

## Summary of Section 4 Changes

Affected Section or Subsection	Description of Change
General	<ul style="list-style-type: none"> <li>• Revised the page numbers for the standard documents to reflect revisions to Appendix D.</li> <li>• Added a header to read “Document Control Procedures Manual [September 2006].”</li> <li>• Added a footer to read “Section 4.”</li> </ul>
Subsection 4.2	Revised the discussion in this subsection to indicate the Floodplain Management Section (FMS) is the FEMA HQ location where Regional Offices (ROs) are to submit Special Conversion Recommendation Reports.
Subsection 4.3	<ul style="list-style-type: none"> <li>• Included a discussion of setting up a unique identifier for Special Conversions as documented in Procedure Memorandum No. 24.</li> <li>• Included references to the Mapping Information Platform (MIP) as the management system in which status updates and other Special Conversion-related data are entered.</li> </ul>
Subsection 4.5	<ul style="list-style-type: none"> <li>• Revised Item No. 2 to read as follows to eliminate the reference to the “Existing Data Study” option:                      “If the NSP determines that the corporate limits, floodplain boundary delineations, or other physical or cultural features shown on the FHBM are incorrect or the NSP locates sufficient data to warrant the preparation of a FIRM with Base Flood Elevations (BFEs) and collateral Flood Insurance Study (FIS) report, the NSP notifies the FEMA Project Engineer.”</li> <li>• Revised Item No. 3, which also referenced the “Existing Data Study” option, appropriately.</li> </ul>
Subsection 4.6.2	Revised the first paragraph to include the current Web location for <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> .
Subsection 4.6.4	Revised the text for Item No. 8 to include the current Web location for <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> .
Subsections 4.7 and 4.8	Added references to the FMS staff throughout.
Table 4-1	Revised the table to show the FMS is a recipient of copies of the final determination letters for Special Conversions.

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Figures 4-1, 4-2, 4-3, and 4-4	<ul style="list-style-type: none"><li>• Revised the flowcharts to cover the requirements for setting up a unique identifier documented in Procedure Memorandum No. 24.</li><li>• Revised the flowcharts to show the FMS as the FEMA HQ location where ROs are to submit Special Conversion Recommendation Reports.</li></ul>