



Federal Emergency Management Agency

Washington, D.C. 20472

June 28, 2002

MEMORANDUM FOR: Doug Bellomo, P.E., Project Officer
Eastern Studies Team

Bill Blanton, Project Officer
Central Studies Team

Mike Grimm, Project Officer
Western Studies Team

[Original Signed]

FROM: Matthew B. Miller, P.E., Chief
Hazards Study Branch

SUBJECT: Procedure Memorandum No. 27 – Procedures for Preparing Compendium
of Flood Map Changes

Background: In accordance with Paragraph 1360(I) of the National Flood Insurance Reform Act of 1994, a Compendium of Flood Map Changes is published twice each year to inform interested parties of changes made by FEMA to NFIP maps. Two listings are provided in the Compendium to show communities affected by map changes made by letter—i.e., Letters of Map Change (LOMCs)—and communities affected by physical map changes. All LOMCs issued by FEMA and all new or revised NFIP map panels published by FEMA during the prior 6-month period are included in these listings. The two 6-month periods extend from January 1 to June 30 and from July 1 to December 31 each year.

Issue: Since the Compendium was first published in 1997, the content of the Compendium, the production schedule, and the procedures followed by FEMA and Flood Map Production Coordination Contractor (MCC) staff have evolved. However, the content and production requirements have not been documented formally.

Action Taken: The purpose of this Procedure Memorandum is to formally document the requirements that FEMA and MCC staff must apply when preparing each Compendium. These are presented below and in Attachments 1 through 4.

Final Procedure: MCC and FEMA staff are to apply the requirements documented below and in Attachments 1 through 4 each time a Compendium is prepared, beginning with the Compendium for the 6-month period beginning on January 1, 2002, and ending on June 30, 2002.

General Guidance: In implementing these requirements, all involved parties are to keep in mind that FEMA must produce a complete listing of LOMCs and effective NFIP panels for the appropriate 6-month period and have the Compendium published in a timely fashion (i.e., in approximately 60 days after the end

date of the 6-month period that is being documented). Therefore, close coordination among the MCCs and between the MCCs and the Hazard Mapping Division (HMD) Coordinator (Agnes Pearson) is expected and encouraged.

Likewise, coordination between the HMD Coordinator and the Office of General Counsel (OGC) immediately before and during the production process is recommended. Such coordination is recommended to ensure that new publication requirements for *Federal Register* notices are addressed in the Compendium and that the Compendium is processed and published in a timely manner by the U.S. Government Printing Office (GPO).

Production Process Requirements: The production process to be followed by FEMA and MCC staff in preparing the Compendium is presented in the flowchart in Attachment 1.

Content Requirements: The content requirements for the standard preamble language, LOMC listing, and Map Revision listing are summarized below.

Standard Preamble Language. The standard preamble language to be used in each Compendium is presented in Attachment 2. The preamble is to be accompanied by two listings: one for the LOMCs issued by FEMA during the preceding 6-month period, and one for the new and revised Flood Insurance Rate Maps (FIRMs) published by FEMA during this same period. The content requirements for each listing are summarized below.

Requirements for LOMC Listing. As shown in the sample page from a recently published LOMC listing (Attachment 3), the following information is to be included in the listing:

- FEMA Region;
- State;
- Community name (e.g., Berlin, Town of);
- Map panel (11-character number and suffix shown in title block of affected map panel for FIRM prepared in Z-Fold format or six-character Community Identification Number and suffix shown in title block of Index for FIRM prepared in 11 x 17 format);
- Determination date (date that LOMC became effective);
- Case number; and
- Type (i.e., determination type).

The case number is a nine-character number consisting of the following:

- The first two characters identify the fiscal year in which the request is received.
- The next two characters identify the FEMA Region in which the community is located.
- The next four characters identify the consecutive request number for that Region during the fiscal year.
- The letter suffix identifies the process under which the request was processed, and the following are to be used: “A” for Letters of Map Amendment and Letters of Map Revision Based on Fill; “P” for

Letters of Map Revision; “V” for LOMC Revalidation letters; and “X” for letters issued to correct determination letters for Letters of Map Amendment, Letters of Map Revision Based on Fill, Letters of Map Revision, and LOMC Revalidation letters.

For the “Type” column, the following two-character codes are to be used:

- 01 Letter of Map Revision Based on Fill
- 02 Letter of Map Amendment
- 05 Letter of Map Revision With Base Flood Elevation Changes
- 06 Letter of Map Revision Without Base Flood Elevation Changes
- 08 Denial
- 12 Floodway Revision
- 17 Letter of Map Revision-Inadvertent Inclusion in Floodway
- 18 Letter of Map Revision-Inadvertent Inclusion in V Zone
- 19 Letter of Map Change Revalidation

The entries in the LOMC listing are to be in ascending numerical order by FEMA Region, starting with FEMA Region I and ending with FEMA Region X. Within each FEMA Region, the entries are to be in alphabetical order by state, and then in alphabetical order by community name within each state. The entries for each community are to be further organized in ascending numerical order by determination date, case number, and panel number when more than one LOMC for a community is included. In addition, the name that appears in the “Community” column for counties is to have a single asterisk to the right of the name to indicate “unincorporated areas.”

Requirements for Map Revision Listing. As shown in the sample page from a recent published Map Revision listing (Attachment 3), the following information is to be included in the listing:

- FEMA Region;
- State;
- Community (community name);
- Map panel (11-character number and suffix shown in title block of affected map panel for FIRM prepared in Z-Fold format or six-character Community Identification Number and suffix shown in title block of Index for FIRM prepared in 11 x 17 format); and
- Panel date (date that map panel became effective).

The entries in the Map Revision listing are to be in ascending numerical order by FEMA Region, starting with Region I and ending with Region X. Within each FEMA Region, the entries are to be in alphabetical order by state, and then in alphabetical order by community name within each state. Panel numbers are to be listed in ascending numerical order with the Index appearing last.

In addition, asterisks are to be added as follows:

- A single asterisk (*) is to appear to the right of the name that appears in the “Community” column for counties to indicate “unincorporated areas.”
- Two asterisks (**) are to appear to the right of the panel number for those panels on which the Special Flood Hazard Areas (SFHAs) have not been changed or have been changed only to incorporate LOMCs issued before the map effective date.
- Three asterisks (***) are to appear to the right of all panel numbers if a FIRM has been created by letter using FEMA special conversion procedures.

Format Requirements for Draft Deliverables: For draft deliverables, the Originating MCC for each territory is to prepare the LOMC and Map Revision listings using information taken directly from their in-house management information systems or databases and information provided by the other MCCs for cases in their Regions. The Originating MCC is to provide the Coordinating MCC with a complete listing of LOMCs and map panels. The Originating MCC is to provide the Coordinating MCC with complete listings prepared as a TEXT file with the special, Microcomp formatting embedded. Microcomp is the software used by GPO for such documents.

The Originating MCCs and Coordinating MCC are as follows:

- Originating MCC, Eastern Territory—Dewberry & Davis LLC
- Originating MCC, Central Territory—PBS&J
- Originating MCC, Western Territory—Michael Baker Jr., Inc.
- Coordinating MCC—Michael Baker Jr., Inc.

Before submitting the draft deliverables to the Coordinating MCC, the Originating MCCs are to perform a thorough Quality Assurance/Quality Control (QA/QC) review to identify errors or omissions in the data. The Originating MCCs are to address all problems identified during the QA/QC review to ensure an error- and omission-free file is delivered to the Coordinating MCC.

Format Requirements for Final Deliverables: For the final deliverable to FEMA, the Coordinating MCC is to consolidate the three files for each listing and combine the listings and standard preamble into one *Federal Register* notice.

Before preparing the final deliverables, the Coordinating MCC is to perform a visual QA/QC review of the files submitted by the Originating MCCs to ensure each entry in the LOMC listing and each entry in the Map Revision listing is complete and in the required format. If the Coordinating MCC identifies any quality problems with the data submitted by an Originating MCC, the Coordinating MCC is to contact the Originating MCC to discuss the changes to be made and to establish a schedule for providing a revised file.

Once the visual QA/QC has been performed and all problems have been addressed, the Coordinating MCC is to deliver the *Federal Register* Notice to the HMD Coordinator in final form, with the Microcomp formatting embedded. The Coordinating MCC is to provide the following:

- One original concurrence form;
- One original preamble, ready for signature by the Acting Executive Associate Director for Mitigation;
- One original and four hard copies of the complete Compendium, including the preamble; and
- One diskette containing the Microcomp file for the Compendium.

Requirements for Posting Compendium on FEMA Website: After the Coordinating MCC sends the file and copies to the HMD Coordinator, the Coordinating MCC also sends a copy of the file to the MCC responsible for posting the Compendium on the FEMA Flood Hazard Mapping website (www.fema.gov/mit/tsd). Dewberry & Davis, the MCC responsible for posting the Compendium on the Flood Hazard Mapping site, runs a procedure to strip out the embedded Microcomp formatting and reformats the Compendium into PDF format for posting in the Compendium Archive on the website. The Compendium is then included with the next update to the website. The Compendium Archive can be accessed through the following link:

http://www.fema.gov/mit/tsd/dl_comp.htm

Routing Process and Documentation: The routing process to be followed by FEMA and MCC staff is presented in the flowchart in Attachment 1. The form to be used to ensure correct routing of the Compendium is presented as Attachment 4.

Schedule Requirements: Unless specifically directed to do otherwise by the HMD Coordinator or HMD Management, the schedule below is to be met for each Compendium. Day 1 is to occur 2 weeks after the end of the 6-month period (i.e., July 15 for the first half of the year and January 15 for the second half of the year).

Day 1	Originating MCC begins compiling information for LOMC and map panel listings
Day 8	Originating MCC obtains information from other MCCs, when appropriate, for LOMCs in the Originating MCC's territory that were processed by another MCC
Day 22	Originating MCC provides compiled information to Coordinating MCC
Day 36	Coordinating MCC combines information from other MCCs and delivers final Compendium to HMD Coordinator for review and distribution
Day 38	HMD Coordinator begins concurrence process and distributes hard copies to appropriate FEMA staff
Day 52	OGC sends hard copy and Microcomp file for Notice to GPO
Day 59	Notice published in <i>Federal Register</i>

Changes to Requirements: The HMD Coordinator or other HMD staff will notify the MCCs of changes to the processing requirements for the Compendium, if required, either through an e-mail message or other written form or through a revision to this Procedure Memorandum.

Attachments

cc: See Attached Distribution List

Distribution List (electronic distribution only)

Federal Insurance and Mitigation Administration, Office of the Administrator

- Bob Shea
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- Harriette Kinberg
- Carol Ledbetter
- Howard Leiken
- Paul Loyd

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- Fred Sharrocks
- Doug Bellomo
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- Priscilla Scruggs
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Flood Map Production Coordination Contractors

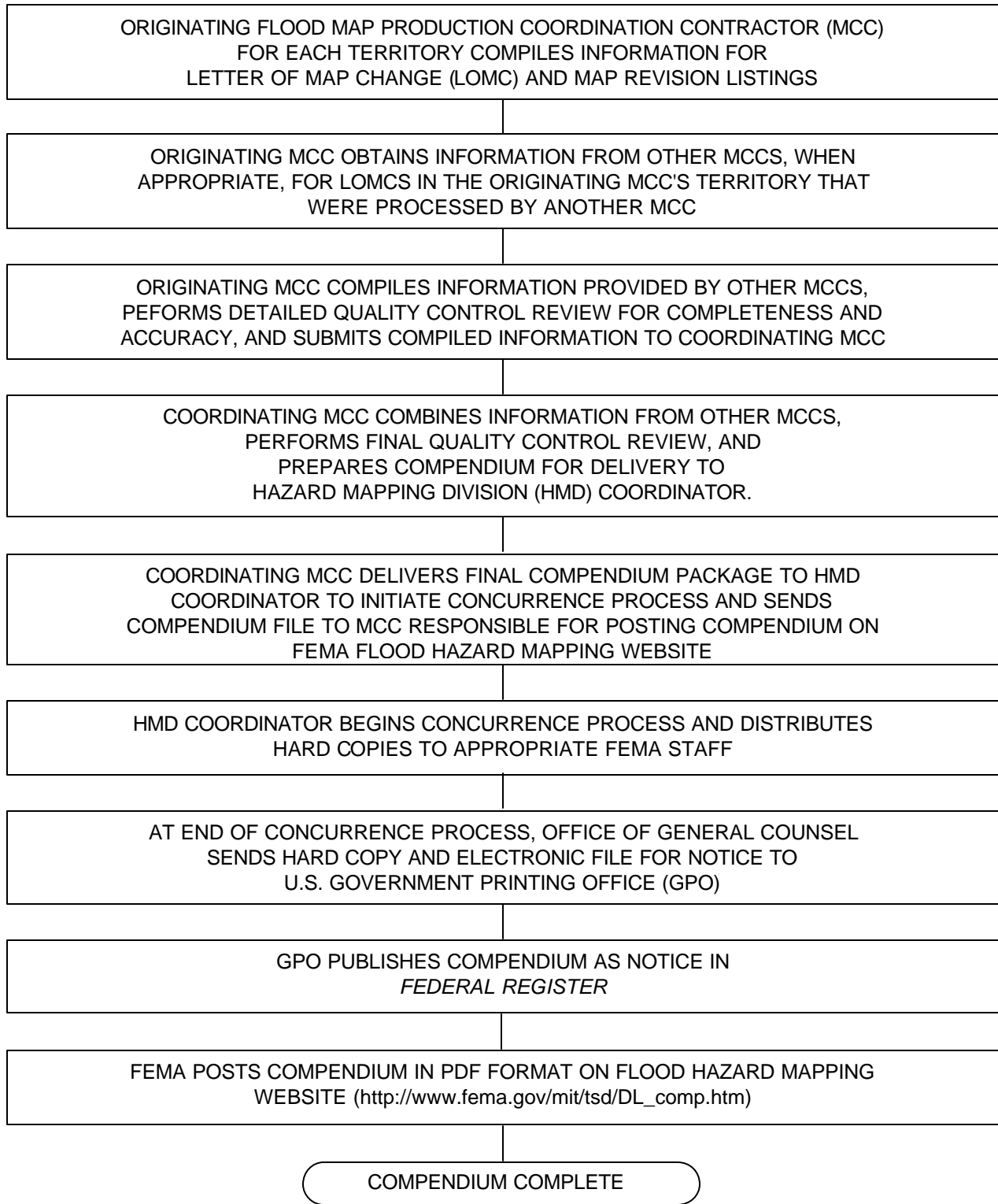
- Zekrollah Momeni, D&D
- Fernando Pasquel, MBJ
- Vince DiCamillo, PBS&J

Map Service Center

- Brenda Walguarnery, ZAI

Harvard Design and Mapping

- Mark Mesterhazy



Procedures for Preparing Compendium of Flood Map Changes

FEDERAL EMERGENCY MANAGEMENT AGENCY

Compendium of Flood Map Changes

AGENCY: Federal Emergency Management Agency (FEMA)

ACTION: Notice

SUMMARY: This Notice provides listings of changes made to National Flood Insurance Program (NFIP) maps produced by FEMA effective during the last 6 months of 2001.

DATES: The listings include changes to NFIP maps that became effective July 1, 2001, through December 31, 2001.

FOR FURTHER INFORMATION CONTACT: Michael K. Buckley, P.E., Director, Hazard Mapping Division, Federal Insurance and Mitigation Administration, FEMA, Washington, DC 20472, (202) 646-2756.

SUPPLEMENTARY INFORMATION: In accordance with Paragraph 1360(I) of the National Flood Insurance Reform Act of 1994, this Notice is provided to inform interested parties of changes made by FEMA to NFIP maps. The two listings provided show communities affected by map changes made by letter and communities affected by physical map changes. For each Letter of Map Change, the first listing provides the map panel(s) affected, effective (determination) date of the change, case number, and determination type. For each physical map change, the Map Revision listing provides the map panel(s) affected and the effective date of the change. The listing also identifies: (1) those panels on which the Special Flood Hazard Areas have not been changed or have been changed only to incorporate the Letters of Map Change issued before the effective date; and (2) those panels for which a Flood Insurance Rate Map is created by letter using special conversion procedures. Future Notices of changes to NFIP maps will be published approximately every 6 months.

Dated:

Robert F. Shea,

Acting Administrator, Federal Insurance and Mitigation Administration.

Two listings are provided below. The first listing includes all Letters of Map Change issued by FEMA from July 1 through December 31, 2001. The following types of letters are included in the listing:

Type	Description
01.....	Letter of Map Revision Based on Fill
02.....	Letter of Map Amendment
03.....	Letter of Map Revision With Base Flood Elevation Changes
06.....	Letter of Map Revision Without Base Flood Elevation Changes
08.....	Denial
12.....	Floodway Revision
17.....	Letter of Map Revision-Inadvertent Inclusion in Floodway
18.....	Letter of Map Revision-Inadvertent Inclusion in V Zone
19.....	Letter of Map Change Revalidation

The second listing includes map panels that FEMA physically revised and republished from July 1 through December 31, 2001. For those map panels on which the Special Flood Hazard Areas have not been changed or have been changed only to incorporate Letters of Map Change issued before the effective date, two asterisks (**) are shown to the right of the map panel number. For those map panels for which a Flood Insurance Rate Map is created by letter using special conversion procedures, three asterisks (***) are shown to the right of the map panel number.

For both listings, a single asterisk (*) is shown to the right of each county name that appears in the “Community” column. This asterisk indicates the area covered is the unincorporated areas of that county.

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Region	State	Community	Map panel	Determination date	Case No.	Type
10	WA	SKAGIT COUNTY	5301510250C	20-FEB-2001	01-10-196A	02
10	WA	SKAGIT COUNTY	5301510235D	14-FEB-2001	01-10-198A	02
10	WA	SKAGIT COUNTY	5301510065C	18-APR-2001	01-10-255A	02
10	WA	SKAGIT COUNTY	5301510065C	18-APR-2001	01-10-299A	02
10	WA	SKAGIT COUNTY	5301510285C	27-JUN-2001	01-10-324A	02
10	WA	SKAGIT COUNTY	5301510250C	11-MAY-2001	01-10-342A	02
10	WA	SNOHOMISH COUNTY	53061C1055E	03-JAN-2001	01-10-099A	02
10	WA	SNOHOMISH COUNTY	53061C1310E	24-JAN-2001	01-10-134A	02
10	WA	SNOHOMISH COUNTY	53061C0760E	27-APR-2001	01-10-212A	07
10	WA	SNOHOMISH COUNTY	53061C1310E	21-MAR-2001	01-10-252A	02
10	WA	SPOKANE COUNTY	5301740294C	26-JAN-2001	01-10-097A	02
10	WA	SPOKANE COUNTY	5301740294C	17-JAN-2001	01-10-147A	02
10	WA	SPOKANE COUNTY	5301740315C	13-APR-2001	01-10-256A	02
10	WA	SPOKANE COUNTY	5301740315C	13-APR-2001	01-10-268A	02
10	WA	SPOKANE COUNTY	5301740294C	09-MAY-2001	01-10-331A	02
10	WA	SULTAN, CITY OF	53061C1406E	11-JAN-2001	01-10-093A	02
10	WA	SULTAN, CITY OF	53061C1402E	21-FEB-2001	01-10-200A	01
10	WA	TUKWILA, CITY OF	53033C0978F	02-MAY-2001	01-10-266A	01
10	WA	UNIVERSITY PLACE, CITY OF	5301380281C	14-MAR-2001	01-10-229A	02
10	WA	VADER, TOWN OF	5302660001B	27-APR-2001	01-10-230A	02
10	WA	WESTPORT, CITY OF	5300670005C	20-APR-2001	01-10-300A	02
10	WA	WESTPORT, CITY OF	5300670005C	13-JUN-2001	01-10-379A	02
10	WA	WHATCOM COUNTY	530198B	01-FEB-2001	01-10-189A	02
10	WA	WHATCOM COUNTY	530198B	28-MAR-2001	01-10-250A	02
10	WA	WHATCOM COUNTY	530198B	07-MAY-2001	01-10-263A	02
10	WA	YAKIMA COUNTY	5302170720C	18-JAN-2001	00-10-433P	06
10	WA	YAKIMA COUNTY	5302171035C	18-JAN-2001	00-10-433P	06
10	WA	YAKIMA COUNTY	5302170680B	21-FEB-2001	01-10-201A	02
10	WA	YAKIMA COUNTY	5302170715B	01-JUN-2001	01-10-292A	02
10	WA	YAKIMA COUNTY	5302171028B	13-APR-2001	01-10-298A	02
10	WA	YAKIMA, CITY OF	5303110007B	18-JAN-2001	00-10-433P	06

Region	State	Community	Panel	Panel date
01	CONNECTICUT	MIDDLETOWN, CITY OF	0900680002C	07-MAR-2001
01	CONNECTICUT	MIDDLETOWN, CITY OF	0900680003C	07-MAR-2001
01	CONNECTICUT	MIDDLETOWN, CITY OF	0900680005C	07-MAR-2001
01	CONNECTICUT	MIDDLETOWN, CITY OF	0900680006C	07-MAR-2001
01	CONNECTICUT	MIDDLETOWN, CITY OF	0900680007C	07-MAR-2001
01	CONNECTICUT	MIDDLETOWN, CITY OF	0900680008C	07-MAR-2001
01	CONNECTICUT	MIDDLETOWN, CITY OF	0900680011C	07-MAR-2001
01	CONNECTICUT	MIDDLETOWN, CITY OF	0900680012C	07-MAR-2001
01	CONNECTICUT	MIDDLETOWN, CITY OF	0900680013C	07-MAR-2001
01	CONNECTICUT	MIDDLETOWN, CITY OF	0900680014C	07-MAR-2001
01	CONNECTICUT	MIDDLETOWN, CITY OF	0900680015C	07-MAR-2001
01	CONNECTICUT	MIDDLETOWN, CITY OF	0900680016C	07-MAR-2001
01	CONNECTICUT	MIDDLETOWN, CITY OF	090068IND0	07-MAR-2001
01	CONNECTICUT	SOUTH WINDSOR, TOWN OF	0900360001D	23-FEB-2001
01	CONNECTICUT	SOUTH WINDSOR, TOWN OF	0900360002D	23-FEB-2001
01	CONNECTICUT	SOUTH WINDSOR, TOWN OF	0900360003D	23-FEB-2001
01	CONNECTICUT	SOUTH WINDSOR, TOWN OF	0900360005D	23-FEB-2001
01	CONNECTICUT	SOUTH WINDSOR, TOWN OF	0900360006D	23-FEB-2001
01	CONNECTICUT	SOUTH WINDSOR, TOWN OF	0900360007D	23-FEB-2001
01	CONNECTICUT	SOUTH WINDSOR, TOWN OF	0900360009D	23-FEB-2001
01	CONNECTICUT	SOUTH WINDSOR, TOWN OF	0900360010D	23-FEB-2001
01	CONNECTICUT	SOUTH WINDSOR, TOWN OF	090036IND0	23-FEB-2001
01	MAINE	ANDREWS ISLAND	2309670001A	23-FEB-2001
01	MAINE	BENTON, TOWN OF	2302330011C	07-MAY-2001
01	MAINE	BENTON, TOWN OF	2302330015C	07-MAY-2001
01	MAINE	BENTON, TOWN OF	230233IND0	07-MAY-2001
01	MAINE	BENTON, TOWN OF	2302330003C	07-MAY-2001
01	MAINE	BENTON, TOWN OF	2302330007C	07-MAY-2001
01	MAINE	BENTON, TOWN OF	2302330009C	07-MAY-2001
01	MAINE	WATERVILLE, CITY OF	2300700001C	07-MAY-2001
01	MAINE	WATERVILLE, CITY OF	2300700002C	07-MAY-2001
01	MAINE	WATERVILLE, CITY OF	2300700003C	07-MAY-2001
01	MAINE	WATERVILLE, CITY OF	2300700004C	07-MAY-2001
01	MAINE	WATERVILLE, CITY OF	2300700005C	07-MAY-2001
01	MAINE	WATERVILLE, CITY OF	2300700006C	07-MAY-2001
01	MAINE	WATERVILLE, CITY OF	230070IND0	07-MAY-2001
01	MAINE	WINSLOW, TOWN OF	2300710002C	07-MAY-2001
01	MAINE	WINSLOW, TOWN OF	2300710003C	07-MAY-2001



**FEDERAL INSURANCE AND MITIGATION ADMINISTRATION
HAZARD MAPPING DIVISION**

COMPENDIUM OF FLOOD MAP CHANGES

Date: _____

	Initials	Date
Routing: Agnes Pearson, IM-HM-MS (Concur)	_____	_____
Cecelia Lynch, IM-HM-MS (Concur)	_____	_____
Matthew Miller, IM-HM-HS (Concur)	_____	_____
Michael Herman, GC (Concur)	_____	_____
Howard Leikin, IM-AA(IN) (Concur)	_____	_____
Robert Shea, IM (Sign)	_____	_____
Van Scott, IM-HM (Dispatch)	_____	_____

Synopsis: This version of the Compendium of Flood Map Changes has been prepared in accordance with Paragraph 1360(I) of the National Flood Insurance Reform Act of 1994. As required in Paragraph 1360(I), two listings are provided in the Compendium to show communities affected by map changes made by letter and communities affected by physical map changes. All Letters of Map Change issued by FEMA and all new or revised Flood Insurance Rate Map panels published by FEMA during the 6-month period that began on July 1, 2001, and ended on December 31, 2001, are included in this version of the Compendium.

From: Agnes Pearson, IM-HM-MS
Ext. 2746