related materials at the Community Map Repository address cited above. The proposed new or modified BFEs along flooding sources studied by detailed methods are shown on the Flood Profiles included in the Preliminary copies of the FIS report. The flooding sources studied by detailed methods are as follows:

		#Depth in feet above ground	
		*Elevation in feet (NGVD)	
		•Elevation in feet (NAVD)	
Source of Flooding	Location	Existing	Modified

[USE THE FOLLOWING PARAGRAPH S WHEN BFES ARE NOT INCLUDED IN NEWSPAPER NOTICE]

Lessees and owners of real property in your community are encouraged to review the FIS report, FIRM, and related materials at the Community Map Repository address cited above. The proposed new or modified BFEs along flooding sources studied by detailed methods are shown on the Flood Profiles included in the Preliminary copies of the FIS report. The flooding sources studied by detailed methods are as follows: **(Provide list of flooding sources for which BFEs are being proposed).**

Interested parties may view the proposed new or modified BFEs for these flooding sources by visiting the following page on the FEMA Flood Hazard Mapping Website: **(URL for Web Page)**. Interested parties also may acquire a hard copy of the proposed new or modified BFEs by contacting the Community Map Repository.

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

Proposed Flood Elevation Determinations for (County Name), (State Name) and Incorporated Areas

AGENCY: Federal Emergency Management Agency (FEMA), Department of Homeland Security.

ACTION: Notice of Proposed Flood Elevation Determinations.

SUMMARY: On **(Date Preliminary Copies Sent to Affected Communities)**, FEMA provided all affected communities with Preliminary copies of a [revised] Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM). That material makes it appropriate to propose new or modified elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood) for certain locations in the affected communities. Technical information or comments are solicited on the proposed new or modified Base Flood Elevations (BFEs) shown on the Preliminary copies of the FIS report and FIRM for the communities listed in the table below. These BFEs are the basis for the floodplain management measures that each affected community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the National Flood Insurance Program (NFIP).

DATES: The comment period is 90 days following the second publication of this Notice of Proposed Flood Elevation Determinations in newspaper(s) of local circulation. During this period, any owner or lessee of real property in the affected communities who believes his or her property rights will be adversely affected by the BFE determinations may appeal to the Chief Executive Officer (CEO) of their community, at the address listed in the table below, or to the agency publicly designated by the community CEO. It is important to note, however, that the sole basis for such appeals is the possession of knowledge or information indicating that the proposed BFE determinations are scientifically or technically incorrect. These appeal data must be submitted to FEMA during the 90-day appeal period. Only appeals of the proposed new or modified BFEs supported by scientific or technical data can be considered before FEMA makes its final determination at the end of the 90-day appeal period. Note that the 90-day appeal period is statutory and cannot be extended for any reason.

ADDRESSES: Preliminary copies of the [revised] FIS report and FIRM showing the proposed new or modified BFEs are available for inspection at the Community Map Repository for each affected community. The Community Map Repository addresses are shown in the table below. Interested parties may send comments to the CEO of each community. The names and addresses of the CEOs also are shown in the table below.

(Table Listing Community Map Repository Addresses and CEO Names and Addresses)

SUPPLEMENTARY INFORMATION: FEMA gives notice of the proposed determinations of new or modified BFEs in accordance with Section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and 44 CFR 67.4(a). These BFEs, together with the floodplain management measures required by 44 CFR 60.3, are the minimum that are required. They should not be construed to mean a community must change any existing ordinances that are more stringent in their floodplain management requirements. A community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed and proposed modified BFEs are used to meet

the floodplain management requirements of the NFIP and are also used to calculate the appropriate flood insurance premium rates for new buildings built after the BFEs are made final, and for the contents in these buildings.

Pursuant to the provisions of 5 U.S.C. 605(b), the Mitigation Division Director, to whom authority has been delegated by the Secretary of the U.S. Department of Homeland Security, hereby certifies that the proposed and proposed modified BFE determinations, if promulgated, will not have a significant economic impact on a substantial number of small entities. A BFE determination under Section 1363 forms the basis for new local ordinances, which, if adopted by a community, will govern future construction within the floodplain area. By themselves, the BFE determinations impose no restriction unless and until the community voluntarily adopts floodplain ordinances in accord with these BFEs. Even if ordinances are adopted in compliance with Federal standards, the BFEs only prescribe building height in the floodplain and do not prohibit development. Thus, this action only forms the basis for future local actions. It imposes no new requirement; of itself, it has no economic impact.

[USE THE FOLLOWING PARAGRAPH WHEN BFES ARE INCLUDED IN NEWSPAPER NOTICE]

Lessees and owners of real property in the communities listed below are encouraged to review the FIRM, FIS report, and related materials at the Community Map Repository addresses cited in the table above and to submit comments to the appropriate community CEOs at the addresses cited in the table above. Proposed new or modified BFEs along flooding sources studied by detailed methods are shown on the Flood Profiles included in the Preliminary copies of the FIS report. The flooding sources studied by detailed methods are as follows:

Source of Flooding and Location of Referenced Elevation	#Depth in feet above ground *Elevation in feet (NGVD)		Communities Affected
	•Elevation in feet (NAVD) Existing	Modified	

[USE THE FOLLOWING PARAGRAPH S WHEN BFES ARE NOT INCLUDED IN NEWSPAPER NOTICE]

Lessees and owners of real property in the affected communities are encouraged to review the FIS report, FIRM, and related materials at the Community Map Repository addresses cited above. Proposed and proposed modified BFEs along flooding sources studied by detailed methods are shown on the Flood Profiles included in the Preliminary copies of the FIS report. The flooding sources studied by detailed methods are as follows: **(Provide list of flooding sources for which BFEs are being proposed).**

Interested parties may view the proposed BFEs and proposed modified BFEs for these flooding sources by visiting the following page on the FEMA Flood Hazard Mapping Website: **(URL for Web Page)**. Interested parties also may acquire a hard copy of the proposed and proposed modified BFEs through the Community Map Repositories.

Billing Code: 6718-04-P

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

44 CFR Part 67

[Docket No. FEMA-(Docket No.)]

Proposed Flood Elevation Determinations

AGENCY: Federal Emergency Management Agency (FEMA), Department of Homeland Security.

ACTION: Correction of Proposed Rule.

SUMMARY: This document contains corrections to the Proposed Rule (Docket No. FEMA-(Docket No.)), which was published on (Date of Publication in FEDERAL REGISTER). The correction more accurately represents the Flood Insurance Study report and Flood Insurance Rate Map for the (Full Community Name), than previously published.

DATES: The comment period is ninety (90) days following the second publication of this correction to the Proposed Rule in a newspaper of local circulation in the community.

ADDRESSES: The proposed Base Flood Elevations for the community are available for inspection at (Community Map Repository Address).

FOR FURTHER INFORMATION CONTACT: William R. Blanton, Jr., Engineering Management Section, Mitigation Division, FEMA, 500 C Street, SW, Washington, DC 20472, (202) 646-3151 or (e-mail) bill.blanton@dhs.gov.

SUPPLEMENTARY INFORMATION: FEMA publishes proposed determinations of Base (1-percent-annual-chance) Flood Elevations (BFEs) and modified BFEs for communities

participating in the National Flood Insurance Program (NFIP), in accordance with Section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and 44 CFR 67.4(a). These proposed BFEs and modified BFEs, together with the floodplain management criteria required by 44 CFR 60.3, are the minimum that are required. They should not be construed to mean that the community must change any existing ordinances that are more stringent in their floodplain management requirements. The community may at any time enact stricter requirements of its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed BFEs are used to meet the floodplain management requirements of the NFIP and are also used to calculate the appropriate flood insurance premium rates for new buildings built after these elevations are made final, and for the contents in these buildings.

Need for Correction

As published, the Proposed Rule contained location and elevation information at _____ sources of flooding that must be corrected to represent more accurately than before the Flood Insurance Study report and the Flood Insurance Rate Map for the **(Community Name)**.

Accordingly, the Proposed Rule (Docket No. FEMA-_____) published at **(Volume No.)** FR **(Page No.)** on **(Date of Publication in FEDERAL REGISTER)**, is corrected as follows:

.67.4 [Corrected]

At _____, the entry for the _____, is corrected by amending the entry(ies) for _____ and by inserting new entries for _____ and _____ as follows:

Source of Flooding	Location	#Depth in feet above ground	*Elevation in feet (NGVD)	●Elevation in feet (NAVD)	Existing	Modified
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Source of Flooding	Range of BFEs	#Depth in feet above ground	*Elevation in feet (NGVD)	●Elevation in feet (NAVD)
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Catalog of Federal Domestic Assistance No. 83.100, "Flood Insurance.")

Dated:

David I. Maurstad,

Director,

Mitigation Division,

Federal Emergency Management Agency,

Department of Homeland Security.

DEPARTMENT OF HOMELAND SECURITY**Federal Emergency Management Agency****Correction of Proposed Flood Elevation Determinations for (Community Name and State)**

AGENCY: Federal Emergency Management Agency (FEMA), Department of Homeland Security.

ACTION: Notice of Proposed Flood Elevation Determination Correction.

SUMMARY: On **(First Publication Date)** and **(Second Publication Date)**, a Notice of Proposed Flood Elevation Determinations was published for your community in the **(Newspaper Name)**. That notice listed Base (1-percent-annual-chance) Flood Elevations (BFEs) for the flooding sources studied by detailed methods in your community. However, our recent review of the Preliminary version of the Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) has confirmed that the information was, in part, incorrectly reported in the earlier Notice. This Notice revises the proposed BFEs published previously for your community and, hence, supersedes the BFEs for the flooding sources listed below. Technical information or comments are solicited on the proposed BFEs for selected locations along **(Flooding Source(s))**. These BFEs are the basis for the floodplain management measures that your community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the National Flood Insurance Program (NFIP).

DATES: The comment period is 90 days following the second publication of this Notice of Proposed Flood Elevation Determination Correction in a newspaper of local circulation. During this period, any owner or lessee of real property in the affected communities who believes his or her property rights will be adversely affected by the corrected BFE determinations may appeal to the Chief Executive Officer (CEO) of the community or to the agency publicly designated by the community CEO. It is important to note, however, that the sole basis for such appeals is the possession of knowledge or information indicating that the proposed BFE determinations are scientifically or technically incorrect. These appeal data must be submitted to FEMA during the 90-day appeal period. Only appeals of the proposed BFEs supported by scientific or technical data can be considered before FEMA makes its final determination at the end of the 90-day appeal period. Note that the 90-day appeal period is statutory and cannot be extended for any reason.

ADDRESSES: Preliminary copies of the FIS report and FIRM showing the proposed BFEs and their delineations are available for inspection at the Community Map Repository at the address listed below.

(Community Map Repository Address).

Interested parties should send comments to the community CEO at the address shown below.

(Community CEO Name and Address)

FOR FURTHER INFORMATION CONTACT: William R. Blanton, Jr., Engineering Management Section, Mitigation Division, FEMA, 500 C Street, SW, Washington, DC 20472, (202) 646-3151 or (e-mail) bill.blanton@dhs.gov.

SUPPLEMENTARY INFORMATION: FEMA gives notice of the proposed determinations of BFEs, in accordance with Section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and 44 CFR Paragraph 67.4(a). These BFEs, together with the floodplain management measures required by 44 CFR 60.3, are the minimum that are required. They should not be construed to mean your community must change any existing ordinances that are more stringent in their floodplain management requirements. Your community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed BFEs are used to meet the floodplain management requirements of the NFIP and also to calculate the appropriate flood insurance premium rates for the new buildings built after the BFEs are made final, and for the contents in these buildings.

Pursuant to the provisions of 5 U.S.C. 605(b), the Mitigation Division Director, to whom authority has been delegated by the Secretary of the U.S. Department of Homeland Security, hereby certifies that the proposed BFE determinations, if promulgated, will not have a significant economic impact on a substantial number of small entities. A BFE determination under Section 1363 forms the basis for new local ordinances, which, if adopted by a community, will govern future construction within the floodplain area. By themselves, the BFE determinations impose no restriction unless and until the community voluntarily adopts floodplain ordinances in accord with these BFEs. Even if ordinances are adopted in compliance with Federal standards, the BFEs only prescribe how high to build in the floodplain and do not prohibit development. Thus, this action only forms the basis for future local actions. It imposes no new requirement; of itself, it has no economic impact.

Lessees and owners of real property in your community are encouraged to review the Preliminary copies of the FIS report and FIRM available at the Community Map Repository address cited above. Proposed BFEs along flooding sources studied by detailed methods are shown on the Flood Profiles in the FIS report. The corrections to the proposed BFEs are as follows:

		#Depth in feet above ground
		*Elevation in feet (NGVD)
		●Elevation in feet (NAVD)
		Existing Modified
Source of Flooding	Location	

FEDERAL EMERGENCY MANAGEMENT AGENCY

**Correction of Proposed Flood Elevation Determinations for
(Community Name and State)**

AGENCY: Federal Emergency Management Agency (FEMA), Department of Homeland Security.

ACTION: Proposed Rule; Correction.

SUMMARY: On **(First Publication Date)** and **(Second Publication Date)**, a Notice of Proposed Base (1-percent-annual-chance) Flood Elevation (BFE) determinations was published for your community in the **(Newspaper Name)**. That notice listed BFEs for the flooding sources studied by detailed methods in your community. However, our recent review of the Preliminary version of the Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) has confirmed that the information was, in part, incorrectly reported in the notice of proposed BFE determinations. This notice revises the proposed BFEs published previously for your community and, hence, supersedes the BFEs for the flooding sources listed below.

Technical information or comments are solicited on the proposed BFEs. These BFEs are the basis for the floodplain management measures that your community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the National Flood Insurance Program (NFIP).

DATES: A period of 30 days from the publication of this notice of correction in the **(Newspaper Name)** is being granted for review of this notice. If no comment is received during the 30-day period, we will make final the proposed BFE determinations and establish an effective date for the FIS and FIRM.

ADDRESSES: Preliminary copies of the FIS report and FIRM showing the proposed BFEs and their delineations are available for inspection at the **(Community Map Repository Address)**.

Send comments to:

 (Community CEO Name and Address)

FOR FURTHER INFORMATION CONTACT: William R. Blanton, Jr., Engineering Management Section, Mitigation Division, FEMA, 500 C Street, SW, Washington, DC 20472, (202) 646-3151 or (e-mail) bill.blanton@dhs.gov.

SUPPLEMENTARY INFORMATION: FEMA gives notice of the proposed determinations of BFEs, in accordance with Section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and 44 CFR Part 67.4(a). These BFEs, together with the floodplain management measures required by 44 CFR 60.3, are the minimum that are required. They should not be construed to mean your community must change any existing ordinances that are more stringent in their floodplain management requirements. Your

community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed BFEs are used to meet the floodplain management requirements of the NFIP and also to calculate the appropriate flood insurance premium rates for the new buildings built after the BFEs are made final, and for the contents in these buildings.

Pursuant to the provisions of 5 U.S.C. 605(b), the Mitigation Division Director, to whom authority has been delegated by the Secretary of the Department of Homeland Security, hereby certifies that the proposed BFE determinations, if promulgated, will not have a significant economic impact on a substantial number of small entities. A BFE determination under Section 1363 forms the basis for new local ordinances, which, if adopted by a community, will govern future construction within the floodplain area. By themselves, the BFE determinations impose no restriction unless and until the community voluntarily adopts floodplain ordinances in accord with these BFEs. Even if ordinances are adopted in compliance with Federal standards, the BFEs only prescribe how high to build in the floodplain and do not prohibit development. Thus, this action only forms the basis for future local actions. It imposes no new requirement; of itself, it has no economic impact.

Lessees and owners of real property in the **(Community Name)**, are encouraged to review the Preliminary FIS and FIRM available at the address cited above. Proposed BFEs along flooding sources studied by detailed methods are shown on the Flood Profiles in the FIS. The corrections to the proposed BFEs are as follows:

Source of Flooding	Location	#Depth in feet above ground	*Elevation in feet (NGVD)	•Elevation in feet (NAVD)	Existing	Modified
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FEDERAL EMERGENCY MANAGEMENT AGENCY

**Correction of Proposed Flood Elevation Determinations for
(County Name), (State Name) and Incorporated Areas**

AGENCY: Federal Emergency Management Agency (FEMA), Department of Homeland Security.

ACTION: Proposed Rule; Correction.

SUMMARY: On **(First Publication Date)** and **(Second Publication Date)**, a notice of proposed Base (1-percent-annual-chance) Flood Elevation (BFE) determinations was published for **(County Name)** County, **(State Name)** and Incorporated Areas in the **(Newspaper Name)**. That notice listed BFEs for the flooding sources studied by detailed methods in **(County Name)** County. However, our recent review of the Preliminary version of the Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) has confirmed that the information was, in part, incorrectly reported in the notice of proposed BFE determinations. This notice revises the proposed BFEs published previously for **(County Name)** County and, hence, supersedes the BFEs for the flooding sources listed below.

Technical information or comments are solicited on the proposed BFEs. These BFEs are the basis for the floodplain management measures that your community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the National Flood Insurance Program (NFIP).

DATES: The comment period is 90 days following the second publication of this Proposed Rule correction in a newspaper of local circulation for communities in **(County Name)** County.

ADDRESSES: Preliminary copies of the FIS report and FIRM showing the proposed BFEs and their delineations are available for inspection at the Community Map Repositories listed below.

(List of Community Map Repository Addresses)

Send comments to:

(List of Community CEO Names and Addresses)

FOR FURTHER INFORMATION CONTACT: William R. Blanton, Jr., Engineering Management Section, Mitigation Division, FEMA, 500 C Street, SW, Washington, DC 20472, (202) 646-3151 or (e-mail) bill.blanton@dhs.gov.

SUPPLEMENTARY INFORMATION: FEMA gives notice of the proposed determinations of BFEs, in accordance with Section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and 44 CFR Part 67.4(a). These BFEs, together with the floodplain management measures required by 44 CFR 60.3, are the minimum that are required. They should not be construed to mean communities in **(County Name)** County must change any existing ordinances that are more stringent in their floodplain management requirements. The communities may at any time enact stricter requirements on their own, or pursuant to

policies established by other Federal, State, or regional entities. These proposed BFEs are used to meet the floodplain management requirements of the NFIP and also to calculate the appropriate flood insurance premium rates for the new buildings built after the BFEs are made final, and for the contents in these buildings.

Pursuant to the provisions of 5 U.S.C. 605(b), the Mitigation Division Director, to whom authority has been delegated by the Secretary of the Department of Homeland Security, hereby certifies that the proposed BFE determinations, if promulgated, will not have a significant economic impact on a substantial number of small entities. A BFE determination under Section 1363 forms the basis for new local ordinances, which, if adopted by a community, will govern future construction within the floodplain area. By themselves, the BFE determinations impose no restriction unless and until the community voluntarily adopts floodplain ordinances in accord with these BFEs. Even if ordinances are adopted in compliance with Federal standards, the BFEs only prescribe how high to build in the floodplain and do not prohibit development. Thus, this action only forms the basis for future local actions. It imposes no new requirement; of itself, it has no economic impact.

Lessees and owners of real property in **(County Name)** County are encouraged to review the Preliminary FIS report and FIRM available at the addresses cited above. Proposed BFEs along flooding sources studied by detailed methods are shown on the Flood Profiles in the FIS report. The corrections to the proposed BFEs are as follows:

Source of Flooding	Location	#Depth in feet above ground	*Elevation in feet (NGVD)	•Elevation in feet (NAVD)	Existing	Modified
--------------------	----------	-----------------------------	---------------------------	---------------------------	----------	----------

FEDERAL EMERGENCY MANAGEMENT AGENCY**Correction of Proposed Flood Elevation Determinations for
(County Name), (State Name) and Incorporated Areas**

AGENCY: Federal Emergency Management Agency (FEMA), Department of Homeland Security.

ACTION: Proposed Rule; Correction.

SUMMARY: On **(First Publication Date)** and **(Second Publication Date)**, a notice of proposed Base (1-percent-annual-chance) Flood Elevation (BFE) determinations was published for **(County Name)** County, **(State Name)** and Incorporated Areas in the **(Newspaper Name)**. That notice listed BFEs for the flooding sources studied by detailed methods in **(County Name)** County. However, our recent review of the Preliminary version of the Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) has confirmed that the information was, in part, incorrectly reported in the notice of proposed BFE determinations. This notice revises the proposed BFEs published previously for **(County Name)** County and, hence, supersedes the BFEs for the flooding sources listed below.

Technical information or comments are solicited on the proposed BFEs. These BFEs are the basis for the floodplain management measures that your community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the National Flood Insurance Program (NFIP).

DATES: A period of 30 days from the publication of this notice of correction in the **(Newspaper Name)** is being granted for review of this notice. If no comment is received during the 30-day period, we will make final the proposed BFE determinations and establish an effective date for the FIS and FIRM.

ADDRESSES: Preliminary copies of the FIS report and FIRM showing the proposed BFEs and their delineations are available for inspection at the Community Map Repositories listed below.

(List of Map Repository Addresses)

Send comments to:

(List of Community CEO Names and Addresses)

FOR FURTHER INFORMATION CONTACT: William R. Blanton, Jr., Engineering Management Section, Mitigation Division, FEMA, 500 C Street, SW, Washington, DC 20472, (202) 646-3151 or (e-mail) bill.blanton@dhs.gov.

SUPPLEMENTARY INFORMATION: FEMA gives notice of the proposed determinations of BFEs, in accordance with Section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and 44 CFR Part 67.4(a). These BFEs, together with the floodplain management measures required by 44 CFR 60.3, are the minimum that are required. They should not be construed to mean communities in **(County Name)**

County must change any existing ordinances that are more stringent in their floodplain management requirements. The communities may at any time enact stricter requirements on their own, or pursuant to policies established by other Federal, State, or regional entities. These proposed BFEs are used to meet the floodplain management requirements of the NFIP and also to calculate the appropriate flood insurance premium rates for the new buildings built after the BFEs are made final, and for the contents in these buildings.

Pursuant to the provisions of 5 U.S.C. 605(b), the Mitigation Division Director, to whom authority has been delegated by the Secretary of the Department of Homeland Security, hereby certifies that the proposed BFE determinations, if promulgated, will not have a significant economic impact on a substantial number of small entities. A BFE determination under Section 1363 forms the basis for new local ordinances, which, if adopted by a community, will govern future construction within the floodplain area. By themselves, the BFE determinations impose no restriction unless and until the community voluntarily adopts floodplain ordinances in accord with these BFEs. Even if ordinances are adopted in compliance with Federal standards, the BFEs only prescribe how high to build in the floodplain and do not prohibit development. Thus, this action only forms the basis for future local actions. It imposes no new requirement; of itself, it has no economic impact.

Lessees and owners of real property in **(County Name)** County are encouraged to review the Preliminary FIS report and FIRM available at the addresses cited above. Proposed BFEs along flooding sources studied by detailed methods are shown on the Flood Profiles in the FIS report. The corrections to the proposed BFEs are as follows:

Source of Flooding	Location	#Depth in feet above ground
		Existing Modified
		*Elevation in feet (NGVD)
		•Elevation in feet (NAVD)



Federal Emergency Management Agency
Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
152

(CEO Name and Address)
[Redacted address lines]

Community:
Community No.:
Map Panel[s] Affected:

Dear [Redacted name]:

On (First Publication Date) and (Second Publication Date), a notice of proposed Base (1-percent-annual-chance) Flood Elevation (BFE) determinations was published for your community in the (Newspaper Name). That notice listed a range of BFEs for the sources of flooding studied by detailed methods within your community. We have revised the Preliminary copies of the Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM); Revised Preliminary copies of the FIS report and FIRM are enclosed. As a result, the information reported in the notice of proposed BFE determinations is incorrect. Therefore, we have scheduled a publication date for a notice of correction to the proposed BFE determinations. Public notification will be given in the (Newspaper Name) on (Publication Date). A copy of this notification is enclosed. In addition, a notice of correction to the proposed BFE determinations will be published in the FEDERAL REGISTER.

A period of 30 days from the publication of the notice of correction in the (Newspaper Name) is being granted for review of this notice. If no comment is received during the 30-day period, we will make final the proposed BFE determinations and establish an effective date for the FIS report and FIRM.

If you have any questions regarding the necessary floodplain management measures for your community or the National Flood Insurance Program in general, please contact the Director, Flood Insurance and Mitigation Division of the Federal Emergency Management Agency in (RO City and State), at (RO Telephone No.), for assistance. If you have any questions concerning the BFE determinations or mapping issues in general [or the enclosed Summary of Map Actions], please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

Sincerely,

[Handwritten signature of William R. Blanton, Jr.]

William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

Enclosures

cc: (Community Floodplain Administrator)

bcc: State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEDD File



Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
152-A

(CEO Name and Address)

Community: _____

Community No.: _____

Dear _____:

On **(First Publication Date)** and **(Second Publication Date)**, a notice of proposed Base (1-percent-annual-chance) Flood Elevation (BFE) determinations was published for your community in the **(Newspaper Name)**. That notice listed a range of BFEs for the sources of flooding studied by detailed methods within your community. However, our recent review of the Preliminary copies of the Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) has confirmed that the information was, in part, incorrectly reported in the notice of proposed BFE determinations. Therefore, we have scheduled a publication date for a notice of correction to the proposed BFE determinations.

Public notification will be given in the **(Newspaper Name)** on **(Publication Date)**. A copy of this notification is enclosed. In addition, a notice of correction to the proposed BFE determinations will be published in the FEDERAL REGISTER.

A period of 30 days from the publication of the notice of correction in the **(Newspaper Name)** is being granted for review of this notice. If no comment is received during the 30-day period, we will make final the proposed BFE determinations and establish an effective date for the FIS report and FIRM.

If you have any questions regarding the necessary floodplain management measures for your community or the National Flood Insurance Program in general, please contact the Director, Flood Insurance and Mitigation Division of the Federal Emergency Management Agency in **(RO City and State)**, at **(RO Telephone No.)**, for assistance. If you have any questions concerning the BFE determinations or mapping issues in general [or the enclosed Summary of Map Actions], please contact our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

Sincerely,

William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

Enclosures

cc: **(Community Floodplain Administrator)**

bcc: State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEDD File



Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
153-A

(CEO Name and Address)

Community: _____
Community No. _____

Dear _____:

Enclosed is a copy of the letter sent to your community by the Federal Emergency Management Agency providing notification of the start of the 90-day appeal period. Due to an unexpected problem, the notice of proposed Base (1-percent-annual-chance) Flood Elevation (BFE) determinations was incorrectly published in your local newspaper. Because the 90-day appeal period cannot begin officially until the notice of proposed BFE determinations is published accurately, the notice will be published again as noted below. A copy of this notification also is enclosed.

Newspaper

Dates of Publication

An explanation of the 90-day appeal period is included in the enclosed letter. As indicated in the enclosed letter, the decision by your community to appeal the BFEs, or a copy of its decision not to appeal, should be filed with the Federal Emergency Management Agency no later than 90 days following the second date of publication.

Sincerely,

William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

Enclosures

cc: **(Community Floodplain Administrator)**

bcc: State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEDD File

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Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
153-C

(CEO Name and Address)

Community: _____
Community No.: _____

Dear _____:

Enclosed is a copy of the letter sent to your community by the Federal Emergency Management Agency providing notification of the start of the 90-day appeal period. Due to an unexpected problem in the process of public notification, the notice of proposed Base (1-percent-annual-chance) Flood Elevation (BFE) determinations was not published as originally scheduled. Because the 90-day appeal period cannot begin officially until the notice of proposed BFE determinations is published, the notice will be published as noted below. A copy of this notification also is enclosed.

Newspaper

Dates of Publication

An explanation of the 90-day appeal period is included in the enclosed letter. As indicated in the enclosed letter, the decision by your community to appeal the BFEs, or a copy of its decision not to appeal, should be filed with the Federal Emergency Management Agency no later than 90 days following the second date of publication.

Sincerely,

William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

Enclosures

cc: **(Community Floodplain Administrator)**

bcc: State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEDD File

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(Newspaper Name and Address)

Re: _____

Attention: _____

Dear _____:

[USE THE FOLLOWING PARAGRAPH IF BFES WILL BE INCLUDED IN NEWSPAPER NOTICE]

Please print the enclosed notice, entitled "Notice of Proposed Flood Elevation Determinations for the **(Full Community Name)**." The table in the notice should be duplicated as shown, using adjacent columns to accommodate the width of the notice. A sample is enclosed for your information. This notice should appear in the legal or special section of your classified columns, whichever is less costly, for the days of **(First Publication Date)** and **(Second Publication Date)**.

[USE THE FOLLOWING PARAGRAPH IF BFES WILL NOT BE INCLUDED IN NEWSPAPER NOTICE]

Please print the enclosed notice, entitled "Notice of Proposed Flood Elevation Determinations for the **(Full Community Name)**." A sample is enclosed for your information. This notice should appear in the legal or special section of your classified columns, whichever is less costly, for the days of **(First Publication Date)** and **(Second Publication Date)**.

According to our [contract / agreement] with the Federal Emergency Management Agency, we require a notarized affidavit listing the following: (1) name of the community for which the notice was placed; (2) title of the notice ("Notice of Proposed Flood Elevation Determinations"); (3) specific dates of publication (month, day, year); and (4) name of newspaper. The affidavit must carry the notary public's signature and seal and the date the affidavit was signed by the notary public (which can be no sooner than the second publication date). Please provide this proof of publication within 10 days of the second publication date.

To ensure prompt payment, please include the community name, the **(Community Name)**, and the number referenced above on the invoice.

Any correspondence, including billing and proof of publication, should be addressed to me at this office. If you cannot comply with the above terms or the specified publication dates must be changed, please call me, toll free, at **(Project Team Member Contact's Telephone Number)**.

Sincerely,

(Project Team Member Contact's Name)
(Project Team Member Contact's Title)

Enclosures

bcc: Project Team Member Case File
FEED File(s)

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DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

44 CFR Part 67**Final Flood Elevation Determinations**

AGENCY: Federal Emergency Management Agency (FEMA), Department of Homeland Security.

ACTION: Final Rule.

SUMMARY: Base (1-percent-annual-chance) Flood Elevations (BFEs) and modified BFEs are made final for the communities listed below. The BFEs and modified BFEs are the basis for the floodplain management measures that each community is required either to adopt or to show evidence of being already in effect in order to qualify or remain qualified for participation in the National Flood Insurance Program (NFIP).

EFFECTIVE DATE: The date of issuance of the Flood Insurance Rate Map (FIRM) showing BFEs and modified BFEs for each community. This date may be obtained by contacting the office where the FIRM is available for inspection as indicated in the table below.

ADDRESSES: The final BFEs for each community are available for inspection at the office of the Chief Executive Officer of each community. The respective addresses are listed in the table below.

FOR FURTHER INFORMATION CONTACT: William R. Blanton, Jr., Engineering Management Section, Mitigation Division, FEMA, 500 C Street, SW., Washington, DC 20472, (202) 646-3151 or (e-mail) bill.blanton@dhs.gov.

SUPPLEMENTARY INFORMATION: FEMA makes final determinations listed below of BFEs and modified BFEs for each community listed. The proposed BFEs and proposed modified BFEs were published in newspapers of local circulation and an opportunity for the community or individuals to appeal the proposed determinations to or through the community was provided for a period of ninety (90) days. The proposed BFEs and proposed modified BFEs were also published in the FEDERAL REGISTER.

This Final Rule is issued in accordance with Section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and 44 CFR Part 67.

FEMA has developed criteria for floodplain management in floodprone areas in accordance with 44 CFR Part 60.

Interested lessees and owners of real property are encouraged to review the proof Flood Insurance Study and FIRM available at the address cited below for each community.

The BFEs and modified BFEs are made final in the communities listed below. Elevations at selected locations in each community are shown.

National Environmental Policy Act. This Final Rule is categorically excluded from the requirements of 44 CFR Part 10, Environmental Consideration. No environmental impact assessment has been prepared.

Regulatory Flexibility Act. The Mitigation Division Director, to whom authority has been delegated by the Secretary of the Department of Homeland Security, certifies that this rule is exempt from the requirements of the Regulatory Flexibility Act because final BFEs are required by the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and are required to establish and maintain community eligibility in the NFIP. No regulatory flexibility analysis has been prepared.

Regulatory Classification. This Final Rule is not a significant regulatory action under the criteria of Section 3(f) of Executive Order 12866 of September 30, 1993, Regulatory Planning and Review, 58 FR 51735.

Executive Order 13132, Federalism. This rule involves no policies that have federalism implications under Executive Order 13132.

Executive Order 12988, Civil Justice Reform. This rule meets the applicable standards of Executive Order 12988.

Executive Order 12612, Federalism. This Final Rule involves no policies that have federalism implications under Executive Order 12612, Federalism, dated October 26, 1987.

Executive Order 12778, Civil Justice Reform. This Final Rule meets the applicable standards of Section 2(b)(2) of Executive Order 12778.

List of Subjects in 44 CFR Part 67

Administrative practice and procedure, Flood insurance, Reporting and recordkeeping requirements.

Accordingly, 44 CFR Part 67 is amended to read as follows:

PART 67--[AMENDED]

1. The authority citation for Part 67 continues to read as follows:

Authority: 42 U.S.C. 4001 et seq.; Reorganization Plan No. 3 of 1978, 3 CFR, 1978 Comp., p. 329; E.O. 12127, 44 FR 19367, 3 CFR, 1979 Comp., p. 376.

§67.11 [Amended]

2. The tables published under the authority of §67.11 are amended as follows:

Source of flooding and location	#Depth in feet above ground. *Elevation in feet (NGVD). •Elevation in feet (NAVD)

(Catalog of Federal Domestic Assistance No. 83.100, "Flood Insurance.")
Dated:

David I. Maurstad,

Director,

Mitigation Division,

Federal Emergency Management Agency,

Department of Homeland Security.

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Billing Code 6718-04-P

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

44 CFR Part 67

Amendment of Final Flood Elevation Determinations

AGENCY: Federal Emergency Management Agency (FEMA), Department of Homeland Security.

ACTION: Cancellation of Final Rule.

SUMMARY: The Federal Emergency Management Agency (FEMA or Agency) amends the final flood elevation determination published on **(Date Final Rule Published)**, and removes the final flood elevation determination published for **(Community Name)**. A new final flood elevation determination for that community will be made at a later date.

EFFECTIVE DATE: **(Date of Publication in FEDERAL REGISTER)**

FOR FURTHER INFORMATION CONTACT: William R. Blanton, Jr., Engineering Management Section, Mitigation Division, FEMA, 500 C Street, SW., Washington, DC 20472, (202) 646-3151 or (e-mail) bill.blanton@dhs.gov.

SUPPLEMENTARY INFORMATION: FEMA published a notice of final flood elevation determination for the **(Community Name)** on **(Date Final Rule Published in FEDERAL REGISTER)**. An engineering review of that determination concluded that the final flood elevation determination should be, and is hereby, rescinded in accordance with Section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104. Following an engineering analysis and review, a new final flood elevation determination will be made for the **(Community Name)**, and will be

published in the FEDERAL REGISTER.

List of Subjects in 44 CFR Part 67.

Administrative practice and procedure, Flood insurance, Reporting and Recordkeeping requirements.

Accordingly, 44 CFR Part 67 is amended as follows:

PART 67 -- [AMENDED]

1. The authority citation for part 67 continues to read as follows:

Authority: 42 U.S.C. 4001 et seq.; Reorganization Plan No. 3 of 1978, 3 CFR, 1978 Comp., p. 329; E.O. 12127, 44 FR 19367, 3 CFR, 1979 Comp., p. 376.

2. The tables published under the authority of 67.11, as amended at 58 FR 8549, is amended under **(State Name)** by removing the entry for **(Community Name and County)**.

(Catalog of Federal Domestic Assistance No. 83.100, "Flood Insurance.")

Dated:

David I. Maurstad,

Director,

Mitigation Division,

Federal Emergency Management Agency,

Department of Homeland Security.

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(CEO Name and Address)

IN REPLY REFER TO:
175-A

Dear _____:

This letter acknowledges receipt of [your letter/a letter/letters] dated **(Date of Incoming Letter)**, [from [Mr./Ms.] **(Complete Name, Title, and Agency/Company Affiliation of Appellant If Other Than CEO)** regarding the Preliminary copies of the [revised] Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) for the **(Full Community Name)**. [You/Mr./Ms. **(Surname of Appellant)**] submitted the following: **(Summary of Material Submitted With Appellant's Letter)**. Because the letter [and enclosures] comment on the elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood) shown on the Preliminary copies of the [revised] FIRM, [it/they] are being reviewed as an appeal in accordance with the provisions of Title 44, Chapter I, Part 67, Code of Federal Regulations.

We will evaluate the issues raised in the referenced letter [and enclosures]. If additional information is required to resolve the appeal, we will contact your community. If warranted, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) will revise the FIS report and FIRM and send revised copies to your office for review. Until the appeal is resolved, FEMA will not issue a Letter of Final Determination; therefore, the processing of the FIS report and FIRM for your community will be delayed.

If you have any questions regarding this matter, please contact **(FEMA Project Engineer)** of the FEMA staff in Washington, DC, either by telephone at **(FEMA Project Engineer Telephone Number)** or by facsimile at (202) 646-4596.

Sincerely,

Contact's Digitized Signature

(Project Team Member Contact's Name)
(Project Team Member Contact's Title)

cc: **(Community Floodplain Administrator)**

(Appellant's Name, If Other Than CEO)

bcc: State NFIP Coordinator
Regional Director
(Project Team Member) Case File
FEED File

R___-MT

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Federal Emergency Management Agency

Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO:
179

Dear _____:

Enclosed are the Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report materials for your community, which have been prepared by the Department of Homeland Security's Federal Emergency Management Agency. They reflect the latest hydraulic and hydrologic information available to us for the identification of flooding risks in your community. Copies of the FIS report and FIRM materials are also being sent, under separate cover, to your Community Map Repository.

Additional copies of the enclosed materials may be ordered from our Map Service Center either by telephone, toll free, at 1-800-358-9616, or via the Map Service Center Website at <http://store.msc.fema.gov>.

Sincerely,

William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

Enclosures

Community Identification Number:

FIRM Effective Date:

cc: Community Map Repository

bcc: **(Project Team Member)** Case File
FEED File

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Federal Emergency Management Agency

Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO:
179-CBRS

Dear _____:

Enclosed is a copy of the Flood Insurance Rate Map (FIRM) for your community, prepared by the Department of Homeland Security's Federal Emergency Management Agency. The FIRM is being sent to you in followup to our letter dated **(Date of 115-CBRA Letter)**, in which we informed your community of the changes to the Coastal Barrier Resources System (CBRS) and/or Otherwise Protected Area (OPA) boundaries shown on the FIRM for your community. Copies of the FIRM are also being sent, under separate cover, to your Community Map Repository.

The CBRS was established by the Coastal Barrier Resources Act of 1982, which delineated areas to be included within the CBRS and established prohibitions on Federal financial assistance, including Federal flood insurance, for development within the CBRS. In 1990, the Coastal Barrier Improvement Act added additional areas to the CBRS and established OPAs. Although the Federal Emergency Management Agency shows the CBRS areas and OPAs on the FIRM, the U.S. Congress is the only entity with authority to modify CBRS and OPA boundaries.

Section 4 of the Coastal Barrier Improvement Act assigned the U.S. Department of the Interior the responsibilities regarding the CBRS unit maps. Any inquiries concerning the delineation of CBRS or OPA boundaries should be addressed to the U.S. Department of the Interior Coastal Barrier Coordinator for your state/region at the address shown in our letter dated **(Date of 115-CBRA Letter)**, or to the U.S. Department of the Interior Headquarters office in Washington, DC.

Additional copies of the enclosed materials may be ordered from our Map Service Center either by telephone, toll free, at 1-800-358-9616, or via the Map Service Center Website at <http://store.msc.fema.gov>.

Sincerely,

William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

Enclosure

Community Identification Number:

FIRM Effective Date:

cc: Community Map Repository

bcc: **(Project Team Member)** Case File
FEED File



Federal Emergency Management Agency
Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO:
179-CWG

Dear _____:

Enclosed is a copy of the revised Flood Insurance Rate Map (FIRM) Index for **(County Name)** County, **(State Name)** and Incorporated Areas, which has been prepared by the Department of Homeland Security's Federal Emergency Management Agency. We are providing the enclosed revised FIRM Index for administrative purposes only; the flood hazard information for your community was not modified in this revision. To avoid confusion, please replace the FIRM Index that you currently have on file with the enclosed copy. Copies of the revised FIRM Index are also being sent, under separate cover, to your Community Map Repository; the copies on file at your community's map repository also should be replaced.

As you are aware, your community shares the FIRM Index with other jurisdictions in the county. If we revise the FIRM for **(County Name)** County, **(State Name)** and Incorporated Areas, in the future, we will send your community revised copies of the enclosed FIRM Index only if we revise a FIRM panel on which your community is located. The enclosed FIRM Index will therefore remain valid for your community until such time as a panel on which your community is located is revised.

It is also important to note that if your community annexes land on adjacent FIRM panels in the future, your community must obtain the current copies of the adjacent FIRM panel(s) and FIRM Index. These items and additional copies of the enclosed FIRM Index may be ordered from our Map Service Center either by telephone, toll free, at 1-800-358-9616, or via the Map Service Center Website at <http://store.msc.fema.gov>.

Sincerely,

William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

Enclosures

Community Identification Number:

FIRM Effective Date:

cc: Community Map Repository

bcc: **(Project Team Member)** Case File
FEED File



Federal Emergency Management Agency
Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO:
179-M

Dear _____:

Enclosed is the Flood Insurance Rate Map (FIRM) for your community, which has been prepared by the Department of Homeland Security's Federal Emergency Management Agency. The FIRM reflects the latest information available to us for the identification of flooding risks in your community. Copies of the FIRM are also being sent, under separate cover, to your Community Map Repository.

Additional copies of the enclosed materials may be ordered from our Map Service Center either by telephone, toll free, at 1-800-358-9616, or via the Map Service Center Website at <http://store.msc.fema.gov>.

Sincerely,

William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

Enclosure

Community Identification Number: **(CID)**

FIRM Effective Date: **(FIRM Effective Date)**

cc: Community Map Repository

bcc: **(Project Team Member)** Case File
FEED File

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Federal Emergency Management Agency
Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO:
179-R

Dear _____:

Enclosed is the revised Flood Insurance Rate Map (FIRM) for your community, which has been prepared by the Department of Homeland Security's Federal Emergency Management Agency. The revised FIRM reflects the latest hydraulic and hydrologic information available to us for the identification of flooding risks in your community. Copies of the revised FIRM are also being sent, under separate cover, to your Community Map Repository.

Additional copies of the enclosed materials may be ordered from our Map Service Center either by telephone, toll free, at 1-800-358-9616, or via the Map Service Center Website at <http://store.msc.fema.gov>.

Sincerely,

William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

Enclosure

Community Identification Number: **(CID)**

FIRM Effective Date: **(FIRM Effective Date)**

cc: Community Map Repository

bcc: **(Project Team Member)** Case File
FEDD File

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Federal Emergency Management Agency

Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO:
179-RS

Dear _____:

Enclosed are the revised Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report materials for your community, which have been prepared by the Department of Homeland Security's Federal Emergency Management Agency. The revision reflects the latest hydraulic and hydrologic information available to us for the identification of flooding risks in your community. Copies of the revised FIS report and FIRM materials are also being sent, under separate cover, to your Community Map Repository.

Additional copies of the enclosed materials may be ordered from our Map Service Center either by telephone, toll free, at 1-800-358-9616, or via the Map Service Center Website at <http://store.msc.fema.gov>.

Sincerely,

William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

Enclosures

Community Identification Number: **(CID)**

FIRM Effective Date: **(FIRM Effective Date)**

cc: Community Map Repository

bcc: **(Project Team Member)** Case File
FEDD File

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Federal Emergency Management Agency

Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO:
179-S

Dear _____:

Enclosed are the revised Flood Insurance Study (FIS) report materials for your community, which have been prepared by the Department of Homeland Security's Federal Emergency Management Agency. They reflect the latest hydraulic and hydrologic information available to us for the identification of flooding risks in your community. Copies of the revised FIS report materials are also being sent, under separate cover, to your Community Map Repository.

Additional copies of the enclosed materials may be ordered from our Map Service Center either by telephone, toll free, at 1-800-358-9616, or via the Map Service Center Website at <http://store.msc.fema.gov>.

Sincerely,

William R. Blanton, Jr., CFM, Chief

Engineering Management Section

Mitigation Division

Enclosure

Community Identification Number: **(CID)**

FIRM Effective Date: **(FIRM Effective Date)**

cc: Community Map Repository

bcc: **(Project Team Member)** Case File
FEED File

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NATIONAL FLOOD INSURANCE PROGRAM

FEMA NATIONAL SERVICE PROVIDER

(Revision Requester Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____

316-ACK

Dear _____:

[USE THE FOLLOWING PARAGRAPH WHEN RESPONDING TO INITIAL SUBMITTAL]

This responds to your request dated **(Date of Requester's Letter)**, that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a [conditional] revision to the Flood Insurance Rate Map (FIRM) [and Flood Boundary and Floodway Map (FBFM)] for [the above-referenced community(ies) / **(Name of County)**, **(Name of State)**, and Incorporated Areas]. Pertinent information about the request is listed below.

[USE THE FOLLOWING PARAGRAPH WHEN RESPONDING TO A FOLLOWUP SUBMITTAL]

This responds to your letter dated letter dated **(Date of Requester's Followup Letter)**, concerning a **(Date of Requester's Original Letter)**, request that the Federal Emergency Management Agency (FEMA) issue a [conditional] revision to the Flood Insurance Rate Map (FIRM) [and Flood Boundary and Floodway Map (FBFM)] for [the above-referenced community(ies) / **(Name of County)**, **(Name of State)**, and Incorporated Areas]. Pertinent information about the request is listed below.

Identifier: _____

Flooding Source: _____

FIRM Panel(s) Affected: _____

FBFM Panel(s) Affected: _____

[USE THE FOLLOWING PARAGRAPH WHEN REQUIRED DATA, FORMS, AND FEE RECEIVED]

We have completed an inventory of the items that you submitted. Our review of the submitted data indicates we have the minimum data required to perform a detailed technical review of your request. We also have received the required review and processing fee **\$(Amount Received)**. If additional data are required, we will inform you within [60 / ____] days of the date of this letter.

3601 Eisenhower Avenue, Alexandria, VA 22304 PH:1-877-FEMA MAP FX: 703-960-9125

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[USE THE FOLLOWING PARAGRAPH FOR FEE-EXEMPT REQUESTS]

As you may know, FEMA has implemented a procedure to recover costs associated with reviewing and processing requests for [conditional] modifications to published flood information and maps.

[CONTINUE WITH ONE OF SENTENCES BELOW]

- ❑ However, because your request is based on the effects of natural changes within a Special Flood Hazard Area, no review and processing fee will be assessed for our review.
- ❑ However, because your request is based on the effects of a federally sponsored flood-control project where 50 percent or more of the project's costs are federally funded, no review and processing fee will be assessed for our review.
- ❑ However, because your request is based on a detailed hydrologic or hydraulic study conducted by a Federal, State, or local agency to replace an approximate study conducted by FEMA and shown on the flood map, no review and processing fee will be assessed for our review.
- ❑ However, because your request is based on flood hazard information meant to improve upon that shown on the flood map or within the flood study, and does not partially or wholly incorporate manmade modifications within the Special Flood Hazard Area, no review and processing fee will be assessed for our review.

[USE THE FOLLOWING PARAGRAPH WHEN CHECK OR MONEY ORDER IS RETURNED WITH ACKNOWLEDGMENT LETTER]

With your request, you submitted a check or money order in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. Because no review and processing fee is required, we are returning your check or money order with this letter.

[INCLUDE REMAINING PARAGRAPHS IN ALL LETTERS]

Please direct questions concerning your request to us at the address shown at the bottom of [this / the first] page. For identification purposes, please include the case number referenced above on all correspondence.

If you have any general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, **(NSP Revision Coordinator's Name)**, who may be reached at **(NSP Revision Coordinator's Telephone Number)**.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

[Enclosure/Enclosures]

cc: **[NAME OF COMMUNITY OFFICIAL IF COMMUNITY IS NOT REQUESTER]**

bcc: Regional Director R____-MT
State NFIP Coordinator
FCSA
NSP Case File

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NATIONAL FLOOD INSURANCE PROGRAM

FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____

316-AD

Dear _____:

[USE THE FOLLOWING PARAGRAPH WHEN RESPONDING TO INITIAL SUBMITTAL]

This responds to your request dated **(Date of Requester's Letter)**, that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a [conditional] revision to the Flood Insurance Rate Map (FIRM) [and Flood Boundary and Floodway Map (FBFM)] for [the above-referenced community(ies) / **(Name of County)**, **(Name of State)**, and Incorporated Areas]. Pertinent information about the request is listed below.

[USE THE FOLLOWING PARAGRAPH WHEN RESPONDING TO A FOLLOWUP SUBMITTAL]

This is in regard to your **(Date of Requester's Letter)**, request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a [Conditional Letter of Map Revision /Letter of Map Revision /revision to the Flood Insurance Rate Map [and Flood Boundary and Floodway Map] for the above-referenced community. Pertinent information about the request is listed below.

Identifier: _____

Flooding Source: _____

FIRM Panel(s) Affected: _____

FBFM Panel(s) Affected: _____

The data required to complete our review, which must be submitted within 90 days of the date of this letter, are listed on the enclosed summary.

[USE THE FOLLOWING PARAGRAPH FOR REQUESTS INVOLVING FEES]

If we do not receive the required data within 90 days, we will suspend the processing of your request. Any data submitted after 90 days will be treated as an original submittal and will be subject to all submittal/ payment procedures, including the review and processing fee for requests of this type established by the current fee schedule. A copy of the notice summarizing the current fee schedule, which was published in the FEDERAL REGISTER, is enclosed for your information.

FEMA receives a large volume or requests and cannot maintain inactive requests for an indefinite period of time. Therefore, we are unable to grant extensions for the submission of required data/fee for revision requests. If a requester is informed by letter that additional data are required to complete our review of a request, the data/fee must be submitted within 90 days of the date of the letter. [Any fees already paid will be forfeited for any request for which the requested data are not received within 90 days.]

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If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, FEMA policy, or the National Flood Insurance Program,

please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, **(NSP Revision Coordinator's Name)**, who may be reached at **(NSP Revision Coordinator's Telephone Number)**.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

[Enclosure / Enclosures]

bcc Regional Director
 NSP Case File

R____-MT



NATIONAL FLOOD INSURANCE PROGRAM

FEMA NATIONAL SERVICE PROVIDER

Summary of Additional Information Required to Support a
[Conditional Letter of Map Revision (CLOMR)]
[Letter of Map Revision (LOMR)]
[Revision to the Flood Insurance Rate Map and Flood Boundary and Floodway Map]

Case No.: _____ Requester: _____

Community: _____ Community No.: _____

The issues listed below must be addressed before we can continue the review of your request.

1. All applicable forms from the enclosed MT-2 Application Forms package and the necessary supporting data, as described in the package instructions, must be submitted.
2. The following forms, which were omitted from your previous submittal, must be provided:
 - a. Form 1, entitled "Overview & Concurrence Form"
 - b. Form 2, entitled "Riverine Hydrology & Hydraulics Form"
 - c. Form 3, entitled "Riverine Structures Form"
 - d. Form 4, entitled "Coastal Analysis Form"
 - e. Form 5, entitled "Coastal Structures Form"
 - f. Form 6, entitled "Alluvial Fan Flooding Form"
3. With this letter, we are returning the original package indicating those application/certification forms that have not been completed in their entirety or on which data were requested. The item(s) that must be completed and/or statement(s) requesting data have been marked with an asterisk (*). Please revise and resubmit the form package.
4. **[FILE NAME OF INSERT LISTING ADDITIONAL ITEMS: _____]**

Please send the required data directly to us at the address shown at the bottom of [this / the first] page. For identification purposes, please include the case number referenced above on all correspondence.

[WHEN NO FEE OR INSUFFICIENT FEE SUBMITTED]

Effective October 30, 2005, [the Federal Emergency Management Agency (FEMA) / FEMA] revised the fee schedule for reviewing and processing requests for conditional and final modifications to published flood information and maps. A copy of the notice summarizing the current fee schedule, which was published in the FEDERAL REGISTER, is enclosed for your information. In accordance with this schedule, the fee for your request is [\$4,000/\$4,400/\$5,000/\$5,600/\$6,000] and must be submitted before we can

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continue processing your request. [The amount you submitted, \$ _____, is not sufficient. The balance, \$ _____, must be submitted before we can continue processing your request.] Payment of this fee must be made in the form of a check or money order, payable in U.S. funds to the National Flood Insurance Program, or a credit card payment. For identification purposes, the case number referenced above must be included on the check or money order. We will not perform a detailed technical review of your request until we receive this payment.

Payment must be forwarded to one of the addresses listed below.

Using U.S. Postal Service:
Federal Emergency Management Agency
Fee-Charge System Administrator
P.O. Box 22787
Alexandria, VA 22304

Using overnight service:
FEMA Fee-Charge System Administrator
c/o Michael Baker Jr., Inc.
3601 Eisenhower Avenue
Alexandria, VA 22304



NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)
[Redacted address lines]

IN REPLY REFER TO:
Case No.:
Community:
Community No.:

316-AD/INC

Dear [Redacted name]:

This acknowledges receipt of your recent submittal of data in support of your request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a [Conditional Letter of Map Revision (CLOMR)/Letter of Map Revision (LOMR)] for the above-referenced community. Our review of the submitted data indicates we do not have all the data requested in our previous letter dated (Date of 316-AD Letter). The data required to complete our review are listed on the enclosed summary.

[ENCLOSE SUMMARY SHEET FROM 316-AD LETTER]

We will not begin a detailed review of the submitted data until we receive the additional required data. We have suspended processing of your request pending our receipt of the data. Once we receive all required data, we will continue our review.

Please note that the deadline for submitting the requested data is (Original Suspense Date). If we do not receive the required data by this date, we will terminate your request. Any data submitted after (Original Suspense Date) will be treated as a new submittal [and will be subject to all submittal/payment procedures, including the review and processing fee for requests of this type. A copy of the notice summarizing the current fee schedule, which was published in the FEDERAL REGISTER, is enclosed for your information].

FEMA receives a very large volume of requests and cannot maintain inactive requests for an indefinite period of time. Therefore, we are unable to grant extensions for the submission of required data/fee for revision requests. If a requester is informed by letter that additional data are required to complete our review of a request, the data/fee must be submitted within 90 days of the date of the letter. [Any fees already paid will be forfeited for any request for which the requested data are not received within 90 days.]

Please direct questions concerning your request to us at the address shown at the bottom of this page. For identification purposes, please include the case number referenced above on all correspondence.

If you have any general questions about your request, Federal Emergency Management Agency (FEMA) policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call

3601 Eisenhower Avenue, Alexandria, VA 22304 PH: 1-877-FEMA MAP FX: 703-960-9125

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the Revisions Coordinator for your State, **(NSP Revision Coordinator's Name)**, who may be reached at **(NSP Revision Coordinator's Telephone Number)**.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

cc: **(CEO, If Other Than Requester)**

bcc: Regional Director R____-MT
State NFIP Coordinator
NSP Case File



NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)
[Redacted address lines]

IN REPLY REFER TO:
Case No.:
Community:
Community No.:

316-EXT

Dear [Redacted name]:

This responds to your [letter dated (Date of Requester's Letter), requesting / request dated (Date of Requester's Letter)] that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) grant a time extension for the submittal of data requested in our previous letter dated (Date of Previous Data Request). The request for a 90-day extension is hereby granted, and the deadline for submitting the requested data has been extended to (Date of New Deadline). If we do not receive the required data by this deadline, we will terminate your request. Any data submitted after (Date of New Deadline) will be treated as a new submittal [and will be subject to all submittal/payment procedures, including the review and processing fee for requests of this type. A copy of the notice summarizing the current fee schedule, which was published in the FEDERAL REGISTER, is enclosed for your information]. You may not request an additional time extension to submit this data.

Please send the required data directly to us at the address shown at the bottom of this page. For identification purposes, you must include the case number referenced above on all correspondence.

If you have general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center; toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, (NSP Revision Coordinator's Name), who may be reached at (NSP Revision Coordinator's Telephone Number).

Sincerely,
NSP Contact's Digitized Signature
(NSP Contact's Name)
(NSP Contact's Title)

bcc: FCSA
NSP Case File

3601 Eisenhower Avenue, Alexandria, VA 22304 PH:1-877-FEMA MAP FX: 703-960-9125

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NATIONAL FLOOD INSURANCE PROGRAM

FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____

316-FEE

Dear _____:

This responds to your request dated **(Date of Requester's Letter)**, that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a [conditional] revision to the Flood Insurance Rate Map (FIRM) [and Flood Boundary and Floodway Map (FBFM)] for the above-referenced community. Pertinent information about the request is listed below.

Identifier: _____
Flooding Source: _____
FIRM Panel(s) Affected: _____
FBFM Panel(s) Affected: _____

[USE THE FOLLOWING PARAGRAPH IF NO FEE WAS SUBMITTED]

FEMA implemented a procedure to recover costs associated with reviewing and processing requests for modifications to published flood information and maps. A copy of the notice summarizing the current fee schedule, which was published in the FEDERAL REGISTER, is enclosed for your information. In accordance with this schedule, the fee for your request is [\$4,000 /\$4,400/ \$5,000/ \$6,000] and must be submitted before we can begin processing your request. Payment of this fee must be made in the form of a check or money order, made payable in U.S. funds to the National Flood Insurance Program, or credit card payment. For identification purposes, the case number referenced above must be included on the check or money order.

[USE THE FOLLOWING PARAGRAPH IF AN INSUFFICIENT FEE WAS SUBMITTED]

Effective September 19, 2005, FEMA revised the fee schedule for reviewing and processing requests for conditional and final modifications to published flood information and maps. A copy of the notice summarizing the current fee schedule, which was published in the FEDERAL REGISTER, is enclosed for your information. In accordance with this schedule, the fee for your request is [\$4,000 /\$4,400/ \$5,000/ \$6,000]. The amount you submitted, \$(**Amount Submitted**), is not sufficient. The balance, \$(**Balance Required**), must be submitted before we can begin processing your request. Payment of this fee must be made in the form of a check or money order, made payable in U.S. funds to the National Flood Insurance Program (NFIP), or a credit card payment. For identification purposes, the case number referenced above must be included on the check or money order.

3601 Eisenhower Avenue, Alexandria, VA 22304 PH:1-877-FEMA MAP FX: 703-960-.9125

The Mapping on Demand Team, under contract with the FEDERAL EMERGENCY MANAGEMENT AGENCY, is the National Service Provider for the National Flood Insurance Program

If you choose to forward your payment using the U.S. Postal Service, please send it to the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
P.O. Box 22787
Alexandria, VA 22304

If you choose to forward your payment using an overnight service, please send it to the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
3601 Eisenhower Avenue
Alexandria, VA 22304

Upon receipt of the requested payment, we will begin our technical review of your request. When you write to us about your request, please include the case number referenced above in your letter. Unless otherwise directed by you in writing, we will keep the submitted data in our files.

If you have any general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, **(NSP Revision Coordinator's Name)**, who may be reached at **(NSP Revision Coordinator's Telephone Number)**.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)
(NSP Contact's Title)

[Enclosure / Enclosures]

bcc: FCSA
NSP Case File



NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)
[Blank lines for address]

IN REPLY REFER TO:
Case No.:
Community:
Community No.:

316-INT

Dear [Name]:

This is in regard to your (Date of Requester's Letter), request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a [Conditional] Letter of Map Revision for the above-referenced community. In our letter dated (316-ACK.FRQ or 316-ACK.FEX Date), we indicated we were reviewing the data submitted in support of your request and, within ___ days of the date of that letter, we would notify you if we needed additional data or if we encountered delays.

[USE ONE OF FOLLOWING THREE PASSAGES TO COMPLETE FIRST PARAGRAPH]

- However, with a letter dated (Date of Recent Letter), from [Mr./Ms.] (Requester's Surname or Full Name, Title, and Affiliation of Data Submitter), we received the following additional data: (List of Data). We will review the additional data and will inform you of our findings within ___ days of the date of this letter.
Because of the complexity of the proposed project, we will need additional time to complete our review. Therefore, we will inform you of our findings within ___ days of the date of this letter.
Because we have encountered such delays, we will need additional time to complete our review. Therefore, we will inform you of our findings within ___ days of the date of this letter.

If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, Federal Emergency Management Agency (FEMA) policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, (NSP Revision Coordinator's Name), who may be reached at (NSP Revision Coordinator's Telephone Number).

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)
(NSP Contact's Title)

cc: (Community CEO)

bcc: NSP Case File

National Service Provider for the National Flood Insurance Program



NATIONAL FLOOD INSURANCE PROGRAM

FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____

316-INVOICE

RE: **(Description of Request)**

Dear _____:

This letter is to inform you that we have completed our review of the above-referenced request. Upon receiving the required payment (summarized below), the Department of Homeland Security's Federal Emergency Management Agency (FEMA), will issue its determination.

Review and Processing Costs	\$ _____
Amount Already Submitted	\$ _____
Balance Due	\$ _____

Please forward payment for the balance due, in the form of a check or money order, made payable in U.S. funds to the National Flood Insurance Program, or by credit card payment, to one of the addresses listed below.

Using U.S. Postal Service:
Federal Emergency Management Agency
Fee-Charge System Administrator
P.O. Box 22787
Alexandria, VA 22304

Using overnight service:
Federal Emergency Management Agency
Fee-Charge System Administrator
3601 Eisenhower Avenue
Alexandria, VA 22304

For identification purposes, the case number referenced above must be included on your check or money order. FEMA will not issue a determination until it receives this payment.

If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, **(NSP Revision Coordinator's Name)**, who may be reached at **(NSP Revision Coordinator's Telephone Number)**.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)
(NSP Contact's Title)

bcc: FCSA
NSP Case File

3601 Eisenhower Avenue, Alexandria, VA 22304 PH: 1-877-FEMA MAP FX: 703-960-9125

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NATIONAL FLOOD INSURANCE PROGRAM

FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____

316-REFUND

Dear _____:

This responds to your **(Date of Requester's Letter)**, request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) revise the National Flood Insurance Program (NFIP) map for the above-referenced community.

[USE THE FOLLOWING PARAGRAPH FOR FEE-EXEMPT REQUEST TO CORRECT A MAPPING OR STUDY ANALYSIS ERROR WHEN REVIEW AND PROCESSING FEE SUBMITTED BY CREDIT CARD]

No review and processing fee is required for your request. Therefore, a refund in the amount of **\$(Refund)** has been credited to your account electronically as of the date of this letter.

[USE THE FOLLOWING PARAGRAPH FOR REFUNDS OF OVERPAYMENT OF REVIEW AND PROCESSING FEE WHEN FEE SUBMITTED BY CREDIT CARD]

The correct review and processing fee for your request is [\$4,000 /\$4,400/ \$5,000/ \$6,000]. Therefore, a refund in the amount of **\$(Refund)** has been credited to your account electronically as of the date of this letter.

[USE THE FOLLOWING PARAGRAPH FOR FEE-EXEMPT REQUEST TO CORRECT A MAPPING OR STUDY ANALYSIS ERROR WHEN REVIEW AND PROCESSING FEE IS SUBMITTED AS CASHIER'S CHECK OR MONEY ORDER]]

With your request, you submitted a cashier's check or money order in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. No review and processing fees are required for our review of your request. Therefore, a check in the amount of **\$(Refund)** will be forwarded to you under separate cover within 60 days. Please notify us if you do not receive the check within the specified timeframe.

[USE THE FOLLOWING PARAGRAPH FOR ALL OTHER FEE-EXEMPT REQUEST TYPES WHEN REVIEW AND PROCESSING FEE IS SUBMITTED AS CASHIER'S CHECK OR MONEY ORDER]

3601 Eisenhower Avenue, Alexandria, VA 22304 PH:1-877-FEMA MAP FX: 703-960-.9125

The Mapping on Demand Team, under contract with the FEDERAL EMERGENCY MANAGEMENT AGENCY, is the National Service Provider for the National Flood Insurance Program

With your request, you submitted a cashier's check or money order in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. Because your request is

- based on natural changes in the Special Flood Hazard Area, no review and processing fee is required.
- based on a federally sponsored flood-control project where 50 percent or more of the project's costs are federally funded, no review and processing fee is required.
- based on a detailed hydrologic or hydraulic study conducted by a Federal, State, or local agency to replace an approximate study conducted by FEMA, no review and processing fee is required.
- based on flood hazard information meant to improve upon that shown on the flood map or within the flood study, and does not partially or wholly incorporate manmade, no review and processing fee is required.

Therefore, a check in the amount of **\$(Refund)** will be forwarded to you under separate cover within 60 days. Please notify us if you do not receive the check within the specified timeframe.

[USE THE FOLLOWING PARAGRAPH FOR FEE-EXEMPT REQUEST TO CORRECT A MAPPING OR STUDY ANALYSIS ERROR WHEN REVIEW AND PROCESSING FEE IS SUBMITTED AS A "REGULAR" CHECK]

With your request, you submitted a check in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. No review and processing fees are required for our review of your request. Therefore, as required by provisions of the Debt Collection Improvement Act of 1996 (Pub. L. 104-134), as implemented by the U.S. Treasury via 31 CFR Part 208, FEMA will refund **\$(Refund)** electronically, using the bank information referenced on your check. Please notify us if this refund has not been posted to your account within 30 days of the date of this letter.

[USE THE FOLLOWING PARAGRAPH FOR ALL OTHER FEE-EXEMPT REQUEST TYPES WHEN REVIEW AND PROCESSING FEE IS SUBMITTED AS A "REGULAR" CHECK]

With your request, you submitted a check in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. Because your request is

- based on natural changes in the Special Flood Hazard Area, no review and processing fee is required.
- based on a federally sponsored flood-control project where 50 percent or more of the project's costs are federally funded, no review and processing fee is required.
- based on a detailed hydrologic or hydraulic study conducted by a Federal, State, or local agency to replace an approximate study conducted by FEMA, no review and processing fee is required.
- based on flood hazard information meant to improve upon that shown on the flood map or within the flood study, and does not partially or wholly incorporate manmade modifications within the Special Flood Hazard Area], no review and processing fee is required.

Therefore, as required by provisions of the Debt Collection Improvement Act of 1996 (Pub. L. 104-134), as implemented by the U.S. Treasury via 31 CFR Part 208, FEMA will refund **\$(Refund)** electronically, using the bank information referenced on your check. Please notify us if this refund has not been posted to your account within 30 days of the date of this letter.

[USE THE FOLLOWING PARAGRAPH FOR OVERPAYMENT OF REVIEW AND PROCESSING FEE WHEN FEE IS SUBMITTED BY CASHIER'S CHECK OR MONEY ORDER]

With your request, you submitted a cashier's check or money order in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. The correct review and processing fee for your request is [\$4,000 /\$4,400/ \$5,000/ \$6,000]. Therefore, a check in the amount of **\$(Refund)** will be forwarded to you under separate cover within 60 days. Please notify us if you do not receive the check within the specified timeframe.

[USE THE FOLLOWING PARAGRAPH FOR OVERPAYMENT OF REVIEW AND PROCESSING FEE WHEN FEE IS SUBMITTED BY "REGULAR" CHECK]

With your request, you submitted a check in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. The correct review and processing fee for your request is [\$4,000 /\$4,400/ \$5,000/ \$6,000]. Therefore, as required by provisions of the Debt Collection Improvement Act of 1996 (Pub. L. 104-134), as implemented by the U.S. Treasury via 31 CFR Part 208, FEMA will refund **\$(Refund)** electronically, using the bank information referenced on your check. Please notify us if this refund has not been posted to your account within 30 days of the date of this letter.

We are reviewing the remainder of your request package. When this review is complete, we will inform you of any additional information that may be required to complete the processing. After all technical information has been received and analyzed, the NFIP map may be revised, if appropriate.

If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call

the Revisions Coordinator for your State, **(NSP Revision Coordinator's Name)**, who may be reached at **(NSP Revision Coordinator's Telephone Number)**.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

bcc: FCSA
NSP Case File

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**NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER**

(Requester Name and Address)

IN REPLY REFER TO
Case No.: _____
Community: _____
Community No.: _____

316-RETURN

Dear _____:

This responds to your **(Date of Requester's Letter)** request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) revise the National Flood Insurance Program (NFIP) map for the above-referenced community. With your request, you submitted a check in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review.

[USE THE FOLLOWING PARAGRAPH FOR FEE-EXEMPT REQUEST TO CORRECT A MAPPING OR STUDY ANALYSIS ERROR]

No review and processing fee is required for your request. Therefore, we are returning your check with this letter.

[USE THE FOLLOWING PARAGRAPH FOR ALL OTHER FEE-EXEMPT REQUESTS]

Because your request is

- based on natural changes in the Special Flood Hazard Area/ based on a federally sponsored flood-control project where 50 percent or more of the project's costs are federally funded, no review and processing fee is required.
- based on a detailed hydrologic or hydraulic study conducted by a Federal, State, or local agency to replace an approximate study conducted by FEMA, no review and processing fee is required.
- based on flood hazard information meant to improve upon that shown on the flood map or within the flood study, and does not partially or wholly incorporate manmade modifications within the Special Flood Hazard Area], no review and processing fee is required.

Therefore, we are returning your check with this letter.

[USE THE FOLLOWING PARAGRAPH FOR PAYMENTS THAT CANNOT BE DEPOSITED]

Because your check was

- dated more than 6 months ago, it cannot be deposited in our account.
- written for an amount greater than the fee charged for this type of request, it cannot be deposited in our account.
- made payable to a third party/ **(Other Reason)**, it cannot be deposited in our account.
- [Other Reason]**, it cannot be deposited in our account.

Therefore, we are returning your check with this letter and requesting that you prepare a new check or money order in the amount of **(Fee Required)**, made payable in U.S. funds to the National Flood Insurance Program. We request that you submit your payment to one of the addresses listed below.

3601 Eisenhower Avenue, Alexandria, VA 22304 PH:1-877-FEMA MAP FX: 703-960-.9125

The Mapping on Demand Team, under contract with the FEDERAL EMERGENCY MANAGEMENT AGENCY, is the National Service Provider for the National Flood Insurance Program

Using U.S. Postal Service:
Federal Emergency Management Agency
Fee-Charge System Administrator
P.O. Box 22787
Alexandria, VA 22304

Using Overnight Service:
Federal Emergency Management Agency
Fee-Charge System Administrator
3601 Eisenhower Avenue
Alexandria, VA 22304

For identification purposes, the case number referenced above must be included on your check or money order. We will not issue our determination until we receive this payment.

We are reviewing the remainder of your request package. When this review is complete, we will inform you of any additional information that may be required to complete the processing. [After all technical information has been reviewed, the NFIP map may be revised, if appropriate.]

If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, **(NSP Revision Coordinator's Name)**, who may be reached at **(NSP Revision Coordinator's Telephone Number)**.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

bcc: FCSA
NSP Case File



Federal Emergency Management Agency

Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____

317-PI

Dear _____:

This is in reference to the [Conditional Letter of Map Revision (CLOMR)/Letter of Map Revision (LOMR)/Physical Map Revision (PMR)] issued on **(Date of CLOMR/LOMR/PMR)**, for **(Project Name)** in your community.

In response to your purchase order, dated **(Date of Purchase Order)**, we sent the aforementioned [CLOMR/LOMR/PMR/] to your office. As of this date, the review and processing fee, [\$4,000 /\$4,400/ \$5,000/ \$6,000], has not been received.

Payment shall be made in the form of a check or money order, made payable in U.S. funds to the National Flood Insurance Program, or by credit card payment, and should be sent by Registered Mail, Return Receipt Requested to the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
P.O. Box 22787
Alexandria, VA 22304

If you would prefer to use an overnight service to submit your payment, please use the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
3601 Eisenhower Avenue
Alexandria, VA 22304

For identification purposes, the case number referenced above must be included on any check or money order.

Any future requests for map actions submitted by your community will not be processed by this office until the review and processing fees cited above have been paid.

If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, Federal Emergency Management Agency policy, or the National Flood Insurance Program, please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

If you have specific questions concerning your request, please call the Revisions Coordinator for your State, **(NSP Revision Coordinator's Name)**, who may be reached at **(NSP Revision Coordinator's Telephone Number)**.

Sincerely,

William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

cc: **(Local Financial Agency)**

bcc: FCSA
NSP Case File



Federal Emergency Management Agency

Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____

317-PT

Dear _____:

This is in reference to the [Conditional Letter of Map Revision (CLOMR)/Letter of Map Revision (LOMR)/Physical Map Revision (PMR)] issued on **(Date of CLOMR/LOMR/PMR)**, for **(Project Name)** in your community.

In response to your purchase order, dated **(Date of Purchase Order)**, we sent the aforementioned [CLOMR/LOMR/PMR] to your office. As of this date, the review and processing fee, [\$4,000/ \$4,400/ \$5,000/ \$6,000], have not been received. Any future requests for map actions submitted by your community will not be processed by this office until these review and processing fees are paid.

Payment shall be made in the form of a check or money order, made payable in U.S. funds to the National Flood Insurance Program, or by credit card payment, and should be sent by Registered Mail, Return Receipt Requested to the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
P.O. Box 22787
Alexandria, VA 22304

If you would prefer to use an overnight service to submit your payment, please use the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
3601 Eisenhower Avenue
Alexandria, VA 22304

For identification purposes, the case number referenced above must be included on any check or money order.

If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, Federal Emergency Management Agency policy, or the National Flood Insurance Program, please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

If you have specific questions concerning your request, please call the Revisions Coordinator for your State, (NSP Revision Coordinator's Name), who may be reached at (NSP Revision Coordinator's Telephone Number).

Sincerely,

William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

cc: (Local Financial Agency)

bcc: FCSA
NSP Case File

of our staff in Washington, DC, either by telephone at **(FEMA Project Engineer Telephone Number)** or by facsimile at (202) 646-4596.

Sincerely,



William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

cc: **(Community Floodplain Administrator)**

bcc: State NFIP Coordinator
Regional Director R__-MT
(Project Team Member) Case File
FEDD File



Federal Emergency Management Agency
Washington, D.C. 20472

CORPLTR1

(CEO Name and Address)

Community: _____
Community No.: _____

Dear _____:

This responds to a letter dated **(Date of Incoming Letter)**, from **(Name and Title of Requester)**, informing the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) of changes to the corporate limits for your community. Specifically, this letter is in reference to multiple annexation ordinances, which are detailed in the enclosed Ordinance Summary. We appreciate your community bringing this matter to our attention.

Because of funding constraints, we must limit the number of physical map revisions and republications. We have determined that a revision to add the annexed areas to the effective Flood Insurance Rate Map (FIRM) for your community, dated **(Effective Date of FIRM)**, is unwarranted because the recently annexed areas are shown on the effective FIRM for the **(Full Name of Adjacent Community)**, dated **(Date of Effective FIRM)**. [A copy of the effective FIRM panel depicting the annexed areas is enclosed. / Copies of the effective FIRM panels depicting the annexed areas are enclosed.] Individuals or organizations needing flood hazard information for the annexed areas should refer to the enclosed FIRM panel(s). We will incorporate the changes to the corporate when we next revise the affected FIRM panel(s) for each community.

If you would like to order additional copies of the aforementioned FIRMs, we encourage you to call our Map Service Center, toll free, at 1-800-358-9616 or visit the Map Service Center Website at <http://store.msc.fema.gov>.

Paragraph 64.4(b) of the National Flood Insurance Program (NFIP) regulations states, in part, the following:

When a community participating in the NFIP acquires by means of annexation, incorporation, or otherwise, another area which was previously located in a community either participating or not participating in the Program, the community shall have six months from the date of acquisition to formally amend its floodplain management regulations to include all flood-prone areas within the newly acquired area.

Accordingly, as a condition of continued eligibility in the NFIP, your community must amend or supplement the existing floodplain management regulations in force to reflect the annexation in order to remain in compliance with NFIP regulations. Communities that fail to enact or amend the necessary floodplain management regulations to reflect annexations are subject to the prohibitions contained in Section 202(a) of the Flood Disaster Protection Act of 1973.

We have designated a Consultation Coordination Officer (CCO) to help your community review its existing floodplain management regulations and, if necessary, enact the required regulation changes. The CCO, **(CCO Name)**, will be the primary liaison between your community and FEMA and can be contacted as follows:

Federal Emergency Management Agency, Region __
(RO Address)
(RO City, State, and Zip Code)
Telephone: **(CCO Telephone Number)**
Fax: **(CCO Fax Number)**

Please direct any questions regarding adoption of the floodplain management regulations for your community to your CCO. If you have any questions regarding this letter, please contact me at our Headquarters Office in Washington, DC, either by telephone at **(FEMA Project Engineer Telephone Number)**, or by facsimile at (202) 646-4596.

Sincerely,



(Project Engineer)
Engineering Management Section
Mitigation Division

For: William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

Enclosures

cc: **(Name and Title of Initial Contact)**
(Name and Title of Community Floodplain Administrator)
State NFIP Coordinator
(CCO Name), FEMA Region __

bcc: Regional Director R__-MT
(Project Engineer) MT-RA-EM
NSP Case File
NSP Future File



Federal Emergency Management Agency

Washington, D.C. 20472

CORPLTR2

(CEO Name and Address)

Community: _____
Community No.: _____

Dear _____:

This responds to a letter dated **(Date of Incoming Letter)**, from **(Name and Title)**, informing the Department of Homeland Security's Federal Emergency Management Agency (FEMA) of changes to the corporate limits for your community. Specifically, this letter is in reference to multiple annexation ordinances, which are detailed in the enclosed Ordinance Summary. We appreciate your community bringing this matter to our attention.

We have concluded that a restudy to add the annexed areas to the effective Flood Insurance Rate Map (FIRM), dated **(Effective Date of FIRM)** [, Flood Boundary and Floodway Map (FBFM), **(Effective Date of FBFM)**] and Flood Insurance Study (FIS) report, **(Effective Date of FIS Report)** for your community is necessary. Upon review of the Special Flood Hazard Areas (SFHAs) in the recently annexed areas and the effective FIRM for **(Full Name of Adjacent Community)**, dated **(Date of Effective FIRM)**, we determined that inconsistencies in the flood hazard information shown the FIRMs need to be addressed. The SFHA is the area subject to inundation by the base (1-percent-annual-chance) flood.

Until the FIRM for your community is updated, individuals or organizations needing flood hazard information for the annexed areas should refer to the FIRM panel(s) for the **(Name of Adjacent Community)**. [A copy of the effective FIRM panel depicting the annexed areas is enclosed. / Copies of the effective FIRM panels depicting the annexed areas are enclosed.]

If you would like to order additional copies of the aforementioned FIRMs, we encourage you to call our Map Service Center, toll free, at 1-800-358-9616 or visit the Map Service Center Website at <http://store.msc.fema.gov>.

Because flood conditions and land use in a community change over time, FEMA has an ongoing program to update the flood maps for floodprone communities. However, flood map update needs are increasing and Federal funding is limited, resulting in a significant portion of the 100,000-panel flood map inventory becoming outdated. Therefore, in 1997, FEMA designed a plan to modernize the inventory. Over time, the objective is to eliminate the existing backlog of outdated maps and to convert all the maps to a digital format.

In recognition of future needs for restudies and map revisions, the costs involved in these processes, and the limited Federal funds that can be allotted for them, FEMA has established methods that allow for the production of the greatest number of restudies and map revisions in the most economical fashion. Cost sharing through cooperative agreements is one such method. Cooperative agreements are based on the contribution of funds, information, or units of work by a cooperative agreement agency to the restudy or map revision process.

Another option that exists for updating the FIRM for your community would be for your community to become a participant in the Cooperating Technical Partners (CTP) Program. The CTP Program is an innovative partnership between FEMA and NFIP communities, regional agencies, and state agencies that have advanced digital mapping and water resources engineering capability. To learn more about the CTP Program, we encourage you to visit the dedicated portion of the Flood Hazard Mapping Website at http://www.fema.gov/plan/prevent/fhm/ctp_main.shtm.

Please note that several years may pass between the date a restudy is requested and approved and the date the new flood hazard information becomes effective. As a time-saving measure and an alternative to the restudy process, if information exists that indicates that the subject property should be removed from the SFHA, a map revision or map amendment may be pursued under the administrative procedures that we have established for revising FIRMs. To learn more about the map revision and map amendment options, we encourage you to visit our Flood Hazard Mapping Website at the following address: <http://www.fema.gov/plan/prevent/fhm/index.shtm>.

As your community has recently annexed an area that includes SFHAs, please be aware that as a condition of continued eligibility in the NFIP, your community must amend or supplement the existing floodplain management regulations in force to reflect the annexation in order to remain in compliance with NFIP regulations. Paragraph 64.4(b) of the NFIP regulations states, in part, the following:

When a community participating in the NFIP acquires by means of annexation, incorporation, or otherwise, another area which was previously located in a community either participating or not participating in the Program, the community shall have six months from the date of acquisition to formally amend its floodplain management regulations to include all flood-prone areas within the newly acquired area.

Communities that fail to enact or amend the necessary floodplain management regulations to reflect annexations are subject to the prohibitions contained in Section 202(a) of the Flood Disaster Protection Act of 1973.

We have designated a Consultation Coordination Officer (CCO) to help your community review its existing floodplain management regulations and, if necessary, enact the required regulation changes. The CCO, **(CCO Name)**, will be the primary liaison between your community and FEMA and can be contacted as follows:

Federal Emergency Management Agency, Region ___
(RO Address)
(RO City, State, and Zip Code)
Telephone: **(CCO Telephone Number)**
Fax: **(CCO Fax Number)**

Please direct any questions regarding adoption of the floodplain management regulations for your community to your CCO. If you have any questions regarding this letter, please contact me at our Headquarters Office in Washington, DC, either by telephone at **FEMA Project Engineer Telephone Number**, or by facsimile at (202) 646-4596.

Sincerely,



(Project Engineer)
Engineering Management Section
Mitigation Division

For: William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

Enclosures

cc: **(Name and Title of Initial Contact)**
(Name and Title of Community Floodplain Administrator)
State NFIP Coordinator
(CCO Name), FEMA Region __

bcc: Regional Director R__-MT
(Project Engineer) MT-RA-EM
NSP Case File
NSP Future File

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Federal Emergency Management Agency

Washington, D.C. 20472

CORPLTR3

(CEO Name and Address)

Community: _____
Community No.: _____

Dear _____:

This advisory notice responds to a letter dated **(Date of Incoming Letter)**, from **(Name and Title of Requester)**, notifying the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) of submitted annexation information for your community, as documented in Ordinance No. **(Ordinance No.)**, dated **(Ordinance Effective Date)**. We appreciate your community bringing this matter to our attention.

As a result of your community taking this annexation action, it is now necessary to update your community’s floodplain management regulations. Your community’s ordinance level specifically references the Flood Insurance Rate Map (FIRM), Flood Boundary and Floodway Map (FBFM), and Flood Insurance Study report that present the flood hazard risk in your community. Our records indicate your community has obtained flood hazard data that are applicable to the floodplain management regulations as described in Subparagraph 60.3 [(b), (c), (d), (e)].

To remain compliant with the NFIP regulations, your community needs to update its existing floodplain management ordinance to reflect the additional requirements included in Subparagraph 60.3 [(c), (d), (e)]. Paragraph 64.4(b) of the NFIP regulations states, in part, the following:

When a community participating in the NFIP acquires by means of annexation, incorporation, or otherwise, another area which was previously located in a community either participating or not participating in the Program, the community shall have six months from the date of acquisition to formally amend its floodplain management regulations to include all flood-prone areas within the newly acquired area.

While your community officially has 6 months from the date of annexation to incorporate these regulations, we strongly encourage you to accomplish this update as soon as possible, to ensure continued enforcement of flood hazard areas and reduce your community’s liability. Communities failing to enact or amend the necessary floodplain management regulations to reflect annexations are subject to the loss of flood insurance coverage as stated in Section 202(a) of the Flood Disaster Protection Act of 1973.

Because of funding constraints, we must limit the number of physical map revisions and republications. We have determined that a revision to add the annexed areas to the FIRM [and FBFM] for your community is not warranted, because the recently annexed areas are already shown on the effective FIRM [and FBFM] for the **(Full Name of Adjacent Community)**, dated **(Date of Effective FIRM)**. Individuals or organizations needing flood hazard information for the annexed areas should refer to the FIRM [and FBFM] for the **(Name of Adjacent Community)**. We will incorporate the annexations when we next revise the affected FIRM [and FBFM] panels for each community.

If you would like to order additional copies of the aforementioned FIRMs, we encourage you to call our Map Service Center, toll free, at 1-800-358-9616 or visit the Map Service Center Website at <http://store.msc.fema.gov>.

To assist your community in coordinating this ordinance update, we have designated a Consultation Coordination Officer (CCO) to help your community review its existing floodplain management regulations and, if necessary, enact the required regulation changes. The CCO, **(CCO Name)**, will be the primary liaison between your community and FEMA and can be contacted as follows:

Federal Emergency Management Agency, Region __

(RO Address)

(RO City, State, and Zip Code)

Telephone: **(CCO Telephone Number)**

Fax: **(CCO Fax Number)**

Please direct any questions regarding adoption of the floodplain management regulations for your community to your CCO. If you have any questions regarding this letter, please contact me at our Headquarters Office in Washington, DC, either by telephone at **(FEMA Project Engineer Telephone Number)**, or by facsimile at (202) 646-4596.

Sincerely,

(Project Engineer)
Engineering Management Section
Mitigation Division

For: William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

Enclosures

cc: **(Name and Title of Initial Contact)**
(Name and Title of Community Floodplain Administrator)
State NFIP Coordinator
(CCO Name), FEMA Region __

bcc: Regional Director R__-MT
(Project Engineer) MT-RA-EM
NSP Case File
NSP Future File



**NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER**

CTPACK

(CTP Project Manager Name and Address)

Dear _____:

[USE THE FOLLOWING PARAGRAPH WHEN COMMUNITY IS CTP]

On **(Date Received)**, we received the draft study/restudy materials submitted by your office. These materials were submitted in accordance with the Cooperating Technical Partners Mapping Activity Statement signed on **(Date Mapping Activity Statement Signed)** with the Department of Homeland Security's Federal Emergency Management Agency (FEMA).

[USE THE FOLLOWING PARAGRAPH WHEN REGIONAL AGENCY OR STATE AGENCY IS CTP]

On **(Date Received)**, we received the draft study/restudy materials submitted by your office. These materials were submitted in accordance with the Cooperating Technical Partners Mapping Activity Statement signed on **(Date Mapping Activity Statement Signed)** with the Department of Homeland Security's Federal Emergency Management Agency (FEMA). Based on our initial review of the materials submitted, the following communities are affected:

(Names of Communities)

[USE THE FOLLOWING PARAGRAPH S IF ADDITIONAL ITEMS ARE REQUIRED]

At the request of FEMA, we reviewed your submittal for compliance with the version of the FEMA Guidelines and Specifications referenced in your agreement with FEMA. As indicated in the enclosed Summary of Deliverable Items, certain required materials were not included. Please submit the materials identified as "required" in the enclosed summary so that we may proceed with the technical review of your draft submittal.

[USE THE FOLLOWING PARAGRAPH S IF NO ADDITIONAL ITEMS ARE REQUIRED]

At the request of FEMA, we reviewed your submittal for compliance with the version of the FEMA Guidelines and Specifications referenced in your agreement with FEMA. As indicated in the enclosed Summary of Deliverable Items, all required materials have been received; therefore, we will proceed with the technical review of your draft submittal.

USE THE FOLLOWING PARAGRAPH IF LETTER IS PREPARED BY NSP]

We have performed the review of your submittal as the National Service Provider for FEMA. Additional information on our role as the FEMA National Service Provider is enclosed.

USE THE FOLLOWING PARAGRAPH IN ALL LETTERS]

If you have any questions about the enclosed summary, please contact (**Project Team Member Contact Name**) of this office either by telephone, at (**Project Team Member Contact Telephone Number**) or by facsimile at (**Project Team Member Fax Number**).

Sincerely,

Digitized Signature of Project Team Member's Project Manager

(Name of Project Team Member's Project Manager)

Project Manager

[Enclosure / Enclosures]

cc: Flood Insurance and Mitigation Division Director, FEMA Region _____

bcc: (**Project Team Member**) Case File



Federal Emergency Management Agency

Washington, D.C. 20472

(CEO Name and Address)

Community: _____
Community No.: _____

CW-NOTIFY

Dear _____:

[USE THE FOLLOWING PARAGRAPH IF FLOOD HAZARD INFORMATION FOR COMMUNITY WILL NOT CHANGE]

As you may be aware, the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) has undertaken an effort to modernize National Flood Insurance Program (NFIP) maps nationwide. An overview of the Flood Map Modernization (Map Mod) efforts is enclosed. As part of the Map Mod effort, FEMA is preparing a Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) for **(County and State Name)**. FEMA is preparing the FIS report and FIRM in countywide format, which means that flood hazard information for all jurisdictions within **(County Name)** County, including your community, will be included in one FIS report and on one FIRM.

[USE THE FOLLOWING PARAGRAPH IF FLOOD HAZARD INFORMATION FOR COMMUNITY WILL CHANGE]

As you may be aware, the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) has undertaken an effort to modernize National Flood Insurance Program (NFIP) maps nationwide. An overview of the Flood Map Modernization (Map Mod) efforts is enclosed. As part of the Map Mod effort, FEMA is preparing a Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) for **(County and State Name)**. FEMA is preparing the FIS report and FIRM in countywide format, which means that flood hazard information for all jurisdictions within **(County Name)** County, including your community, will be included in one FIS report and on one FIRM. In addition to the change in format, flood hazard information developed during a FEMA-contracted Flood Map Project for **(County Name)** County will allow us to update floodplain information for **(Flooding Source)** in your community.

To ensure that the countywide FIS report and FIRM are as accurate as possible, please provide us with any information you believe would be helpful in preparing the FIS report and FIRM. This information may include technical data, detailed topographic information reflecting revised floodplain boundaries of a flood having a 1-percent chance of being equaled or exceeded in any given year (base flood), and a current community map showing corporate limits and streets. Within 30 days, please send any information you have to us at the address shown at the bottom of this page.

If authority for the performance of duties related to this correspondence has been delegated to another official of the community, please forward this document to that official and advise us in writing as to whom future correspondence regarding NFIP matters should be addressed.

[USE THE FOLLOWING PARAGRAPH FOR PARTICIPATING COMMUNITIES]

If you have any questions regarding the NFIP in general, please call the Director, Flood Insurance and Mitigation Division of our Regional Office in **(RO City and State)**, at **(RO Telephone Number)**. If you

have any questions regarding the mapping for your community, please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

[USE THE FOLLOWING PARAGRAPHS IN PLACE OF THE PREVIOUS PARAGRAPH FOR NON-PARTICIPATING COMMUNITIES]

As of this date, your community has not joined the NFIP. FEMA would like to invite your community to join the more than 20,000 communities already participating in the NFIP. Participation in the NFIP provides protection, through flood insurance coverage, to community residents and reduces future flood losses through the practice of sound floodplain management. To assist your community in processing an application, enclosed are a copy of the NFIP regulations, a document entitled *Joining the National Flood Insurance Program*, and a pamphlet entitled *Answers to Questions About the NFIP*. Please reference the Community Number shown at the top of this letter on all NFIP-related correspondence, as FEMA uses this number to track and catalog all communities in the NFIP.

The minimum floodplain management ordinances that your community would be required to adopt, in the form of a legally enforceable document, as a condition of acceptance into the NFIP, are contained in Paragraph 60.3(a) of the enclosed NFIP regulations. These are the minimum standards required. Once the FIS report and FIRM for your community become effective, you will be required to adopt more restrictive ordinances.

If you should encounter difficulties in enacting the required floodplain management measures, FEMA recommends that you call the **(Name of State Coordinating Agency)**. You may reach **(State NFIP Coordinator Name)**, the State NFIP Coordinator, by telephone at **(State NFIP Coordinator Telephone Number)**, by mail at **(State NFIP Coordinator Address)**, or by e-mail at **(State NFIP Coordinator E-Mail Address)**.

Our Regional Office staff also will be available to provide technical assistance and guidance in the development of floodplain management measures. The adoption of compliant floodplain management measures will provide protection for your community and will ensure participation in the NFIP. The address of the Regional Office is: Federal Emergency Management Agency, Flood Insurance and Mitigation Division, **(RO Address)**. The Director of the Flood Insurance and Mitigation Division may be reached by calling **(RO Telephone Number)**.

If your community chooses not to participate in the NFIP, flood insurance under the NFIP would not be available and certain economic sanctions would apply. Question 20 on page 7 of *Answers to Questions About the NFIP* explains the effects of non-participation in the NFIP for communities that have been identified for more than 1 year as having Special Flood Hazard Areas.

If you have any questions regarding the NFIP in general, please call the State NFIP Coordinator or the Director of the FEMA Flood Insurance and Mitigation Division at the numbers cited above. If you have any questions regarding the mapping for your community, please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

Sincerely,



William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

[Enclosure/Enclosures]

cc: **(Community Floodplain Administrator)**
Flood Insurance and Mitigation Division Director, FEMA Region _____

bcc: **(Project Team Member)** Case File

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NATIONAL FLOOD INSURANCE PROGRAM

FEMA NATIONAL SERVICE PROVIDER

IDIQACK

(IDIQ Contact Name and Address)

22

Dear _____:

[USE THE FOLLOWING PARAGRAPH WHEN ONE OR TWO COMMUNITIES INVOLVED]

On **(Date Received)**, we received the draft study/restudy materials submitted by your office for the **(Community Name(s))**.

[USE THE FOLLOWING PARAGRAPH WHEN MORE THAN TWO COMMUNITIES INVOLVED]

On **(Date Received)**, we received the draft study/restudy materials submitted by your office for the following communities:

- **(Names of Communities)**

[USE THE FOLLOWING PARAGRAPH IF ADDITIONAL ITEMS ARE REQUIRED]

At the request of the Department of Homeland Security’s Federal Emergency Management Agency (FEMA), we reviewed your submittal for compliance with the FEMA Guidelines and Specifications referenced in your agreement with FEMA. Enclosed is a Summary of Deliverable Items received for the above-mentioned community(ies). Our review of your submittal indicates certain items were not included. Please submit the items identified as "required" in the enclosed summary so that we may proceed with the technical review of your submittal. In addition, please notify us about any items for which you have received a waiver.

[USE THE FOLLOWING PARAGRAPH IF NO ADDITIONAL ITEMS ARE REQUIRED]

At the request of the Department of Homeland Security’s Federal Emergency Management Agency (FEMA), we reviewed your submittal for compliance with the FEMA Guidelines and Specifications referenced in your agreement with FEMA. Enclosed is a Summary of Deliverable Items received for the above-mentioned community(ies). Our review of your submittal indicates all required items have been received, and we can proceed with the technical review of your submittal.

[USE THE FOLLOWING PARAGRAPH IF THE LETTER IS PREPARED BY NSP]

We have performed the review of your submittal as the National Service Provider for FEMA. Additional information on our role as the FEMA National Service Provider is enclosed.

[USE THE FOLLOWING PARAGRAPH IN ALL LETTERS]

If you have any questions about the enclosed summary, please contact **(Project Team Member Contact Name)** of this office, either by telephone at **(Project Team Member Contact Telephone Number)** or by facsimile at **(Project Team Member Fax Number)**.

Sincerely,

Digitized Signature of Assigned Team Member's Project Manager

(Name of Assigned Team Member's Project Manager)

Project Manager

[Enclosure / Enclosures]

cc: Flood Insurance and Mitigation Division Director, FEMA Region _____

bcc: **(Project Team Member)** Case File



Federal Emergency Management Agency

Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO
Case No.: _____
Community: _____
Community No.: _____
Effective Date: _____

LOMC-VALID

Dear _____:

This letter revalidates the determinations for properties and/or structures in the referenced community as described in the Letters of Map Revision (LOMRs) and Letters of Map Amendment (LOMAs) previously issued by the Department of Homeland Security's Federal Emergency Management Agency (FEMA) on the dates listed [below/ on the enclosed page]. As of the above-referenced effective date, these LOMRs and LOMAs will revise the effective National Flood Insurance Program (NFIP) map, dated **Effective Date of NFIP Map**, for the referenced community, and will remain in effect until superseded by a revision to the NFIP map panel on which the property is located. The FEMA case numbers (when available), property identifiers, NFIP map panel numbers, and new flood insurance risk zones are listed [below/ on the enclosed page].

<u>Case No.</u>	<u>Date Issued</u>	<u>Identifier</u>	<u>Map Panel No.</u>	<u>New Zone</u>
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Because these revalidated LOMRs and LOMAs will not be printed or distributed to primary map users, such as local insurance agents and mortgage lenders, your community will serve as a repository for these new data. We encourage you to disseminate the information reflected by this letter throughout your community so that interested persons, such as property owners, local insurance agents, and mortgage lenders, may benefit from the information.

For information relating to LOMRs or LOMAs that are not listed [above/on the attached page] and to obtain copies of previously issued LOMAs and LOMRs, if needed, please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

Sincerely,

William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

[Enclosure]

cc: **(Community Floodplain Administrator)**

bcc: Regional Director
State NFIP Coordinator
LOMC Subscription Service (NSP)
LOMC Subscribers
(Project Team Member) Case File

R__-MT



Federal Emergency Management Agency
Washington, D.C. 20472

NOTICE1

NOTICE TO FLOOD INSURANCE RATE MAP USER

COMMUNITY: _____ COMMUNITY NUMBER: _____

Enclosed is one copy of Flood Insurance Rate Map (FIRM) Panel(s) (**List of Affected Panels**) [and Flood Boundary and Floodway Map (FBFM) panel(s)] for (**List of Affected Panels**) (**Community/County Name Shown on FIRM**). We have revised the [FIRM / FIRM and FBFM] panel(s) that [became / will become] effective on (**Effective Date of Corrected Panel(s)**) to [COMPLETE SENTENCE WITH APPROPRIATE PASSAGE(S) BELOW]

- restore the flood insurance risk zone screening, which was inadvertently omitted from the [FIRM / FBFM / FIRM and FBFM] panel(s).
- correct a typographical error in Base Flood Elevations shown on the FIRM panel(s).
- restore a table that had been omitted from the FIS report.
- correct an entry in a table included in the FIS report.
- correct the map scale shown on the [FIRM / FBFM / FIRM and FBFM] panel(s).
- correct the flood insurance risk zone label shown on the FIRM panel(s).
- modify the corporate limits shown on the [FIRM / FBFM / FIRM and FBFM] panel(s).
- modify the Township, Range, or Section lines shown on the [FIRM / FBFM / FIRM and FBFM] panel(s).
- correct errors in Bench Marks or Elevation Reference Marks on the [FIRM / FBFM / FIRM and FBFM] panel(s).
- restore missing Elevation Reference Mark descriptions on the [FIRM / FBFM / FIRM and FBFM] panel(s).

Please replace the copy of the [FIRM / FBFM / FIRM and FBFM] panel(s) provided to you previously with the enclosed copy. Under separate cover, we are providing additional copies of the enclosed panel(s) to the Community Map Repository for the subject community.

We apologize for any inconvenience this may have caused you and thank you for your cooperation. Additional copies of the enclosed map panel(s) may be ordered from our Map Service Center either by telephone, toll free, at 1-800-358-9616, or via the Map Service Center Website at <http://store.msc.fema.gov>.

Sincerely,

A handwritten signature in black ink that reads "William R Blanton Jr". The signature is written in a cursive style with a large, stylized "W" and "B".

William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

[Enclosure / Enclosures]

bcc:



Federal Emergency Management Agency

Washington, D.C. 20472

NOTICE2

NOTICE TO FLOOD INSURANCE RATE MAP USER

COMMUNITY: _____ COMMUNITY NUMBER: _____

Enclosed is one copy of the Flood Insurance Study (FIS) report for (**Community/County Name Shown on FIS Report**). We have revised the FIS report that [became / will become] effective on (**Effective Date of Corrected Panel(s)**) to [**COMPLETE SENTENCE WITH APPROPRIATE PASSAGE BELOW**]

- restore a table that had been omitted from the FIS report.
- correct a typographical error in a table included in the FIS report.
- correct typographical errors in the Flood Profile(s) included in the FIS report for (**Stream Names**).

Please replace the copy of the FIS report provided to you previously with the enclosed copy. Under separate cover, we are providing additional copies to the Community Map Repository for the subject community.

We apologize for any inconvenience this may have caused you and thank you for your cooperation. Additional copies of the enclosed FIRM panel(s) may be ordered from our Map Service Center either by telephone, toll free, at 1-800-358-9616, or via the Map Service Center Website at <http://www.fema.gov/msc>.

Sincerely,

William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

[Enclosure / Enclosures]

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Federal Emergency Management Agency

Washington, D.C. 20472

PRELIM1

(CEO Name and Address)

Dear _____:

As you may be aware, the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) has undertaken an initiative to modernize National Flood Insurance Program (NFIP) maps nationwide. An overview of this initiative is enclosed. As part of the Map Modernization initiative, we have prepared the enclosed [Revised] Preliminary copies of the Digital Flood Insurance Rate Map (DFIRM) and Flood Insurance Study (FIS) report for your community.

We prepared the FIS report and DFIRM in countywide format, which means that flood hazard information for all jurisdictions within **(County Name)** County, including your community, have been included on one DFIRM and in one FIS report. The flood hazard information presented on the DFIRM includes Special Flood Hazard Areas (SFHAs), which are the areas that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (also known as the base, or 100-year, flood); Base Flood Elevations (BFEs); and regulatory floodways, which are the regulatory areas defined as the channels of a stream, plus any adjacent floodplain areas, that must be kept free of encroachment so that the base flood discharge can be conveyed without increasing the BFEs more than a specified amount.

In addition to the format change cited above, we revised the flood hazard information for **(Flooding Sources for Which Flood Hazard Information Was Revised)** presented on the effective NFIP maps for communities in **(County Name)** County to reflect the results of a study/restudy performed by **(IDIQ Name)**, under contract to our office.

[USE THE FOLLOWING PARAGRAPH IF COMMUNITY IS CTP]

In addition to the format change cited above, we revised the flood hazard information to reflect the results of the Flood Map Project accomplished by your community in accordance with the agreement signed with our office under the Cooperating Technical Partners (CTP) program. Additional information on the CTP program is available through the FEMA Website at http://www.fema.gov/plan/prevent/fhm/ctp_main.shtm.

[USE THE FOLLOWING PARAGRAPH IF STATE OR REGIONAL AGENCY IS CTP]

In addition to the format change cited above, we revised the flood hazard information to reflect the results of the Flood Map Project accomplished by **(CTP Name)** in accordance with the agreement signed with our office under the Cooperating Technical Partners (CTP) program. Additional information on the CTP program is available through the FEMA Website at http://www.fema.gov/plan/prevent/fhm/ctp_main.shtm.

[INCLUDE THE FOLLOWING PARAGRAPH FOR INCORPORATED COMMUNITIES ONLY]

We have enclosed only those DFIRM panels that actually cover your community. We have provided complete sets of the DFIRM panels to county officials under separate cover, and they should be available there for review by your community. The address of the County's map repository is provided on the enclosed Index.

[INCLUDE THE FOLLOWING PARAGRAPH FOR MULTIPLE-COUNTY COMMUNITIES]

For communities such as yours that are located in two or more counties, we have expanded the DFIS report and FIRM to incorporate all of the land area currently within the corporate limits of your community.

[INCLUDE THE FOLLOWING PARAGRAPH IF THE FIS REPORT AND FIRM HAVE BEEN CONVERTED TO MAP INITIATIVES FORMAT FOR FIRST TIME WITH THIS PRELIMINARY FIRM AND FBFM HAS BEEN DISCONTINUED]

As indicated above, format revisions have been made to the effective maps and report for your community in accordance with our current specifications. Information previously shown on the FIRM and Flood Boundary and Floodway Map (FBFM) has been combined. All essential information previously shown on the FIRM and FBFM has been incorporated into the new DFIRM. Flood hazard factor information has been eliminated from the report. Flood insurance zone designations have been revised and are shown in Section 5.0 of the revised FIS report and on each map legend.

INCLUDE THE FOLLOWING TWO PARAGRAPHS IN ALL LETTERS]

In addition, we have converted the effective flood hazard information and other digital data for your community to conform to the new FEMA DFIRM specifications. Changes that resulted from this conversion process and how they benefit your community are discussed below.

Flood hazard information for your community was converted to meet the FEMA DFIRM database specifications and Geographic Information System (GIS) format requirements. More information on FEMA database specifications is available at http://www.fema.gov/fhm/dfm_dfdb.shtm. By providing the flood hazard information in ESRI Interchange (.e00) format, ESRI Shapefile format, and MapInfo Interchange Format (MIF), we are making it easier for your community to incorporate these data into your local GIS. We also are making the DFIRM for your community available as geo-referenced TIFF files and the FIS report will be available in PDF format, allowing for ready use by your community.

[INCLUDE THE FOLLOWING PARAGRAPH IF COMMUNITY IS NON-PARTICIPATING AND SFHAS HAVE BEEN IDENTIFIED]

As shown on the enclosed DFIRM panels, we have identified SFHAs within the corporate limits of your community. According to our records, your community is not participating in the NFIP. Participation in the NFIP makes flood insurance available to residents at federally subsidized rates, thereby providing valuable financial protection against potential flood losses. Participation in the NFIP provides additional protection because it leads to local enactment of a sound floodplain management program that will ensure safe construction standards in identified SFHAs. Therefore, we encourage your community to consider participating in the NFIP. The enclosed brochure, entitled *Answers to Questions About the NFIP*, explains the effects of non-participation in the NFIP for communities that have been identified as having SFHAs. A representative of our office will contact your community to discuss these and other advantages of participation in the NFIP.

[INCLUDE THE FOLLOWING PARAGRAPH IF COMMUNITY IS NON-PARTICIPATING AND NO SFHAS HAVE BEEN IDENTIFIED]

As shown on the enclosed DFIRM panels, we have not identified any SFHAs within the corporate limits of your community. According to our records, your community is not participating in the NFIP. Participation in the NFIP makes flood insurance available to residents at federally subsidized rates, thereby providing valuable financial protection against potential flood losses. Therefore, we encourage your community to consider participating in the NFIP. A representative of our office will contact your community to discuss the advantages of participation in the NFIP.

[INCLUDE THE FOLLOWING PARAGRAPH WHEN NO SOMA IS SENT WITH LETTER]

To assist your community in maintaining the DFIRM, we reviewed our records to determine if any previous Letters of Map Change (i.e., Letters of Map Amendment, Letters of Map Revision) will be superseded when the DFIRM panels become effective. According to our records, no Letters of Map Change were issued previously for the area of your community covered by the DFIRM.

[INCLUDE THE FOLLOWING PARAGRAPH IN PLACE OF THE PREVIOUS PARAGRAPH IF SOMA IS SENT TO COMMUNITY WITH LETTER]

To assist your community in maintaining the DFIRM, we have enclosed a Summary of Map Actions to document previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Amendment, Letters of Map Revision) that will be superseded when the DFIRM becomes effective. Information on LOMCs is presented in the following four categories: (1) LOMCs for which results have been included on the DFIRM; (2) LOMCs for which results could not be shown on the DFIRM because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the SFHA as shown on the DFIRM; (3) LOMCs for which results have not been included on the DFIRM because the flood hazard information on which the original determinations were based is being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above. LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to your community shortly before the effective date of the DFIRM and will become effective 1 day after the DFIRM becomes effective. For the LOMCs listed in Category 4, we will review the data previously submitted for the Letter of Map Amendment or Letter of Map Revision request and issue a new determination for the affected properties after the DFIRM becomes effective.

[INCLUDE THE FOLLOWING PARAGRAPHS IN ALL LETTERS]

The [Revised] Preliminary copies of the DFIRM and FIS report will be the basis for a formal community coordination meeting with community officials and interested citizens in (County Name) County. The purpose of this meeting will be to present the DFIRM and FIS report and to give your community and other affected communities a chance to comment or ask questions.

We are sending the [Revised] Preliminary copies at this time to give your community an opportunity to review them. We will contact you shortly to schedule the coordination meeting. In the meantime, we encourage you to circulate the enclosed copies as widely as possible among elected officials, staff, citizens, and other interested local stakeholders so that they will have the opportunity to review them thoroughly before the meeting. The review period provides community officials and citizens in the affected communities with an opportunity to correct or add to the nontechnical information presented on the DFIRM and in the FIS report, including the configuration and labeling of physical features such as roads (within or adjacent to the SFHAs), bridges, and streams, prior to the formal appeal period.

[USE THE FOLLOWING PARAGRAPH IF COMMUNITY RECEIVING LETTER WILL HAVE APPEAL PERIOD]

During the course of preparing the countywide DFIRM and FIS report, we added or modified BFEs where appropriate. Therefore, after the formal meeting is held, we will initiate a statutory 90-day appeal period for the new or modified BFEs. We will send you a letter approximately 2 weeks before the start of the 90-day appeal period to detail the appeal process. The letter will forward a list of the BFEs to be published in your local newspaper in a "Notice of Proposed Flood Elevation Determinations," and will provide the first and second publication dates. The appeal period will start on the second publication date. During the appeal period, community officials and/or other interested parties may submit scientific or technical information that would serve to refute the proposed or proposed modified BFEs. Additional information on the appeal process is enclosed, and additional instructions concerning the 90-day appeal period will be provided during the formal coordination meeting.

[USE THE FOLLOWING PARAGRAPH IF COMMUNITY RECEIVING LETTER WILL NOT HAVE APPEAL PERIOD]

During the course of preparing the countywide DFIRM and FIS report, we added or modified BFEs where appropriate. Therefore, after the formal meeting is held, we will initiate a statutory 90-day appeal period for the new or modified BFEs. Based on the information received to date, BFEs for the flooding sources within the corporate limits of your community were not added or modified. Because the countywide DFIRM must be processed for all communities concurrently, further action on the flood hazard information for your community will be postponed pending the completion of the 90-day appeal period and resolution of all appeals. Additional information on the appeal process is enclosed, and additional instructions concerning the 90-day appeal period will be provided during the formal coordination meeting.

[INCLUDE THE FOLLOWING PARAGRAPHS IN ALL LETTERS]

After the review and appeal periods have ended and all comments/appeals have been addressed, we will initiate final preparation of the DFIRM and FIS report. The new DFIRM and FIS report for your community will become effective approximately 6 months later. Before the effective date, you will be reminded that your community must adopt new floodplain ordinances or modify existing ordinances as necessary to reflect any changes in the DFIRM or FIS report, including reference to the new effective date. If you or other community officials have any questions regarding the floodplain ordinance for your community, you may raise them at the community coordination meeting or you may discuss those issues with your State NFIP Coordinator. Information on the State NFIP Coordinator for your community is provided on the enclosed list. Approximately 1 month before the effective date, we will send your community printed copies of the DFIRM and FIS report.

Once the DFIRM and FIS report are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided to your community for use in a computer mapping system. These files can be used in conjunction with other thematic data for floodplain management purposes, insurance purchase and rating requirements, and many other planning applications. In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

FEMA maintains information about map features, such as street locations and names, in or near designated SFHAs. Requests to revise such information in or near designated SFHAs may be provided to FEMA during the community review period, at the previously referenced community coordination meeting, or during the statutory 90-day appeal period. Approved requests for changes will be shown on the final printed DFIRM.

Your community's comments on the enclosed materials are an important part of our review process and will be carefully considered before we publish the DFIRM and FIS report in their final form. If you are interested in discussing the enclosed materials or if you have questions about the formal community coordination meeting, please contact the Consultation Coordination Officer designated for your community at **(CCO Telephone Number)**.

Sincerely,

REGIONAL DIRECTOR SIGNATURE

(Regional Director Name)

Regional Director

Enclosures

cc: **(Community Floodplain Administrator)**
State NFIP Coordinator
Flood Insurance and Mitigation Division Director, FEMA Region ____

bcc: Regional Director
(Project Team Member) Case File
FEDD File

R__-MT

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NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

PRELIM2

(IDIQ/CTP Project Manager Name and Address)

RE: Preliminary Report and Map for **(County and State Name)** and Incorporated Areas

Dear _____:

As the National Service Provider for the Department of Homeland Security’s Federal Emergency Management Agency (FEMA), we reviewed the draft study/restudy materials prepared by your office, and we prepared the Preliminary copies of the Digital Flood Insurance Rate Map (DFIRM) and Flood Insurance Study (FIS) report for the referenced county. Enclosed is one Preliminary copy of the DFIRM and FIS report for your review and comment before the formal community coordination meeting is held.

We have made minor format revisions to your draft study/restudy materials to comply with the most recent FEMA Guidelines and Specifications. Additional revisions were made to incorporate current FEMA policies. Technical revisions that were made to the draft study/restudy materials are outlined in the enclosed review comments.

Under separate cover, we have distributed Preliminary copies of the DFIRM and FIS report to the State National Flood Insurance Program Coordinator, the FEMA Regional Office, and to the Chief Executive Officers and floodplain administrators of the following affected communities for review:

• **(List of Affected Communities)**

If the enclosed Preliminary copy of the DFIRM and FIS report does not accurately reflect the data provided in the draft RFIS report and maps, please notify the FEMA Regional Office within 15 days of receipt of this letter. Otherwise, FEMA will assume no revisions are necessary and will schedule the meeting.

(NSP Address, Telephone Number, and Fax Number)

The Mapping on Demand Team, under contract with the FEDERAL EMERGENCY MANAGEMENT AGENCY,
is the National Service Provider for the National Flood Insurance Program

If you have any questions concerning the enclosed materials or the enclosed review comments, please contact **(NSP Contact Name)** of this office, either by telephone at **(NSP Telephone Number)** or by facsimile at **(NSP Fax Number)**

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

Enclosures

cc: Flood Insurance and Mitigation Division Director, FEMA Region _____

bcc: NSP Case File
FEDD File



NATIONAL FLOOD INSURANCE PROGRAM FEMA NATIONAL SERVICE PROVIDER

PRELIM3

(Flood Insurance and Mitigation Division Director)

RE: Preliminary Map and Report for **(County and State Name)** and Incorporated Areas

Dear _____:

[USE THE FOLLOWING PARAGRAPH IF IDIQ-CONTRACTED STUDY/RESTUDY INCLUDED]

Enclosed for your files is one Preliminary copy of the Digital Flood Insurance Rate Map (DFIRM) and Flood Insurance Steady (FIS) report for the referenced county. Under separate cover, we sent Preliminary copies of the DFIRM and FIS report to the Indefinite Delivery Indefinite Quantity contractor (IDIQ), the State National Flood Insurance Program (NFIP) Coordinator, and the following affected communities:

- **(List of Affected Communities)**

[USE THE FOLLOWING PARAGRAPH IF CTP STUDY/RESTUDY INCLUDED]

Enclosed for your files is one Preliminary copy of the Digital Flood Insurance Rate Map (DFIRM) and Flood Insurance Steady (FIS) report for the referenced county. Under separate cover, we sent Preliminary copies of the DFIRM and FIS report to the **(CTP Name)**, who performed study/restudy work under a Cooperating Technical Partners Mapping Activity Statement with your office; the State National Flood Insurance Program (NFIP) Coordinator, and the following affected communities:

(List of Affected Communities)

Copies of the transmittal letters also are enclosed for your files.

[INCLUDE THE FOLLOWING PARAGRAPH IF AFFECTED COMMUNITIES INCLUDE NON-PARTICIPATING COMMUNITIES]

During the preparation of the DFIRM and FIS report, we confirmed that some communities are not participating in the NFIP. In the transmittal letters to those communities, listed below, we provided language to encourage their participation in the NFIP and to contact your office for information and assistance.

- **(List of Affected Communities)**

(NSP Address, Telephone Number, and Fax Number)

The Mapping on Demand Team, under contract with the FEDERAL EMERGENCY MANAGEMENT AGENCY,
is the National Service Provider for the National Flood Insurance Program

[INCLUDE THE FOLLOWING PARAGRAPH IF AFFECTED COMMUNITIES INCLUDE NON-FLOODPRONE COMMUNITIES]

During the preparation of the DFIRM and FIS report, we confirmed that some communities are non-floodprone (i.e., no Special Flood Hazard Areas are shown within their corporate limits). In the transmittal letters to those communities, listed below, we provided language to encourage their participation in the NFIP and to contact your office for information and assistance.

• **(List of Affected Communities)**

Please schedule the formal community coordination meeting(s) for the affected communities as soon as possible. If you do not plan to hold the meeting(s) within 60 days, please let us know.

After you hold the meeting(s), please notify us of any corrections or changes by returning an annotated copy of the enclosed DFIRM and FIS report. The annotated copy should be returned to us within 30 days of the date of the meeting(s). In addition, please notify us by telephone of the results of the meeting(s) so that we may initiate 90-day appeal periods as soon as possible.

[INCLUDE THE FOLLOWING PARAGRAPH WHEN NO SOMA IS SENT WITH THE LETTER]

To assist the community in maintaining FIRM, we reviewed our records to determine if any previous Letters of Map Change (i.e., Letters of Map Amendment, Letters of Map Revision) will be superseded when the revised FIRM panels become effective. According to our records, no Letters of Map Change were issued previously for the affected FIRM panels.

[INCLUDE THE FOLLOWING PARAGRAPH IN PLACE OF THE PREVIOUS PARAGRAPH IF A SOMA IS SENT TO THE COMMUNITY WITH THIS LETTER]

To assist the community in maintaining the [revised] DFIRM, we have enclosed a Summary of Map Actions to document previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Amendment, Letters of Map Revision) that will be superseded when the DFIRM becomes effective. Information on LOMCs is presented in the following four categories: (1) LOMCs for which results have been included on the DFIRM; (2) LOMCs for which results could not be shown on the DFIRM because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the Special Flood Hazard Area as shown on the DFIRM; (3) LOMCs for which results have not been included on the DFIRM because the flood hazard information on which the original determinations were based is being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above. LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to the affected community shortly before the effective date of the DFIRM and will become effective 1 day after the DFIRM becomes effective. For the LOMCs listed in Category 4, we will review the data previously submitted for the Letter of Map Amendment or Letter of Map Revision request and issue a new determination for the affected properties after the DFIRM becomes effective.

We appreciate your cooperation. If you have any questions about the enclosed materials, please call **(NSP Contact Name)** of this office, either by telephone at **(NSP Telephone Number)** or by facsimile at **(NSP Fax Number)**.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

Enclosures

bcc: NSP Case File
FEDD File

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Federal Emergency Management Agency

Washington, D.C. 20472

REFUND1.MEM

MEMORANDUM FOR: Sylvia Faulkner, Operating Accountant
Reports and Control Branch OC-AC

FROM: William R. Blanton, Jr., CFM, Chief
Engineering Management Section

SUBJECT: Refund Check, Case No. _____

[Mr./Ms.] **(Name of Requester)** submitted a check or money order in the amount of **\$(Amount of Check)** to obtain a [conditional] map revision for the **(Community Name)**. That check or money order (copy attached) was forwarded to the Fee-Collection System Administrator on **(Date Sent To FCSA)**.

[USE THE FOLLOWING PARAGRAPH FOR FEE-EXEMPT REQUESTS]

We have since been informed that the request qualifies for exemption from the review and processing fee requirement because it **[SELECT ONE OF THE FOLLWING]**

- corrects a mapping or study analysis error.
- is based on natural changes in the Special Flood Hazard Area.
- is based on a federally sponsored flood-control project where 50 percent or more of the project's costs are federally funded.
- is based on a detailed hydrologic or hydraulic study conducted by a Federal, State, or local agency to replace an approximate study conducted by FEMA.
- is based on flood hazard information meant to improve upon that shown on the flood map or within the flood study, and does not partially or wholly incorporate manmade modifications within the Special Flood Hazard Area..

[USE THE FOLLOWING PARAGRAPH FOR OVERPAYMENTS OF FEE]

The review and processing fee submitted is incorrect. The correct review and processing fee for a request of this type is **(Fee Amount)**.

Please issue a refund check for the amount of **\$(Amount To Be Refunded)**, made payable to **(Name of Requester)**. When the check is ready, please mail it to:

(Name and Address of Requester)

If you have any questions, please contact **(FEMA Coordinator's Name)** of our staff, either by telephone at **(FEMA Coordinator's Telephone Number)** or by facsimile at (202) 646-4596.

Attachment

cc: Fee-Charge System Administrator

Appropriation Number: _____

Accounting Classification: _____

Vendor No.: _____

Secondary Reference No.: _____

bcc: NSP Case File



Federal Emergency Management Agency

Washington, D.C. 20472

RINSTATE

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

(CEO Name and Address)

Dear _____:

Based on my review of the floodplain management measures for the **(Community Name)**, which were submitted to meet the requirements of Paragraph 60.3() of the National Flood Insurance Program (NFIP) regulations, I find that they satisfactorily meet the Program requirements at this time. On the basis of my acceptance of your submission and pursuant to Section 59.24 of the NFIP regulations, the **(Community Name)**'s eligibility is reinstated effective **(Reinstatement Effective Date)**.

There is a 30-day waiting period before any newly purchased flood insurance policy takes effect, or any additional coverage or endorsement that increases policy limits. The waiting period ends and the policy takes effect at 12:01 a.m. on the 30th calendar day after the insurance policy application date and the payment of premium.

There are 10 exceptions to the 30-day waiting period. The two most common exceptions are described here for your information. First, when the initial purchase of flood insurance is in connection with making, increasing, extending, or renewing a loan, there is no waiting period and coverage is effective immediately. Second, when the purchase of the flood insurance is related to the revision of a Flood Hazard Boundary Map (FHBM) or Flood Insurance Rate Map (FIRM), there is a 1-day waiting period. This means flood insurance coverage is effective 12:01 a.m. on the day after coverage is purchased for a building where the FHBM or FIRM is revised and shows the building to be in a Special Flood Hazard Area (SFHA) when it had not been in an SFHA prior to the map revision. This exception is limited to a 13-month period that starts on the date the revised FHBM or FIRM is issued. Information concerning the remaining exceptions is detailed in the enclosed "Policy Issuance 5-98" dated October 1, 1998, issued by the NFIP.

The FIRM, which show the Base Flood Elevations established for the **(Community Name)**, became effective on **(FIRM Effective Date)**. This date indicates the effective date for the authorization of the sale of first- and second-layer flood insurance coverage at actuarial rates for all new construction and substantial improvements to existing structures within your community.

First-layer coverage on structures built before **(FIRM Effective Date)**, will continue to be made available at subsidized rates, unless substantial improvements are made to the structures.

The actuarial rate zones applicable to your community are indicated on the FIRM. You should be aware that actuarial rates for insurance on a structure increase as the lowest elevation of the structure decreases below the base flood levels established for your community. In addition, it should be pointed out that, on the effective date of the FIRM, the FIRM supersedes all previous maps for the purpose of determining whether individual properties are located inside or outside the SFHA; and, after that date, new construction will be charged actuarial rates that may be higher if the construction is not built in compliance with the floodplain management requirements of the NFIP.

I believe the effective administration and enforcement of your adopted floodplain management regulations will enable your community to substantially reduce its future losses through the wise management of its floodplains. You should keep me advised, through your biennial report, of any problems associated with the administration of these regulations and of any variances granted for construction not in accordance with the adopted standards.

If you need further assistance or information, I recommend that you contact **(State NFIP Coordinator Name)**, the **(State Name)** NFIP State Coordinator. [Mr./Ms.] **(State NFIP Coordinator's Last Name)** can assist you with any questions you may have and may be reached by telephone at **(State NFIP Coordinator Telephone Number)**, by mail at **(State NFIP Coordinator Address)**, or by email at **(State NFIP Coordinator E-Mail Address)**. The Regional Office staff in **(RO City and State)**, is also available to assist you. The Regional Office may be reached by phone at **(RO Telephone Number)**, or by mail. Send inquiries to the Director, FEMA Region **(Region No.)**, Flood Insurance and Mitigation Division, **(RO Address)**.

Sincerely,

David I. Maurstad
Director
Mitigation Division

Enclosure
"Policy Issuance 5-98"

DM: **(Originator's Initials)**

cc: **(Community Floodplain Administrator)**
State NFIP Coordinator
(FEMA Regional Director's Name), Director, FEMA Region **(Region Number)**



Federal Emergency Management Agency

Washington, D.C. 20472

S-30

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

_____ **(CEO Name and Address)**

Dear _____:

Please consider this an official reminder that your community has until **(FIRM Effective Date)**, to adopt, and have the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) Regional Office approve, floodplain management measures that satisfy Paragraph 60.3([c, d, e, d and e]) of the National Flood Insurance Program (NFIP) regulations.

I realize that you may be in the final adoption process or may have recently adopted the appropriate measures. If you have adopted the appropriate measures please submit these measures to the Floodplain Management Program at the **(Name of State Coordinating Agency)** in **(City, State Where State Coordinating Agency Located)**. You may contact **(State NFIP Coordinator Name)**, the State NFIP Coordinator, by telephone at **(State NFIP Coordinator Telephone Number)**, by mail at **(State NFIP Coordinator Address)**, or by e-mail at **(State NFIP Coordinator E-Mail Address)**.

The FEMA Regional Office staff in **(RO City and State)**, also is available to assist you with the adoption of adequate floodplain management measures. The FEMA Regional Office may be contacted by telephone at **(RO Telephone Number)** or by mail. Please send written inquiries to the Director, Flood Insurance and Mitigation Division, FEMA Region **(Region Number)**, **(RO Address)**. As stated in previous correspondence, I recommend that you contact the State NFIP Coordinator or the FEMA Regional Office if your community is encountering difficulties in enacting the appropriate measures.

The NFIP regulations (copy enclosed) identify certain floodplain management measures for adoption by participating communities. Your community must adopt these measures by **(FIRM Effective Date)**, to avoid being suspended from participation in the NFIP on that date. Please note that there is a significant consequence to a community that is suspended from the NFIP. FEMA would like to assist in ensuring that your community is not faced with these consequences because flood insurance may not be sold or renewed within a suspended community.

[USE THE FOLLOWING PARAGRAPH FOR COMMUNITIES IN STATES IN WHICH AUTOMATIC ADOPTION OF FLOODPLAIN MANAGEMENT ORDINANCES IS APPROVED]

The State NFIP Coordinating Office for your State has verified that **[State]** communities may include language in their floodplain management measures that automatically adopt the most recently available flood elevation data provided by FEMA. Your community's floodplain management measures may be sufficient if the measurements include suitable automatic adoption language and are otherwise in accordance with the minimum requirements of the NFIP. The State NFIP Coordinator can assist you further in clarifying questions you may have about automatic adoption.

It also is important to note that when a community is suspended from the NFIP, it is subject to the provisions of Section 202(a) of Public Law 93-234, as amended. This Section prohibits Federal officers or agencies from approving any form of loan, grant, guaranty, insurance, payment, rebate, subsidy, disaster assistance loan or grant, for acquisition or construction purposes within Special Flood Hazard Areas (SFHAs). The SFHAs are the areas subject to inundation by the base (1-percent-annual-chance, or 100-year) flood. For example, this suspension prohibits mortgage loans guaranteed by the Department of Veterans Affairs, insured by the Federal Housing Administration, or secured by the Rural Economic and Community Development Services would be prohibited. In the case of disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, this prohibition only applies to assistance in connection with a flood.

Furthermore, Section 202(b) of Public Law 93-234, as amended, requires federally regulated lending institutions to notify the purchaser or lessee of improved real property that is situated in an SFHA whether Federal disaster assistance will be available when such property is being used to secure a loan that is being made, increased, extended, or renewed.

A suspended community can regain eligibility in the NFIP by submitting a new application and enacting the floodplain management measures established in Section 60.3 of the NFIP regulations. However, during the NFIP suspension period, if the community permits development to take place in the floodplain that increases flood hazards, the community will be required to remedy the increased hazard to the maximum extent possible before eligibility can be restored.

If you require additional assistance or information, I recommend that you contact the office of the State NFIP Coordinator or the FEMA Regional Office. The FEMA Regional Office staff can provide technical assistance and guidance in the development of your community's floodplain management measures. The adoption of compliant floodplain management measures will ensure your community's continued participation in the NFIP and will provide property owners with a means to insure themselves against flood losses.

Sincerely,

David I. Maurstad
Director
Mitigation Division

Enclosure

DM: **(Originator's Initials)**

cc: **(Community Floodplain Administrator)**

State NFIP Coordinator

(FEMA Regional Director's Name), Director, FEMA Region **(Region Number)**

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Federal Emergency Management Agency

Washington, D.C. 20472

S-90

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

(CEO Name and Address)

Dear _____:

I appreciate and commend you for the efforts that have been put forth in implementing the floodplain management measures for the **(Community Name and State)**. I also want to take this opportunity to remind you of the following:

- A Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) have been completed for your community.
- The FIS and FIRM will become effective on **(FIRM Effective Date)**.
- By that date, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) Regional Office will have to approve the legally enforceable floodplain management measures your community adopts in accordance with Paragraph 60.3(c / d/ e/ d and e) of the National Flood Insurance Program regulations.

[USE THE FOLLOWING TWO PARAGRAPHS WHEN THE COMMUNITY DOES NOT RECEIVE A PROOF COPY WITH THIS LETTER]

As noted in the FEMA letter dated **(LFD Date)**, no significant changes have been made to the flood hazard data presented on the Preliminary and/or Revised Preliminary copies of the FIRM for the community. Therefore, the community should use the Preliminary and/or revised Preliminary copies of the FIRM as the basis for adopting the required floodplain management measures. Final printed copies of the FIRM for the community will be sent to you within the next few months.

If you encounter difficulties in enacting the measures, I recommend you contact the **(Name of State Coordinating Agency)**. You may contact **(State NFIP Coordinator Name)**, the National Flood Insurance Program State Coordinator, by telephone at **(State NFIP Coordinator Telephone Number)**, by mail at **(State NFIP Coordinator Address)**, or by e-mail at **(State NFIP Coordinator E-Mail Address)**.

[USE THE FOLLOWING TWO PARAGRAPHS WHEN THE COMMUNITY DOES RECEIVE A PROOF COPY WITH THE LETTER]

Enclosed please find a Proof Copy of the final FIRM for your community, which your community may use as the basis for adopting the required floodplain management measures. Slight modifications were made in the Special Flood Hazard Areas since the Preliminary and/or Revised Preliminary copies of the FIS report and FIRM were issued to your community; therefore, your community should use the enclosed copy of the FIRM in adopting the required floodplain management measures. Final printed copies of the FIRM for your community will be sent to you within the next few months.

If you encounter difficulties in enacting the measures, I recommend that you contact the **(Name of State Coordinating Agency)**. You may contact **(State NFIP Coordinator Name)**, the National Flood Insurance Program (NFIP) State Coordinator, by telephone at **(State NFIP Coordinator Telephone Number)**, by mail at **(State NFIP Coordinator Address)**, or by e-mail at **(State NFIP Coordinator E-Mail Address)**.

The FEMA Regional staff in **(RO City and State)**, is also available to provide technical assistance and guidance in the development of floodplain management measures. The adoption of compliant floodplain management measures will provide protection for the community and will ensure participation in the NFIP. The Regional Office may be contacted by telephone at **(RO Telephone Number)**, or by mail. Please send any inquiries to the Director, Federal Insurance and Mitigation Division, FEMA Region **(Region Number)**, by mail at **(RO Address)**.

[USE THE FOLLOWING PARAGRAPH FOR COMMUNITIES IN STATES IN WHICH AUTOMATIC ADOPTION OF FLOODPLAIN MANAGEMENT ORDINANCES IS APPROVED]

The State NFIP Coordinating Office for your State has verified that **[State]** communities may include language in their floodplain management measures that automatically adopt the most recently available flood elevation data provided by FEMA. Your community's floodplain management measures may be sufficient if the measurements include suitable automatic adoption language and are otherwise in accordance with the minimum requirements of the NFIP. The State NFIP Coordinator can assist you further in clarifying questions you may have about automatic adoption.

I realize that you may have already contacted the State NFIP Coordinator or the FEMA Regional Office, and may now be in the final adoption process or may have recently adopted the appropriate measures. If you have not adopted the appropriate measures, please consider this letter a formal reminder that you only have 3 months remaining to adopt the appropriate floodplain management measures and request approval from the FEMA Regional Office. Your community's adopted measures will be reviewed upon receipt, and the FEMA Regional Office will notify you when your measures are approved.

I recommend that you submit your community's floodplain management measures and request for approval from the FEMA Regional Office by the FIRM effective date to avoid suspension from participation in the NFIP.

Sincerely,

David I. Maurstad
Director
Mitigation Division

DM: **(Originator's Initials)**

cc: **(Community Floodplain Administrator)**
State NFIP Coordinator
(FEMA Regional Director's Name), Director, FEMA Region **(Region Number)**

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PRELIMINARY SUMMARY OF MAP ACTIONS

Community: _____ Community No.: _____

To assist your community in maintaining the Flood Insurance Rate Map (FIRM), we have summarized below the previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Revision (LOMRs) and Letters of Map Amendment (LOMAs) that will be affected by the preparation of the enclosed revised FIRM panel(s).

1. LOMRs and LOMAs Incorporated

The modifications effected by the LOMRs and LOMAs listed below have been reflected on the Preliminary copies of the revised FIRM panels. However, these LOMRs and LOMAs will remain in effect until the revised FIRM becomes effective.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel

2. LOMRs and LOMAs Not Incorporated

The modifications effected by the LOMRs and LOMAs listed below have not been reflected on the Preliminary copies of the revised FIRM panels because of scale limitations or because the LOMR or LOMA issued had determined that the lot(s) or structure (s) involved were outside the Special Flood Hazard Area, as shown on the FIRM. These LOMRs and LOMAs will be revalidated free of charge 1 day after the revised FIRM becomes effective through a single letter that reaffirms the validity of the previous LOMC.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel

PRELIMINARY SUMMARY OF MAP ACTIONS (CONT'D)

3. LOMRs and LOMAs Superseded

The modifications effected by the LOMRs and LOMAs listed below have not been reflected on the Preliminary copies of the revised FIRM panels because they are being superseded by new detailed flood hazard information or the information available was not sufficient to make a determination. The reason each is being superseded is noted below. These LOMRs and LOMAs will no longer be in effect when the revised FIRM becomes effective.

LOMC	Case No.	Date Issued	Project Identifier	Reason Determination Will Be Superseded
				1
				2
				3
				4
				5

¹ Insufficient information is available to make a determination.

² Lowest Adjacent Grade and Lowest Finished Floor are below the proposed Base Flood Elevation.

³ Lowest Ground Elevation is below the proposed Base Flood Elevation.

⁴ Revised hydrologic and hydraulic analyses.

⁵ Revised topographic information

4. LOMRs and LOMAs To Be Redetermined

The LOMCs in Category 2 above will be revalidated through a single letter that reaffirms the validity of the determination in the previously issued LOMC. For LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures has changed, the LOMC cannot be revalidated through this administrative process. We will review the data previously submitted for the LOMR or LOMA requests listed below and issue a new determination for the affected properties after the effective date of the revised FIRM.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel

FINAL SUMMARY OF MAP ACTIONS

Community: _____ Community No.: _____

To assist your community in maintaining the Flood Insurance Rate Map (FIRM), we have summarized below the previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Revision (LOMRs) and Letters of Map Amendment (LOMAs) that will be affected when the revised FIRM becomes effective on **(Date of Revised FIRM)**

1. LOMRs and LOMAs Incorporated

The modifications effected by the LOMRs and LOMAs listed below will be reflected on the revised FIRM. However, these LOMRs and LOMAs will remain in effect until the revised FIRM becomes effective.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel

2. LOMRs and LOMAs Not Incorporated

The modifications effected by the LOMRs and LOMAs listed below will not be reflected on the revised FIRM because of scale limitations or because the LOMR or LOMA issued had determined that the lot(s) or structure (s) involved were outside the Special Flood Hazard Area, as shown on the FIRM. These LOMRs and LOMAs will remain in effect until the revised FIRM becomes effective. These LOMRs and LOMAs will be revalidated free of charge 1 day after the revised FIRM becomes effective through a single letter that reaffirms the validity of the previous LOMC.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel

FINAL SUMMARY OF MAP ACTIONS (CONT'D)

3. LOMRs and LOMAs Superseded

The modifications effected by the LOMRs and LOMAs listed below will not be reflected on the final revised FIRM because they are being superseded by new detailed flood hazard information or the information available was not sufficient to make a determination. The reason each is being superseded is noted below. These LOMRs and LOMAs will no longer be in effect when the revised FIRM becomes effective.

LOMC	Case No.	Date Issued	Project Identifier	Reason Determination Will Be Superseded
				1
				2
				3
				4
				5

¹ Insufficient information is available to make a determination.

² Lowest Adjacent Grade and Lowest Finished Floor are below the proposed Base Flood Elevation.

³ Lowest Ground Elevation is below the proposed Base Flood Elevation.

⁴ Revised hydrologic and hydraulic analyses.

⁵ Revised topographic information

4. LOMRs and LOMAs To Be Redetermined

The LOMCs in Category 2 above will be revalidated through a single letter that reaffirms the validity of the determination in the previously issued LOMC. For LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures has changed, the LOMC cannot be revalidated through this administrative process. We will review the data previously submitted for the LOMR or LOMA requests listed below and issue a new determination for the affected properties after the effective date of the revised FIRM.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel



Federal Emergency Management Agency

Washington, D.C. 20472

USFWSLTR

(CBRA Coordinator Name)

CBRA Coordinator
U.S. Department of the Interior
Fish and Wildlife Service
400 Arlington Square
Washington, DC 20240

Dear Mr./Ms. _____:

In cooperation with the U.S. Fish and Wildlife Service, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) has agreed to revise and republish existing Flood Insurance Rate Maps (FIRMs) to add and/or revise, as appropriate, updated boundaries of Coastal Barrier Resources System (CBRS) units and/or Otherwise Protected Areas (OPAs).

Pursuant to Public Law **(Appropriate Public Law No.)**, the CBRS and/or OPA boundary delineations were modified as indicated on the CBRS map series produced by your agency. These boundary revisions were finalized on **(Date Finalized)** and were announced in the *Federal Register* on **(Date of Notice Published in Federal Register)**. Accordingly, FEMA has incorporated CBRS and/or OPA boundary revisions as shown on the enclosed Proof Copies of FIRMs for the communities listed below, which are scheduled to become effective on **(Scheduled Effective Date)**.

(List of Community Names, Including Type, County, and State)

Please review the enclosed Proof Copies of the revised FIRMs and notify us within 30 days if you discover any errors, omissions, or discrepancies. If you have any questions about the enclosed FIRMs, please call **(FEMA PO Name)** of my staff at **(FEMA PO Telephone Number)** or **(NSP Contact Name)** of **(NSP Name)** at **(NSP Telephone Number)**.

Sincerely,

William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

Enclosures

bcc: **(Project Team Member)** Case File