

**Table 1. Summary of Section 1 Completed Changes**

Affected Section(s) or Subsection(s)	Description of Change
General	<ul style="list-style-type: none"> <li>• Added a header to read “Document Control Procedures Manual [September 2006].”</li> <li>• Added a footer to read “Section 1.”</li> <li>• Added information, including flowcharts, for CTP Program-related mapping activities, Notice-to-User revisions, CBRS revisions, and annexations so that all physical map actions except minimal conversions with maps are covered in one section.</li> <li>• Revised page numbers for standard documents to reflect revisions to Appendix A.</li> </ul>
Introductory Text	Deleted the reference to Volume 3 of <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> as a source of additional information on the CTP Program.
Subsection 1.1	Included a discussion of setting up a unique identifier for physical map updates as required by Procedure Memorandum No. 24.
Subsections 1.3 and 1.4	Added information to reference discussions of requirements for multiple-county communities, countywide mapping, and Digital Flood Insurance Rate Maps (DFIRMs) that appear later in Section 1.
Subsection 1.4	Revised the discussion of preliminary transmittal letters to reflect consolidation of letters in Appendix A.
Subsection 1.5	<ul style="list-style-type: none"> <li>• Revised the seventh paragraph to read as follows:            “To assist communities in maintaining the NFIP maps, particularly the FIRM, the assigned Project Team member prepares SOMAs, which are summaries of the LOMCs that will be superseded when the revised FIRM panels become effective. The assigned Project Team member can generate a SOMA manually or by using a MIP application.”</li> <li>• Revised the eighth paragraph to read as follows            “As shown in the process flowcharts in Figures 1-2 and 1-3 (which appear at the end of this section), FEMA provides the SOMAs to the communities at significant milestones during the processing of FEMA-contracted Flood Map Projects and PMRs. The SOMAs are provided to inform the communities about the effect</li> </ul>

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	<p>that the revised FIRMDFIRM panels will have on previously issued LOMCs. So that modifications made by LOMC are included in a physical map update, the assigned Project Team member performs searches for all determinations at four processing stages.”</p>
Subsection 1.6.3	<p>Revised this subsection to clarify coordination between the NSP and the FEMA Regional Office as follows:</p> <p>“When the 30-day or 60-day community review period for a PMR ends, the NSP contacts the RO to verify whether community comments have been received. If comments have not been received by this time, the NSP may, at the direction of the RO, call the community to determine if any comments will be submitted. As with FEMA-contracted Flood Map Projects, the NSP reviews the comments, evaluates whether Revised Preliminary copies are required, and obtains approval from the FEMA RO and Project Engineer before preparing those copies.”</p>
Subsection 1.6.5	<ul style="list-style-type: none"> <li>• Revised Item No. 2 in the first paragraph to read as follows: <p>“The assigned Project Team member chooses publication dates for the newspaper notice for the proposed and/or proposed modified BFE determinations. The first publication date must occur within the 10-day period following issuance of the proposed BFE determination (101/155) letter (Appendix A, page A-27) to the community CEO. The second publication date generally must occur 1 week later. The assigned Project Team member must allow sufficient time before the first publication date to ensure adequate processing time.”</p> </li> <li>• Revised Item No. 3 in the first paragraph to reference the Proposed Rule as one of the products prepared by the same assigned Project Team member that prepares the proposed BFE determination letter(s) and the proposed BFE list(s) for a mapping project.</li> <li>• Added a new Item No. 6 bullet to read as follows: <p>“Upon receiving the signed determination letter or concurrence on the docket, the assigned Project Team member delivers the Proposed Rule (140, Appendix A, page A-45) and associated proposed BFE list(s) to the NSP FEDERAL REGISTER coordinator.”</p> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Added a new Item No. 7 in the first paragraph to read as follows  “After delivering the Proposed Rule to the NSP, the assigned Project Team member mails the transmittal letter and notice to the local newspaper, allowing ample time for arrival before the first publication date.”</li> <li>• Revised Item No. 12 to read as follows:  “Concurrent with the delivery of the proposed BFE determination letter to the community CEO and the newspaper notice to the newspaper, the NSP compiles the Proposed Rules and proposed BFE lists for concurrence and signature. The NSP includes the FEDERAL REGISTER Docket Number in the Proposed Rule following guidance provided by FEMA.”</li> <li>• Revised Item No. 13 to read as follows:  “‘The NSP FEDERAL REGISTER coordinator prepares and submits the original Proposed Rule, four hard (paper) copies of the Proposed Rule, and an electronic (Word) version of the Proposed Rule to the designated FEMA coordinator.’”</li> <li>• Added a new Item No. 14 to read as follows:  “‘The NSP FEDERAL REGISTER coordinator also prepares and submits the list of proposed BFEs and/or flood depths for posting on the FEMA Flood Hazard Mapping Website at <a href="http://www.fema.gov/plan/prevent/fhm/bfe">http://www.fema.gov/plan/prevent/fhm/bfe</a>.’”</li> <li>• Revised Item No. 16 to read as follows:  “‘When the signed copy of the Proposed Rule is received, the FEMA coordinator forwards the diskette and three hard copies to the Office of General Counsel (OGC) and requests that the Proposed Rule be published in the FEDERAL REGISTER within 2 weeks and sends one hard copy to the NSP FEDERAL REGISTER coordinator for filing and distribution to other Project Team members.’”</li> <li>• Revised Item No. 19 to read as follows:  “‘The NSP distributes copies of the published Proposed Rule so that the assigned Project Team member may place them in the FEDD file for each community. In addition, should corrections be warranted, the NSP distributes copies of the corrections notices so that the assigned Project Team member can place copies of the correction letter(s) and correction notice(s) in the FEDD file for each affected community.’”</li> </ul>

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Subsection 1.8.2	<p>Revised the last sentence to read as follows:</p> <p>“The assigned Project Team member shall distribute copies in accordance with the sample letter in Appendix A and the distribution shown in Table 1-1 and places copies of the correction letter(s) in the FEDD file for each affected community.”</p>
Subsection 1.9	<p>Included a discussion of setting up unique identifiers as required by Procedure Memorandum No. 24.</p>
Subsection 1.11	<ul style="list-style-type: none"> <li>• Included a discussion of requirements for Letters of Final Determination (LFDs) when advance Proof Copies will or will not be sent, as documented in Procedure Memorandum No. 20.</li> <li>• Revised the discussion of LFD types to reflect versions of 15-, 19-, and 115-series letters that appear in Appendix A.</li> <li>• Included a discussion of Final Rules for DFIRMs prepared in FEMA Countywide Format.</li> <li>• Included a discussion of the MIP application for developing the Final SOMA.</li> <li>• Included a discussion of the posting of the list of final BFEs and/or flood depths on the FEMA Website.</li> </ul>
Subsection 1.13	<ul style="list-style-type: none"> <li>• Revised the first paragraph to read as follows:  <p>“If significant problems with a FEMA-contracted Flood Map Project or PMR resulting in FEMA deciding to cancel the LFD and Final Rule and restart the 6-month compliance period, FEMA and assigned NSP staff follow the procedures below.”</p> </li> <li>• Revised the list of activities to specify the NSP support of FEMA in the cancellation process, including removing the list of final BFEs and/or flood depths from the FEMA Website.</li> </ul>
Subsection 1.14	<p>Included a discussion of requirements for 90-day suspension letter when advance Proof Copies will or will not be sent, as documented in Procedure Memorandum No. 20.</p>
Subsection 1.15	<ul style="list-style-type: none"> <li>• Added information regarding the MIP application that is available for producing the LOMC revalidation letters automatically rather than manually.</li> <li>• Added information regarding distributing copies of LOMC revalidation letters for the LOMC Subscription Service.</li> </ul>

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Subsection 1.17	<ul style="list-style-type: none"> <li>• Added information on the requirements for multiple-county communities documented in Procedure Memorandum No. 21</li> <li>• Added the requirements for countywide map processing documented in Procedure Memorandum Nos. 15 and 18.</li> <li>• Added information on the requirement for posting the proposed BFEs and/or flood depths on the FEMA Website.</li> </ul>
Subsection 1.19	Added a discussion of Coastal Barrier Resources System revisions.
Subsection 1.20	Added a discussion of Notice-To-User Revisions.
Subsection 1.21	Added a discussion of corporate limit changes.
Table 1-1	Revised the table to include all standard documents used in the processing of physical map updates, except the 316-series letters used in the initial processing of Physical Map Revisions (PMRs).
Figures 1-1 and 1-3	Revised the flowcharts in to cover the requirements for setting up a unique identifier documented in Procedure Memorandum No. 24.