APPENDIX P — ELEVATION REGISTRY SYSTEM DESCRIPTION

Overview

The elevation registry system will allow licensed engineers and architects and registered surveyors to enter new ECs and to edit existing ones. In addition, insurance agents will be able to review insurance rating issues related to specific structures. The system will be web-based and spatially-enabled.

Access

Architects, Engineers, and Surveyors

Each user will be provided a unique userID and password. This access combination will be validated against a master table of valid users. To be listed in this master table, an architect, engineer, or surveyor must have successfully completed the requirements for a professional certificate and be listed with a state or federal agency as a registered professional. These users will have read, write, and edit capabilities, but only for their own records, not those of others.

Insurance Agents

Each user will be provided a unique userID and password. This access combination will be validated against a master table of valid users. To be listed in this master table, an insurance agent must have successfully completed the requirements for a professional certificate and be listed with a licensed insurance agency. At a minimum, these users will have read-only capabilities. Limited write and edit capabilities may be permitted to allow these users to add and/or edit their own records in the system, not those of others.

Other Users

Map Determination Companies, Mortgage Companies, Real Estate Agents, and other related users may be granted read-only access to the elevation registry for informational purposes. The government may be able to recuperate some of the costs associated with developing and maintaining this system by charging a fee for this service, similar to the fee currently paid by users of the Letter of Map Change Publication service. In this model, the end-user would purchase access to the elevation registry for a set period of time (e.g., one year). After paying for the service, they would receive a unique userID and password for accessing the site. Upon expiration of their term of service, their userID and password would be disabled and they would have the option to renew their membership in the service. To eliminate the need for/associated cost of an e-commerce solution, fee collection for this service would not be a function of the web-based system.

Input

New Submissions
Architects, Engineers, and Surveyors will be provided interactive screens to allow input of new submissions for ECs. These screens will mimic, to the degree possible, the existing EC form.

The forms will be self validating. If a user enters a value not expected by the system, the system will present the user with pertinent feedback, such as an example of an expected value. All essential information must be completed before the form can be successfully submitted.

All new submissions will require an electronic signature. This signature will consist of three elements that must be entered correctly for the signature to be valid. To electronically sign the submission, the user will re-enter his/her userID password combination, provide his/her e-mail address, and provide his/her professional registration number. These combinations will be matched against the master table, and if all three entries are correct, the submission will be accepted as valid.

Legacy Data
All existing elevation information will be entered into the system. Data available in electronic format will be reconfigured and ported into the system. Data available only in hardcopy format will be scanned, edited, and ported into the system.

Output

Electronic data and hard copy output will be available to users with read, write, and edit access.

Data
Users will have the ability to download the data associated with a single EC in a variety of formats. The specific formats will be confirmed later, but these may include .pdf, .doc, .xls, .mdb, shp or others. Some users will have the ability to download data in editable format whereas others will have the ability to download data only in non-editable format, e.g., .pdf.

Hardcopy
Surveyors, architects, and engineers will have the ability to print out a newly submitted EC or a legacy certificate in the same format as the existing hard copy certificates. The end user can print newly submitted certificates and affix his/her signature and seal for delivery to the customer. Hard copy versions of previously submitted certificates will be printed with a notification in the footer that the document is not original. The area set aside for the seal will be overwritten with hatch marks.

Database

The database will be a spatially-enabled SQL level database. This geo-database will allow all users to view the location of a structure as provided in a certificate in relation to other available data layers such as floodplain maps, DOQs, et al. These data layers may be stored within the structure of the elevation registry system, or, if the government so desires, linked interactively through the Geospatial One Stop.

Screens

The system will be interactive. The user will be prompted for all required fields and for the formats for the required fields. All interaction with the system will be via the Internet. The system will support Internet Explorer 5.5 and higher and Netscape 6.2 and higher. No other user software will be required.

Support

The user will also have access to an online tutorial to guide the user through the completion of the form.

Section 508 Compliance

The elevation registry will be compliant with Section 508 of the Americans with Disabilities Act.