Guidance for Flood Risk Analysis and Mapping

Preliminary Distribution and Revised Preliminary

November 2015

FEMA

Requirements for the Federal Emergency Management Agency (FEMA) Risk Mapping, Assessment, and Planning (Risk MAP) Program are specified separately by statute, regulation, or FEMA policy (primarily the Standards for Flood Risk Analysis and Mapping). This document provides guidance to support the requirements and recommends approaches for effective and efficient implementation. Alternate approaches that comply with all requirements are acceptable.

For more information, please visit the FEMA Guidelines and Standards for Flood Risk Analysis and Mapping webpage (www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping). Copies of the Standards for Flood Risk Analysis and Mapping policy, related guidance, technical references, and other information about the guidelines and standards development process are all available here. You can also search directly by document title at www.fema.gov/library.

Document History

Affected Section or Subsection	Date	Description
First Publication	November 2015	Initial version of new transformed guidance. The content was derived from the Guidelines and Specifications for Flood Hazard Mapping Partners, Procedure Memoranda, and/or Operating Guidance documents. It has been reorganized and is being published separately from the standards.

Table of Contents

List of Figures

List of Tables

1.0 Introduction

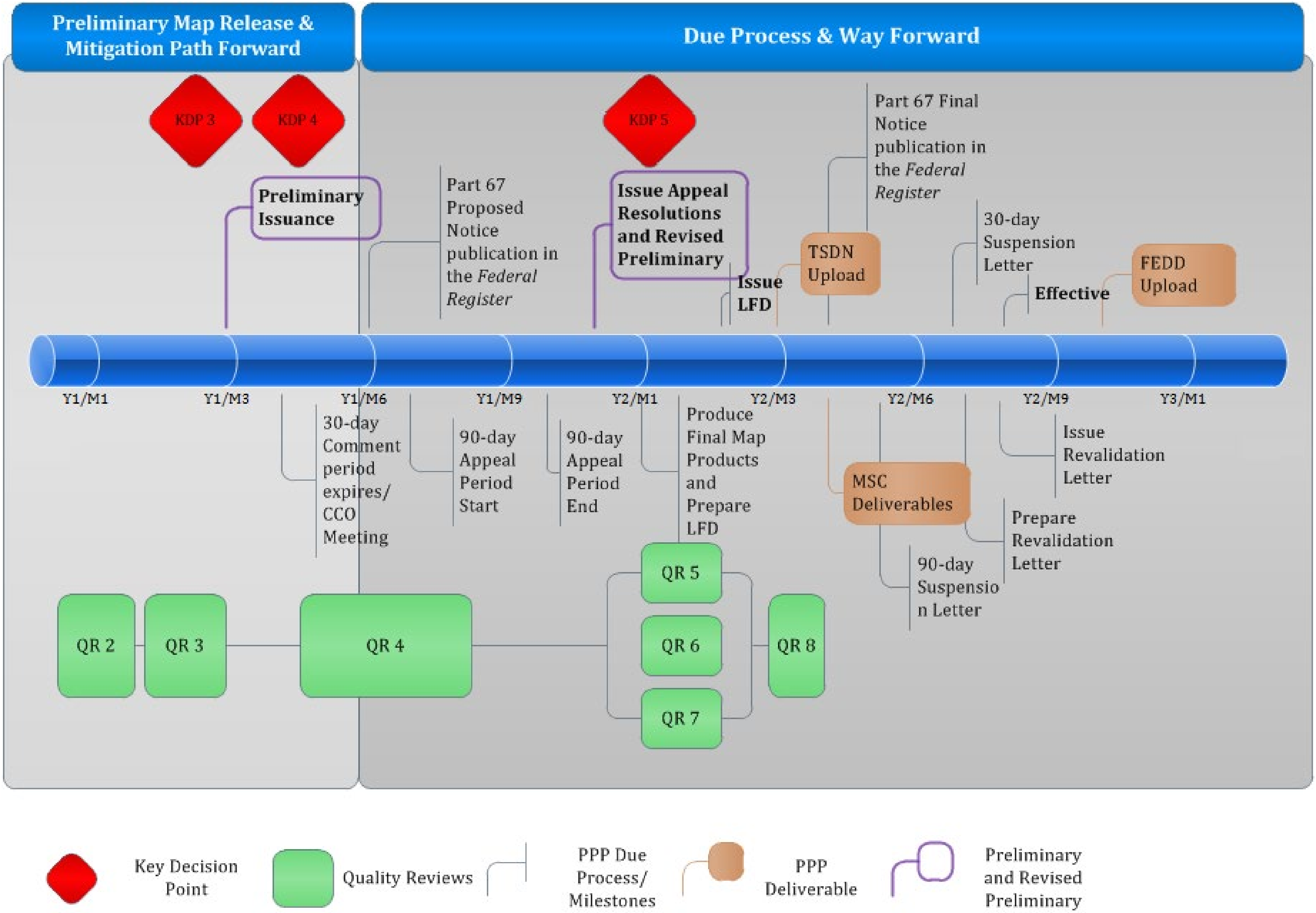
Upon completion of the various data development tasks associated to the Flood Risk Project, the Department of Homeland Security's Federal Emergency Management Agency (FEMA), FEMA contractors, and other organizations that partner with FEMA issues the new or updated Flood Insurance Study (FIS) Reports, a Flood Insurance Rate Map (FIRM), and FIRM Database to the affected communities in "Preliminary" form for review.

This document provides guidance on the storage and distribution of Preliminary and Revised Preliminary regulatory products on the Mapping Information Platform (MIP) and the Map Service Center (MSC). Additionally this guidance will focus on various criteria for issuing a Revised Preliminary, creating a Revised Preliminary study case number, as well as producing the Preliminary and Revised Preliminary Summary of Map Actions (SOMA).

2.0 Post-Preliminary Timeline

Figure 1 depicts the overall Public Private Partnership (PPP) timeline of Flood Risk Projects to demonstrate where Preliminary and Revised Preliminary actions occur.

Figure 1: PPP Timeline



3.0 Preliminary Distribution

Upon completion of the Discovery and Mapping phase, FEMA issues the new or updated FIS Report, FIRM panels, and FIRM Database to officials of the affected communities in "Preliminary" form for review and for distribution to other interested parties in the communities. Through an informal comment period following the issuance of the Preliminary copies and through formal public meetings, FEMA provides the affected communities, their citizens, and other interested parties the opportunity to comment on the FIS Report, FIRM panels, and FIRM Database.

When required, FEMA initiates a statutory 90-day Appeal Period to provide community officials and citizens a formal opportunity to "appeal" or "comment" through the Expanded Appeals Process (EAP). FEMA considers and evaluates all comments and data submitted during the 90-day Appeal Period and resolves all appeals and comments in consultation with the community. Guidance on initiating an Appeal Period is contained in the Post-Preliminary Due Process Guidance document.

3.1 Preliminary Distribution Requirements

Because the mapped communities share one FIRM and FIS Report when they are prepared in the FEMA Countywide Format, the Preliminary distribution to jurisdictions mapped on the FIRM must be as per Table 1, Preliminary Distribution.

Table 1: Preliminary Distribution

Type	FIS Report	FIRM	FIRM Database	FIRM Index	SOMA	Transmittal Letters
First Time Countywide Format	All Jurisdictions	FIRM Panels applicable to each Jurisdiction	All Jurisdictions	All Jurisdictions	All Jurisdictions that have a SOMA	All Jurisdictions that are sent any of the Preliminary regulatory products.
Physical Map Revision(PMR):FIRM Index does not have Listing of Communities Table	All Jurisdictions that have revised FIRMs	FIRM Panels applicable to each Jurisdiction	All Jurisdictions that have revised FIRMs	All Jurisdictions	All Jurisdictions that have a SOMA affected by Revised FIRMs	All Jurisdictions that are sent any of the Preliminary regulatory products.
Physical Map Revision(PMR):FIRM Index does have Listing of Communities Table	All Jurisdictions that have revised FIRMs	FIRM Panels applicable to each Jurisdiction	All Jurisdictions that have revised FIRMs	All Jurisdictions that have revised FIRMs	All Jurisdictions that have a SOMA affected by Revised FIRMs	All Jurisdictions that are sent any of the Preliminary regulatory products.

Please note for Preliminary copies of revised FIS Reports and FIRM panels, the Mapping Partner may, under certain circumstances, distribute only the revised components of the FIS Report. For cost containment purposes, the FEMA Lead, FEMA Project Monitor, and/or their designee may direct the Mapping Partner to distribute only certain volumes of a multiple-volume FIS Report, only the Flood Profiles revised as a result of the Flood Risk Project, or only the pages of the Floodway Data Table that were revised as a result of the Flood Risk Project. When this processing option is chosen, the FIS Report cover for the volumes not updated must be stamped with a note informing the community that the preliminary FIS Report does not contain unrevised components.

3.2 Preliminary Regulatory Products

Preparation of the Preliminary FIS Report, FIRM Panels, and FIRM Database

The Mapping Partner responsible for preparing the Preliminary distribution must incorporate any corrections resulting from the technical review within the FIS Report, FIRM panels, and FIRM Database, coordinating such revisions with the Mapping Partner performing the flood hazard analyses, the FEMA Lead, and other Project Team members.

The Mapping Partner, when required, must prepare the FIS Report in final form and stamp the Preliminary date on the FIS Report cover and add the appropriate notes to the report in accordance with the requirements provided in the FIS Report Technical Reference. Preliminary version of the FIRM panels and FIRM Database must also be prepared in accordance with the specifications provided in the FIRM Panel Technical Reference and FIRM Database Technical Reference. The FIRM Database must be accompanied by the metadata that comply with the Federal Geographic Data Committee metadata standards. See Metadata Profiles Technical Reference for details.

Preparation of the Preliminary Summary of Mapping Actions (SOMA) and Transmittal Letters

The Mapping Partner must distribute the Preliminary SOMA, if Letter of Map Changes (LOMCs) are categorized in the MIP, with the transmittal letter that accompanies the other Preliminary regulatory products.

The Preliminary Transmittal letter template can be located at www.fema.gov/media-library/assets/documents/32786?id=7577. Please reach out to the respective FEMA Regional office to ensure that there aren't any regional preferences or modifications that are needed prior to mailing.

Floodplain Boundary Standards (FBS) Submittal

It should be confirmed that the Floodplain Boundary Standards have been met before the Preliminary distribution occurs; however, documentation that it has been met must be submitted within 30 days after preliminary or revised preliminaries are distributed. Please refer to the Floodplain Boundary Standards (FBS) Guidance for additional information.

3.3 MIP Submittal of Preliminary Regulatory Products

Please refer to FEMA's Data Capture Technical Reference for the required documents that should be included in the MIP Submittal for the Preliminary regulatory products package. This includes the product naming conventions, digital formats required as well as the folder directory structure for submittal to the MIP. Additional information can be found specifying the Preliminary Technical Support Data Notebook (TSDN) submittal.

3.4 Preliminary Data on the MSC

The Mapping Partner will submit the Preliminary regulatory products through the MIP and those products will be made available for public viewing in a centralized location at www.fema.gov/preliminaryfloodhazarddata and at https://msc.fema.gov/portal. These sites should be reviewed to ensure preliminary data are correct, including verifying the correct preliminary date and products are shown. Please note that when completing the *'Distribute Preliminary Map Products'* MIP task, the manually-entered date for the field 'Date Preliminary Mailed' will be the same date shown on the public facing site, thus it should be the same date that is stamped on the preliminary products. Preliminary data must be available for public view before the start of the statutory Appeal Period. Preliminary data will be removed from the public–facing site when the *'Submit MSC Deliverable'* task is completed (in close proximity to the Letter of Final Determination (LFD) date). Please see the MIP User Care link for a tutorial and reference guide.

3.5 Mailing of Preliminary Regulatory Products

The Mapping Partner must distribute Preliminary copies of the FIRM panels, FIS Report, and FIRM Database to the community Chief Elected Official (CEO) and floodplain administrator; State NFIP Coordinator, FEMA Regional Office, Federal, State, and county agencies, and other Mapping Partners identified by FEMA as appropriate. The exact distribution requirements may vary, depending on regional preference or as discussed with interested parties.

4.0 Revised Preliminary

4.1 Key Decisions Points (KDPs) and Congressional Notification

When a revised preliminary is issued, all corresponding KDPs must be updated by the Region and, in some instances, resubmitted for Headquarters (HQ) review. The need for HQ to reevaluate a 'Go' decision will depend on the circumstances surrounding the Revised Preliminary. Please refer to the KDP Revised Preliminary Tip Sheet on FEMA's Risk MAP SharePoint KDP site for more information on Revised Preliminary scenarios.

In general, KDP 3 (the decision to issue a preliminary map) will need to be updated prior to issuing the revised maps. Additionally, the monthly Congressional Notification will need to be updated to include the Revised Preliminary date. Please work with your Regional Program Management Lead (RPML) or Regional Service Center (RSC) to make sure the accurate revised preliminary date is included in the Congressional Notification.

KDP 4 (the decision to start an Appeal Period) may be needed to be updated depending on the scenario for your Revised Preliminary. If a KDP 4 had not previously been submitted for the original Appeal Period, you may need to create a "dummy" KDP 4 entry in order to be compliant with KDP requirements. Be sure to coordinate with your Region and RPML concerning the KDP process. Also, be mindful of the required 30-day comment period associated with the Revised Preliminary Project, and confirm whether a 90-day Appeal Period will be required prior to advancing KDP 5 (the decision to issue the LFD).

Detailed guidance on KDPs is contained in the Key Decision Point (KDP) Process Guidance document.

Table 2: KDPs and Revised Preliminaries

	KDP 3	KDP 4
Additional Appeal Period Required	Update Documentation HQ Reviews and Approves	Update Documentation HQ Reviews and Approves
Additional Appeal Period NOT Required	Update Documentation HQ Approval Not Needed	Updated Documentation Not Needed HQ Approval Not Needed

4.2 Revised Preliminary Distribution

After Preliminary distribution, the FEMA Lead may decide that revisions to the Preliminary copies of the FIS Report, FIRM panels, or FIRM Database are warranted because changes to Preliminary flood hazard determinations are required or changes must be made to address a non-technical issue. In such cases, the Mapping Partner, at the direction of the FEMA Lead, must prepare and distribute Revised Preliminary copies of the FIS Report, FIRM panels, and FIRM Database, followed by a 30-day comment period and/or a 90-day Appeal Period.

Any products affected by such changes should be included in the Revised Preliminary such as the FIS Report, FIRM panels, and FIRM database, and/or Index. The Revised Preliminary Transmittal letter template can be located at www.fema.gov/media-library/assets/documents/32786?id=7577. Please reach out to the respective FEMA Regional office to ensure that there aren't any regional preferences or modifications that are needed prior to mailing.

Scenarios where a Revised Preliminary is typically not necessary and may be addressed during final map production and distributed with the LFD include:

- Minor changes to base map information
- Index only changes such as corrections to the Community Map Repositories (see CMR Program Standard 601)
- Incorporation of comments (not actual appeals) received during Appeal Period that do not impact flood hazard information

Scenarios that would trigger a Revised Preliminary include, but are not limited to the following:

- Any changes to new or modified flood hazard determinations:
    - Areas showing new or revised Base Flood Elevations (BFEs) or base flood depths;
    - Areas showing new or revised Special Flood Hazard Area (SFHA) boundaries (including increases or decreases in the extent of the SFHA);
    - Areas where there is a change in SFHA zone designation; and
    - Areas showing new or revised regulatory floodway boundaries (including increases or decreases in the extent of the regulatory floodway).
- Introduction of new data (LiDAR, Orthos, datum, H&H modeling, etc.)

- Levee status changes or seclusion
- Community status changes (adding / removing communities / tribes, annexation, de-annexation, etc.)
- Changes to Preliminary flood hazard determinations due to an appeal
- Any changes to Preliminary flood hazard determinations outside of appeal-eligible areas or areas not directly challenged by an appeal.
- Introduction of new technical data during the Appeal Period

If an appeal is incorporated after the statutory 90-day Appeal Period, Revised Preliminary products will be issued, followed by a 30-day comment period. If the changes are limited to only those necessary for appeal resolution, a new 90-day Appeal Period is not required. If a comment is incorporated that does not qualify as an appeal, and results in no new or modified flood hazard determinations, then a Revised Preliminary is not required, but may be requested by a Region.

If technical data is submitted during or after the Appeal Period for an area that is not appeal-eligible, and it is determined in coordination with the Region and Project team to warrant revisions to Preliminary flood hazard information determinations, then FEMA is introducing new data and, therefore, a new statutory 90-day Appeal Period must be provided for the new changes that are being proposed. A Revised Preliminary is necessary in this scenario and should be provided in advance of a new Appeal Period being run.

If it is determined that an active appeal can be resolved without a new 90-day Appeal Period, the Revised Preliminary products shall be issued with the appeal resolution letter only, followed by a 30-day comment period. If no additional community comments are received following the appeal resolution 30-day comment period the Mapping Partner can proceed to LFD. The Final Notice, produced at LFD, will be issued to reflect all necessary flood hazard determination changes incorporated due to appeal and shall be published in the same format as they were proposed.

4.3 Creating the Revised Preliminary Project in the MIP

This guidance is for single "countywide" Revised Preliminaries only. A Revised Preliminary MIP case number should be created for each Revised Preliminary Project needed. It is assumed that the original MIP case number was built as single or multi "countywide" project as opposed to projects that are community-based. All Revised Preliminaries should be built as a single countywide project for the area impacted. The following sections will provide details on creating the MIP case number, working through the scoping task, obligating the project funds, managing the original case number, identifying revised data within the original case number and closing the new Revised Preliminary MIP case number created.

All Revised Preliminary Projects are subject to Quality Reviews (QRs) 1, 2, and 3. Should a second statutory 90-day Appeal Period be required, QR4 will also be required.

New MIP Case Number

After Regional approval, a new project should be created to track the Revised Preliminary Project. Prior to setting up the Revised Preliminary Project, it is advised that Regions or their designee work with the Mapping Partner to get all of the contract information needed to set up the project, including all dates and costs for the necessary tasks as well as what tasks are needed (i.e. if updated engineering data is needed to be submitted due to an appeal incorporation). The RPML and/or MIP Champion should request the mapping partners create Readme files within each task that contains revised data, which will be uploaded by MIP Help to the original case number. A similar readme file will be uploaded by the mapping partner within the Revised Preliminary case number. Please see section 4.4 Figure 3 for MIP Help ticket example and naming convention.

TIP: Should the Revised Preliminary Mapping Partner be the same as the original project, prior to creating a Revised Preliminary, use the Process Admin to lookup:

- Organization Type
- Organization Name
- Federal Funding Year
- Cost Type
- Contract or Agreement Number
- Task Order Number

This data will be needed for the Create Study Project: Project Information and Obligate Project Funds activities identified below.

Create Project

1. On your workbench:
    - Select Create Study Project
    - Project Type should be Study
    - Region should be the Region the Revised Preliminary will be issued in
    - Click Create Project

NOTE: Proper naming convention is important to 1) alert MIP users of Revised Preliminary Projects (i.e., for use on the Congressional Notification Report, KDP tracking, Appeals and Revised Preliminary Tracking Sheet, etc.) and 2) tie the Revised Preliminary Project to the original MIP case number. The naming convention should be similar to the original project but with "Revised Preliminary" and the original MIP case number added to the project name. For example:

(Original MIP Case 12-05-2282S)

RM-REG-FY11-WI-07070005-Lower Wisconsin River Watershed (8 Counties)-O-W

(Revised Preliminary Case 15-05-2794S)

RM-REG-FY11-WI-07070005-Lower Wisconsin River Watershed (Columbia County Revised Preliminary, 12-05-2282S)-O-W

Create Study Project:

1. Populating the Project Information Screen
    - Using the above guidance, enter the Project Name
    - Planned Start Date should be one day prior to the first data development task start date
    - Planned End Date should be one day prior to the first data development task start date
    - Select the appropriate Organization Type
    - Select the appropriate Organization Name
    - Enter the Amount $ (can be $0)
    - Select the Federal Funding Year (should be the same as the original fiscal year funder if it's a no cost Revised Preliminary)
    - Select the Cost Type
    - Enter the Contract or Agreement Number
    - Enter the Task Order Number
    - Select Add Cost
    - Select Continue

Create Study Project:

1. Populating the Community Information Screen
    - Select the appropriate State
    - Select the appropriate County
    - Select the "county-wide" Community from the drop down list that matches the County you just indicated
    - Select Add Area
    - Select Continue

Create Study Project:

1. Populating the Contact List Screen
    - Enter the FEMA Headquarters Lead
    - Enter the FEMA Regional Project Monitor, or regional Engineer for the Original Preliminary Case Number
    - Enter the FEMA Regional Floodplain Manager for the project area
    - Enter the Mapping Partner Project Lead (i.e., Project Manager, Cooperating Technical Partner (CTP) Lead, FEMA Production & Technical Services (PTS) Provider Lead, etc.)
    - Enter the RSC Manager
    - Select Continue
    - Select Complete

NOTE: This screen is not up to date and nothing is required on this screen in order to advance the task. However, the above are MIP Ad Hoc Reporting System (MARS) data elements that are part of certain Earned Value Reports. For this reason, it is recommended that appropriate names are populated on this screen.

Create Study Project:

1. The Review Screen

   - Select Complete Task if you are satisfied with the entered data
   - If not, select Back and make the appropriate changes

TIP: The MIP case number you just created will now display. Take note of this case number as you will need it in Process Admin for the next step.

Scoping Activities

When scoping, also known as Discovery, isn't being used to track new Discovery efforts, there is still a need to complete these activities in the MIP workflow. This section offers best practices as guidance for national consistency and also a means to ease the burden on completing these required tasks (*Prepare for Scoping, Conduct Scoping Meeting, and Finalize Project Scope*). These activities should be completed by the MIP Champion, RPML or other FEMA designee. These three activities will likely need to be transferred via Process Admin since Scoping was most likely assigned to the Mapping Partner during the Create Study Project phase. These tasks should be completed in a timely manner in order to prevent the Mapping Partner from claiming / completing them.

Prepare for Scoping Task

1. Scoping Checklist Screen
   - Check all 8 boxes
   - Click Continue
2. Schedule Meetings Screen
   - Click Continue (do not add meeting)
3. Review Screen
   - Click Complete Task

Conduct Scoping Meeting Task

1. Meeting Information Screen
   - Click Continue (do not add meeting)
2. Review Screen
   - Continue
   - Click Complete Task

Finalize Project Scope Task

1. Scoping Cost Screen
   - Check “Scoping project completed and populated using Scoping tool”
   - Enter fiscal year of Revised Preliminary or original fiscal year funded for the project (Region’s discretion)
   - “FEMA Funds Spent $” equals “0”
   - Click Add Cost
   - Click Continue
2. Project Leverage Screen
   - “Is Leverage associated with this task” equals “No”
   - Click Continue
3. Map Panels Screen
   - Click Add All
   - Click Continue
4. Scoped Tasks Screen
   - Check all boxes that apply for the data development tasks you plan on obligating (any tasks with updated data)
   - Select the “county-wide” area(s) you indicated during Create Study Project
   - Click Add Area for each geography
   - When complete, Click Continue
5. Review Screen
   - If everything was entered correctly, click Complete Task

Obligating Project Funds

The MIP Champion, RPML or other FEMA designee will assign the appropriate tasks for the Revised Preliminary Project. These include any data development tasks that need to be revised, the preliminary map production and post-preliminary map production tasks (if a second Appeal Period is required) as outlined by the contract and/or schedule information. At a minimum, one *‘Develop FIRM Database’* task must be obligated to fulfill the Quality Review (QR) 1 requirement and one preliminary map production task obligated to fulfill the QR2/QR3 requirement.

The baseline costs and schedule are solely for tracking the Revised Preliminary’s progress while it is on-going. Additionally, Key Decision Point (KDP) 3 approval time should be taken into consideration by the Mapping Partner since all Revised Preliminaries start at KDP3.

It is good practice to create Revised Preliminaries for single geographies (counties) only. The guidance below assumes a Revised Preliminary Project has been built as a “countywide” Revised Preliminary as opposed to a “community-based” project in the MIP. This section will instruct MIP project creators on how to add the *‘Develop FIRM Database’* task as the same general guidance can be followed when additional (floodplain mapping, hydraulic, hydrology, prelim and post prelim) tasks are required.

NOTE: It is important to capture any and all updated data (floodplain mapping, hydraulic, hydrology, coastal analysis, etc.) within the Revised Preliminary Project. All data development tasks need to be created so that the revised data can be uploaded within the Revised Preliminary Project.

Obligate Project Funds

1. Populating Obligate Project Funds Screen

   - Select 'Develop FIRM Database' for Task Name
   - Verify that Task Area is set to "{YOUR COUNTY} County-wide"
   - Organization Type (choose the organization creating the Revised Preliminary)
   - Organization Name (choose the organization that is producing the Revised Preliminary)
   - Enter Baseline Task Start Date and Baseline Task End Date
   - Enter Cost Type
   - Enter the Current Negotiated Cost $ (typically this is set to $0 for no cost Revised Preliminary, however, an actual dollar amount can be indicated here as well if provided)
   - Enter the Federal Fiscal Year (depending on Regional preference, this could be the original year the parent project was funded or the fiscal year the Revised Preliminary was initiated)
   - Enter Contract or Agreement Number
   - Enter Task Order Number
   - If an Independent QA is required, check the box and enter the associated QA information
   - If an Independent QA is not required, do not check the box and proceed to the bullet below
   - Click Add Task Cost (or Add QA Cost for Independent QA data)
   - Click Add Task

NOTE: At this time, additional data development, preliminary and post preliminary tasks can be added in the same manner by following the above procedures. If satisfied, hit the Continue button.

2. Review Screen

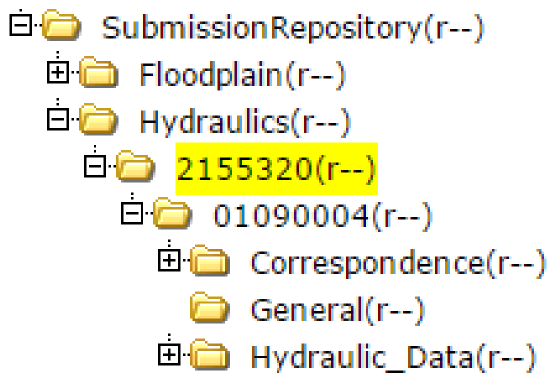
   - Verify all tasks have been obligated correctly
   - If not, select Back and make the appropriate changes
   - If correct, hit Complete Task

4.4 Completing Data Development Tasks for the Revised Preliminary Project

Once the data development tasks for the Revised Preliminary are created for the project, the appropriate data for each task should be uploaded to the MIP per the Data Capture Technical Reference.

Revised data needs to be uploaded to the Revised Preliminary case number. Task System ID folder should contain all revised models, revised reports, revised supplementary data, etc. Task System ID folder is highlighted below in Figure 2.

Figure 2: Task System ID Folder Example



Because the data for the project will now be stored under two case numbers in the MIP, it is important to label the data on the MIP so future users will know to reference both cases. This is accomplished by putting an updated XML metadata file in the MIP folders for the original case number directing users to the Revised Preliminary case number and by incorporating information about the Revised Preliminary, including the original case number, in the metadata for the data submitted under the Revised Preliminary case using a readme file.

Note that a readme file is needed for each task impacted by the appeal and is created within Revised Preliminary case number so that future data users are aware that those versions are superseded by the data submitted in the Revised Preliminary case number. The readme file should include:

- Identify the area of revision (streams, models and/or panels affected)
- Provide location on the K Drive of the updated data
- Document within the TSDN checklist when submitted, the original and various Revised Preliminary case numbers.

Figure 3: Uploading Readme File for All Revised Data Development and Preliminary Tasks within The Revised Preliminary Case number

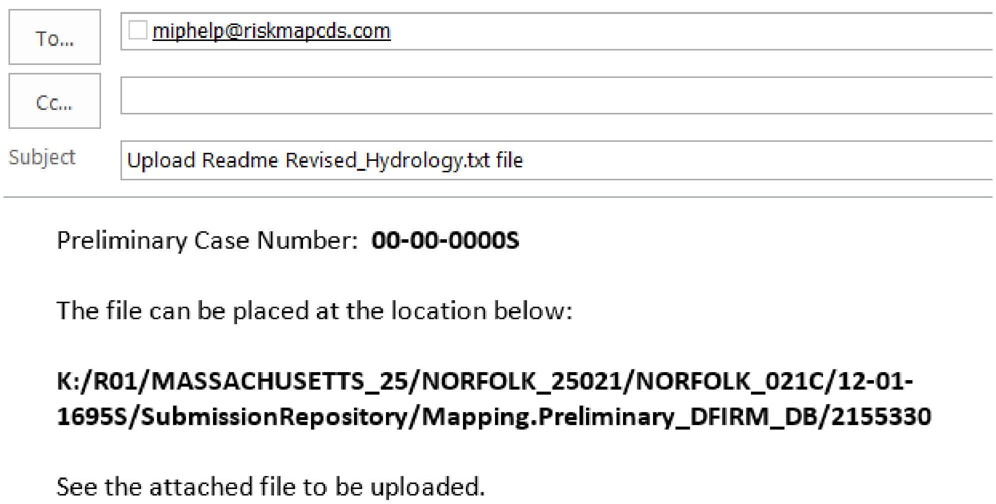
Readme File Naming Conventions:

<Insert Data Development or Preliminary Task Name>_Readme.txt

Example:

Revised_Coastal_Analysis_Readme.txt

Revised_Hydrologic_Analysis_Readme.txt


To... miphelp@riskmapcds.com

Cc...

Subject Upload Readme Revised_Hydrology.txt file

Preliminary Case Number: **00-00-0000S**

The file can be placed at the location below:

K:/R01/MASSACHUSETTS_25/NORFOLK_25021/NORFOLK_021C/12-01-1695S/SubmissionRepository/Mapping.Preliminary_DFIRM_DB/2155330

See the attached file to be uploaded.

This is important to maintain data integrity and will be validated by the MIP Blackbelt to ensure the Revised Preliminary readme is uploaded properly.

Once all Data Development tasks are complete, you can now close out the Manage Data Development task.

4.5 Maintaining the Original Case Number in the MIP

It is recommended not to put the original case number on hold as it prevents the MIP workflow manager from generating the Revised Preliminary SOMA from the original case as recommended in this document. It is expected that the schedule for the Revised Preliminary will typically fall within the baseline schedule for Post Preliminary Processing under the original case. Otherwise, it is expected that a contract change request will be executed which will allow for update of the baseline schedule. The schedule and letter dates must be maintained in both the original and Revised Preliminary cases in order to allow for proper reporting.

While putting an original case on hold is no longer recommended as a standard practice for Revised Preliminaries, there may be instances where it is desirable to put a project on hold in order to reflect a temporary condition. Considerations to put a project on hold should be made on a case by case basis. Please keep in mind that putting a multi-county projects on hold, such as watersheds, will prevent the entire project from moving forward, including any counties that aren’t part of the Revised Preliminary process.

There is no need to adjust cost and schedule from one project to the other. Each project should be kept separate within the original MIP case number and the Revised Preliminary MIP case number.

In instances where an appeal is incorporated and a Revised Preliminary Project is created, please submit a MIP Help ticket to upload a revised XML metadata file within the appropriate task of the original case number (floodplain mapping, hydrology, hydraulics, coastal mapping, preliminary etc.) to identify that updates have been made and uploaded in a separate case number.

For the original case number, please include a revised XML metadata file within the Task System ID folder that identifies the data revised. The Process Description of the XML metadata document should include and clearly document the area of revision (streams, models, and shapefiles) and location of revision. This is important to maintain data integrity and will be validated by the MIP Blackbelt to ensure the Revised Preliminary readme is uploaded properly. Please see section 4.6 for examples.

Figure 4: Uploading XML Metadata File for all Revised Data Development and Preliminary Tasks within the Original MIP Case Number

Sample MIP Help Ticket

Email Ticket Subject Line: Upload revised XML Metadata file

Include in the Body of the Email:

Preliminary Case Number: < **insert original MIP case number number**>

The file can be placed at this location: <**Insert file path**>

Example:
Drive Letter:/Region number/State/County/Case Number/SubmissionRepository/MIP activity name/TaskSysID number

See the attached file to be uploaded.

To... miphelp@riskmapcds.com

Cc...

Subject Upload Revised_Hydrology.xml file

Preliminary Case Number: **00-00-0000S**

The file can be placed at the location below:

K:/R01/MASSACHUSETTS_25/NORFOLK_25021/NORFOLK_021C/12-01-1695S/SubmissionRepository/Mapping.Preliminary_DFIRM_DB/2155330

See the attached file to be uploaded.

Revised Preliminary XML Metadata File Naming Conventions:

<Insert Data Development or Preliminary Task Name>_metadata.xml

Example:

Revised_Coastal_Analysis_metadata.xml

Revised_Hydrologic_Analysis_metadata.xml

4.6 Issuing the Revised Preliminary Regulatory Products in the MIP and the MSC

As noted above, changes are required to be made to the metadata for all data submitted under the Revised Preliminary case number per Metadata Profiles Technical Reference for Revised Preliminaries to help identify what is being revised, which communities are impacted and the cause of the revision. These changes help facilitate the identification of revised data issued through the Revised Preliminary Projects. The following are XML metadata examples for each data development task.

Figure 5: Sample Perform Coastal Analysis Metadata Update for Process Description

```
<procstep>
  <procdesc>The Coastal Analysis was revised after the original preliminary map was issued under case
  number [Insert Original Preliminary Case number: 00-00-0000S]issued on [Insert Original Preliminary
  Date]. Other data that was part of the original preliminary map may also have been updated under
  this case number [Insert Revised Preliminary Case number: 00-00-0000S]. The following Insert
  Flooding Sources] within [Insert Community, County] were revised due to[appeal incorporation or new
  data] received from [insert data source]. </procdesc>
  <procdate>20141101</procdate>
</procstep>
  <procstep>
  <procdesc>The Coastal Study results in the delineation of the SFHA and designation of flood risk
  zones on the FIRM, and in the FIS report. Details of the coastal analyses are documented in the FIS
  report. Steps involved in the process include selecting methods and/or models, modeling/performing
  required analysis, and mapping.</procdesc>
  <procdate>20141101</procdate>
</procstep>
```

Figure 6: Sample Develop Hydrologic Data Metadata Update for Process Description

```
<procstep>
  <procdesc>They Hydrology Analysis was revised after the original preliminary map was issued under
  case number [Insert Original Preliminary Case number: 00-00-0000S]issued on [Insert Original
  Preliminary Date]. Other data that was part of the original preliminary map may also have been
  updated under this case number [Insert Revised Preliminary Case number: 00-00-0000S]. The following
  Insert Flooding Sources] within [Insert Community, County] were revised due to[appeal incorporation
  or new data]received from [insert data source].</procdesc>
  <procdate>20141101</procdate>
</procstep>
 <procstep>
  <procdesc>Process steps include selection of method(s) and/or model(s), preparation of input data
  and computing/modeling. Preparation of input data involves compilation of rain and/or flow gage
  data; delineation of sub-basins; and processing of topographic, landuse and soil data, if used.
  </procdesc>
  <procdate>20141101</procdate>
</procstep>
```

Figure 7: Sample Develop Hydraulic Data Metadata Update for Process Description

```
<procstep>
      <procdesc>The Hydraulics Analysis was revised after the original preliminary map was issued
      under case number [Insert Original Preliminary Case number: 00-00-0000S]issued on [Insert
      Original Preliminary Date]. Other data that was part of the original preliminary map may also
      have been updated under this case number [Insert Revised Preliminary Case number: 00-00-0000S].
      The following Insert Flooding Sources] within [Insert Community, County] were revised due
      to[appeal incorporation or new data] received from [insert data source].</procdesc>
  <procdate>20141101</procdate>
</procstep>
<procstep>
      <procdesc>Hydraulic Study data development involves compiling survey and hydrologic analysis
      data, selecting an appropriate hydraulic model, preparing model input data, estimating model
      parameters, simulating water surface elevations for required recurrence intervals and
      delineating flood hazard boundaries.</procdesc>
  <procdate>20141101</procdate>
</procstep>
```

Figure 8: Sample Perform Alluvial Fan Metadata Update for Process Description

```
<procstep>
  <procdesc>Steps involved in Alluvial Fan Study were revised after the original preliminary map was
  issued under case number [Insert Original Preliminary Case number: 00-00-0000S]issued on [Insert
  Original Preliminary Date]. Other data that was part of the original preliminary map may also have
  been updated under this case number [Insert Revised Preliminary Case number: 00-00-0000S]. The
  following Insert Flooding Sources] within [Insert Community, County] were revised due to[appeal
  incorporation or new data] received from [insert data source].</procdesc>
  <procdate>20130731</procdate>
</procstep>
<procstep>
  <procdesc>Steps involved in Alluvial Fan Study include alluvial fan landform characterization,
  identification of active and inactive areas, analysis/modeling to define the SFHA boundary.
  </procdesc>
  <procdate>20130731</procdate>
</procstep>
```

Figure 9: Sample Perform Floodplain Mapping Metadata Update for Process Description

```
<procstep>
  <procdesc>Floodplain Mapping and Redelineation data was revised after the original preliminary map
  was issued under case number [Insert Original Preliminary Case number: 00-00-0000S]issued on
  [Insert Original Preliminary Date]. Other data that was part of the original preliminary map may
  also have been updated under this case number [Insert Revised Preliminary Case number:
  00-00-0000S]. The following Insert Flooding Sources] within [Insert Community, County] were revised
  due to[appeal incorporation or new data] received from [insert data source]. </procdesc>
  <procdate>20141101</procdate>
</procstep>
<procstep>
  <procdesc>Floodplain Mapping and Redelineation data are compiled in conjunction with the hardcopy
  FIRM and the final FIS report. The specifics of the hydrologic and hydraulic analyses performed are
  detailed in the FIS report. The results of these studies are submitted in digital format to FEMA.
  These data and unrevised data from effective FIRMs are compiled onto the base map used for FIRM
  publication and checked for accuracy and compliance with FEMA standards. </procdesc>
  <procdate>20141101</procdate>
</procstep>
```

Figure 10: Sample Develop FIRM Database and Preliminary Metadata Update for Process Description

```
<procstep>
  <procdesc>The FIRM Database was revised after the original preliminary map was issued under case
  number [Insert Original Preliminary Case number: 00-00-0000S]issued on [Insert Original Preliminary
  Date]. Other data that was part of the original preliminary map may also have been updated under
  this case number [Insert Revised Preliminary Case number: 00-00-0000S]. The following Insert
  Flooding Sources] within [Insert Community, County] were revised due to[appeal incorporation or new
  data] received from [insert data source].  </procdesc>
  <procdate>20140305</procdate>
</procstep>
 <procstep>
  <procdesc>The FIRM Database is compiled in conjunction with the hardcopy FIRM and the final FIS
  report. The specifics of the hydrologic and hydraulic analyses performed are detailed in the FIS
  report. The results of these studies are submitted in digital format to FEMA. These data and
  unrevised data from effective FIRMs are compiled onto the base map used for DFIRM publication and
  checked for accuracy and compliance with FEMA standards.</procdesc>
  <procdate>20140305</procdate>
</procstep>
```

Figure 11: Sample Orthoimagery Metadata Update for Process Description

```
<procstep>
   <procdesc>The Orthoimagery was revised after the original preliminary map was issued under case
   number [Insert Original Preliminary Case number: 00-00-0000S]issued on [Insert Original Preliminary
   Date]. Other data that was part of the original preliminary map may also have been updated under
   this case number [Insert Revised Preliminary Case number: 00-00-0000S]. The following Insert
   Flooding Sources] within [Insert Community, County] were revised due to[appeal incorporation or new
   data] received from [insert data source]. </procdesc>
   <procdate>20141101</procdate>
 </procstep>
 <procstep>
   <procdesc>Processing steps include geometric corrections (elevation-related distortions or image
   smears) and radiometric corrections, enhancements or restorations.</procdesc>
   <procdate>20100831</procdate>
 </procstep>
```

Figure 12: Sample Field Survey Metadata Update for Process Description

```
<procstep>
  <procdesc>The Survey data was revised after the original preliminary map was issued under case
  number [Insert Original Preliminary Case number: 00-00-0000S]issued on [Insert Original Preliminary
  Date]. Other data that was part of the original preliminary map may also have been updated under
  this case number [Insert Revised Preliminary Case number: 00-00-0000S]. The following Insert
  Flooding Sources] within [Insert Community, County] were revised due to[appeal incorporation or new
  data] received from [insert data source]. </procdesc>
  <procdate>20141101</procdate>
</procstep>
<procstep>
  <procdesc>Survey data collection steps include field reconnaissance, historical flooding research,
  setting Elevation Reference Marks (ERMs), and conducting field survey of cross-sections and
  hydraulic structures.</procdesc>
  <procdate>20141101</procdate>
</procstep>
```

Figure 13: Develop Topographic Data Metadata Update for Process Description


```xml
<procstep>
    <procdesc>The Terrain data was revised after the original preliminary map was issued under case
    number [Insert Original Preliminary Case number: 00-00-0000S]issued on [Insert Original Preliminary
    Date]. Other data that was part of the original preliminary map may also have been updated under
    this case number [Insert Revised Preliminary Case number: 00-00-0000S]. The following Insert
    Flooding Sources] within [Insert Community, County] were revised due to[appeal incorporation or new
    data] received from [insert data source]. </procdesc>
    <procdate>20141101</procdate>
  </procstep>
  <procstep>
    <procdesc>Terrain data used for flood risk analysis go through LiDAR preliminary processing and the
    unclassified point cloud data are tested as specified in the USGS National Geospatial Program Base
    LiDAR Specification Version 1.0.  Where the Mapping Activity Statement (MAS) requires bare earth
    post-processing of the floodplain area of interest (AOI), the elevation data are tested and comply
    with both the Fundamental Vertical Accuracy (FVA) and Consolidated Vertical Accuracy (CVA)
    requirements.  Where no bare earth post-processing is specified, only the FVA requirements apply
    for LiDAR preliminary processing.
</procdesc>
```


Once a study passes QR1 thru QR3 and KDP3 has received a 'GO' decision, the Mapping Partner should complete the '*Distribute Preliminary Map Products'* MIP task, which will upload the Revised Preliminary data to:

- The MSC Site, which is updated nightly by the primary site (https://msc.fema.gov/portal/)
- The Primary Site, which is updated automatically via MIP workflow tasks and MIP Help activities (https://hazards.fema.gov/femaportal/prelimdownload/),
- The Alternate Preliminary Site (https://floodmaps.fema.gov/prelim/index.htm).

Preliminary data files (FIS Report and FIRM available as PDF files; FIRM Database available for download as a zip file) are available for public viewing when the *'Distribute Preliminary Map Products'* task is completed on the Primary Site and made available within 24 hours on the MSC Site. Please note that when completing the *'Distribute Preliminary Map Products'* MIP task, the manually-entered date for the field 'Date Preliminary Mailed' will be the same date shown on the public facing site, thus it should be the same date that is stamped on the preliminary products.

When the Revised Preliminary data moves past the *'Distribute Preliminary Map Products'* task, two sets of preliminary data will appear publically on the Primary Site, both the original and the revised. It is important to hide the preliminary products that have been revised so that only the latest version is available on the MSC.

IMPORTANT: contact MIP Help (miphelp@riskmapcds.com) to manually "hide" the original preliminary data files that were revised.

Figure 14: Sample MIP Help Ticket: Hiding Files on the MSC when Revised Preliminary Products are Issued

Sample MIP Help Ticket

Email Ticket Subject Line: Hide Preliminary Products on the MSC public sites

Include in the Body of the Email

Preliminary Case Number: < **insert original MIP case number number**>

Revised Preliminary Case Number: < **insert Revised Preliminary MIP case number**>

Please hide the following preliminary products displayed on the MSC site appearing under MIP Case Number **< insert original Preliminary MIP case number**> for

CID: <**insert CID number**>:

< **Insert file Name(s)**>

OR

Please hide all files appearing under folder (s)

Task System ID: **<insert Task System ID from the MIP K Drive>**

Folder Name(s): **<insert the various folder names>**

Example 1:

To... miphelp@riskmapcds.com;

Cc...

Subject Hide Preliminary Products on the MSC public sites

Preliminary Case Number: **04-01-1111S**

Revised Preliminary Case Number: **04-04-2222S**

Please hide the following preliminary products displayed on the MSC site appearing under MIP Case Number **04-01-1111S** for

CID: **12345C**

12345C1234D.pdf

12345C1235D.pdf

12345CIND0A.pdf

12345CV000A.pdf

Example 2:

To... miphelp@riskmapcds.com;

Cc...

Subject: Hide Preliminary Products on the MSC public sites

Preliminary Case Number: **04-01-1111S**

Revised Preliminary Case Number: **04-04-2222S**

Please hide the following preliminary products displayed on the MSC site appearing under MIP Case Number **04-01-1111S** for

CID: **12345C**

Task System ID: **2123456**

Folder Name(s): **FIS and RFIRM**

“Hidden” files will be removed from the primary Preliminary site when MIP Help completes the request and will propagate to the MSC the next day.

For more detailed information, visit MIP User Care – Training Materials – Authoritative Source for Preliminary Data, and reference the following documents:

- Quick Reference Guide
- Tutorial

If a Preliminary Index Panel needs a revision due to an error/update in the Community Map Repository Address(s), no Revised Preliminary Project is required. A change to the Preliminary Index Panel can be coordinated with MIP Help to ensure the Index Panel is properly registered in the MIP for search and retrieve. Please see Figure 11 for an example MIP Help ticket.

Figure 15: Sample MIP Help Ticket: Replacing a File with the Same Name on the MIP

Sample MIP Help Ticket

NOTE: Replacing a file means the old and new file names are the same. If the old file is already on the K drive, it was previously registered and doesn’t need to be registered again because the file names are the same.

Email Ticket Subject Line: Replace file(s) on < **insert MIP case number**>

Include in the Body of the Email
The original files to be replaced are located at this location: <**Insert file path**>

Example:
Drive Letter:/Region number/State/County/Case Number/SubmissionRepository/MIP activity name/TaskSysID number

See the attached file(s) for the file name that is replacing the original file.

To... miphelp@riskmapcds.com;

Cc...

Subject Replace file(s) on 00-00-0000S

The original files to be replaced are located at this location:

K:/R01/MASSACHUSETTS_25/NORFOLK_25021/NORFOLK_021C/12-01-1695S/SubmissionRepository/Mapping.Preliminary_DFIRM_DB/2155330

See the attached file(s) for the file name that is replacing the original file.

12345C1234D.pdf

12345C1235D.pdf

12345CIND0A.pdf

12345CV000A.pdf

4.7 Closing the Revised Preliminary Project in the MIP

(Scenario 1) - Taking the Revised Preliminary to *'Distribute Preliminary Map Products'* MIP Task

Once the *'Distribute Preliminary Map Products'* and the '*Manage Preliminary Map Production'* tasks have been completed, the Mapping Partner should submit a request to the RPML or Regional Lead to close the Revised Preliminary Project in the MIP. The RPML or Regional Lead will use Process Admin to "close" the Revised Preliminary Project in the MIP if no additional Post Preliminary Processing work has been obligated or is required. If the original MIP case number was placed on hold, it is also at this time that the RPML or Regional Lead can change the project status to "Active" and Post Preliminary Processing can continue under the original MIP case number at the appropriate activity (e.g. Hold Final Community Meetings, Create BFE Notice, Distribute Appeal Resolution, etc.). Once the original MIP case number has reached LFD, please make be sure to submit a MIP Help ticket to hide any and all preliminary data from the MSC website. Please see Figure 10 for an example MIP Help Ticket.

(Scenario 2) - Taking the Revised Preliminary Project to Appeal Processing

For some projects the Revised Preliminary Project will require due process activities which can't be processed under the original case number. In this scenario Post Preliminary tasks (e.g. Hold Final Community Meetings, Create BFE Notice, Distribute Appeal Resolution, etc.) are required and will be needed to be carried out after the *'Distribute Preliminary Map Products'* and the '*Manage Preliminary Map Production'* tasks have been completed. Following the completion of the necessary Post Preliminary Processing activities, the Mapping Partner should coordinate with the RPML or Regional Lead to have the revised preliminary project status changed to "Closed" using Process Administration. If the original MIP case number was placed on hold, it is also at this time that the RPML or Regional Lead can change the project status to "Active". Once the original MIP number has reached LFD, please make be sure to submit a MIP Help ticket to hide any and all preliminary data from the MSC website. Please see Figure 10 for an example MIP Help Ticket.

Engineering / mapping data, as well as cost data, does not need to be merged with the original MIP case number when the Revised Preliminary case number is closed. The Revised Preliminary metadata will identify which data sets have been revised. This will also give Regions the ability to see the exact dollars spent on the Revised Preliminary effort since costs are maintained in two separate case numbers.

5.0 Preliminary and Revised Preliminary SOMA

When a Preliminary SOMA needs revision as a result of a Revised Preliminary you have the option of either using the original Preliminary case number or the Revised Preliminary study case number to categorize additional LOMCs, see below options in creating the Revised Preliminary SOMA.

Option 1: Using the original Preliminary MIP case number

- New LOMCs can be categorized using the Preliminary MIP case number, however due to reporting limitations any new cases won't appear when the SOMA is downloaded from "Reports & Form Letters" once the MIP workflow has passed the *'Distribute Preliminary Map Products'* task.
- Download the Preliminary SOMA and manually add the newly categorized cases within the word document.

Option 2: Using the Revised Preliminary MIP case number

- Transfer all categorizations to the SOMA workbench of the Revised Preliminary case number. The Mapping Partner will need to do this manually as there is currently no way to batch transfer SOMA categorizations between project case number numbers.
- Categorize new LOMCs in both the SOMA Workbenches for the Revised Preliminary case number and the original preliminary case number.
- Download the Revised Preliminary SOMA from "Reports & Form Letters" using the Revised Preliminary case number.
- The original case will then be used to categorize the remaining LOMCs after the Revised Preliminary is issued.

If there are no new LOMCs to categorize as a result of the Revised Preliminary, the Mapping Partner should utilize the "Exclude All" function in the SOMA workbench for each community within the Revised Preliminary case number. This is necessary because the *'Distribute Preliminary Map Products'* task in the project workflow requires a "Complete" status for each listed community in order to complete the task.