

PROGRESS REPORT REMINDER LETTER TEMPLATE

(Name and Address of CEO/Other Community Official)

Dear [Mr./Ms./Mayor/Chairman/Chairperson/Judge **(Contact Last Name)**]:

This letter is to remind you of the upcoming **(Date Progress Report Is Due)** deadline for your community to submit a 12-month progress report regarding the Provisionally Accredited Levee (PAL) designation for the **(Levee Name/Identifier)** that is accredited on the effective Flood Insurance Rate Map (FIRM) and in the effective Flood Insurance Study (FIS) report for the **(Community Name and State)**. On **(Date of FEMA Acknowledgment Letter for Signed PAL Agreement)**, the Department of Homeland Security, Federal Emergency Management Agency (FEMA) sent you a letter to acknowledge and accept your signed PAL agreement for this levee and inform you that this levee will be designated as a PAL on the new Digital Flood Insurance Rate Map (DFIRM) for **(County Name), (State Name)** and Incorporated Areas during a 24-month PAL period that started on **(Date 24-Month PAL Period Started)**.

In the letter dated **(Date of FEMA Acknowledgment Letter for Signed PAL Agreement)**, FEMA also informed you that your community must submit a progress report 12 months after the start of the 24-month PAL period to document progress toward obtaining the data and documentation required to show that this levee meets the criteria of the Code of Federal Regulations, Title 44, Chapter 1, Section 65.10 (44 CFR 65.10). If you are unable to submit this 12-month PAL progress report by **(Due Date for Progress Report)**, FEMA may initiate a map revision to re-designate certain areas on the landward side of the levee as Special Flood Hazard Area (SFHA). The SFHA is the area that is subject to flooding during the 1-percent-annual-chance flood.

A template for the 12-month PAL progress report is enclosed. [For your convenience, an electronic version of this PAL progress report template is accessible through the following page on the FEMA Website: http://www.fema.gov/plan/prevent/fhm/lv_fpm.shtm].

Please send your completed 12-month PAL progress report to me on or before **(Due Date for Progress Report)**. If you have questions or need additional information regarding the flood mapping for your community, please contact me by telephone at **(Regional Contact Telephone Number)**, or by e-mail at **(Regional Contact E-Mail Address)**.

Sincerely,

(Regional Contact Name)
(Regional Contact Title)
Mitigation Division

Enclosure:

Provisionally Accredited Levee Progress Report

cc: **(Name and Title of Floodplain Administrator)**

(Name and Title of State NFIP Coordinator)

(Name and Title of USACE District Office Contact)

(Name and Title of MOD Team Levee Coordinator)