

Section 3

Processing Procedures for Conditional and Final Map Revisions Based on Fill, Conditional and Final Map Amendments, and Letters of Determination Review

The procedures for processing requests for conditional and final map revisions based on fill, conditional and final map amendments, and Letters of Determination Review are presented graphically in the process flowcharts in Figures 3-1, 3-2, and 3-3 at the end of this section. Additional details on the procedures to be followed are presented in the subsections that follow. Sample copies of the standard documents cited in this section are provided in Appendix C of this Manual.

3.1 Conditional and Final Map Revisions Based on Fill

When requested to do so, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) will review a proposed project that entails the placement of earthen fill in the floodplain. The purpose of this review is to determine whether the proposed project is compliant with applicable National Flood Insurance Program (NFIP) regulations and to determine the potential effects of the proposed project on the flood hazard information presented on the effective NFIP map—i.e., Flood Hazard Boundary Map (FHBM), Flood Insurance Rate Map (FIRM), and/or Flood Boundary and Floodway Map (FBFM). FEMA will then issue a Conditional Letter of Map Revision Based on Fill (CLOMR-F) that describes those effects to the requester and community officials, if warranted, or will issue a document that explains why the CLOMR-F could not be issued.

Property owners and communities also will request revisions to effective NFIP maps to show the effects of a completed project involving the placement of earthen fill or to correct an inaccuracy in an NFIP map when a filled area was not reflected on the map. When such requests are submitted, FEMA reviews the supporting data provided by the requester and determines whether the requested revision is warranted.

When a revision based entirely on the placement of earthen fill is found to be warranted, FEMA will issue a Letter of Map Revision Based on Fill (LOMR-F). If a revision is not warranted, FEMA will issue a document explaining why a LOMR-F could not be issued.

3.1.1 Initial Processing

As shown graphically in the process flowchart in Figure 3-1 at the end of this section, FEMA and the National Service Provider (NSP) shall handle the initial processing of requests for CLOMR-Fs and LOMR-Fs as discussed below.

1. If a submittal package is sent to FEMA Headquarters (HQ), the FEMA Project Engineer or other FEMA HQ staff member sends the package to the NSP for processing without reviewing the contents of the package.

2. The NSP Project Administration (PA) staff reviews the package to determine the appropriate request category (e.g., LOMR-F, CLOMR-F), whether FEMA is to be reimbursed for processing the request, and whether the requester has submitted the appropriate application forms package and the applicable review and processing fee.
3. If a check, money order, or credit card payment information sheet is included and is appropriate for the type of request submitted, the PA staff writes the case number on the check, money order, or information sheet, and sends the original check, money order, or information sheet and a copy of the check to the Fee-Charge System Administrator (FCSA). Once the case is initiated in Mapping Information Platform (MIP), MIP generates the FEMA case number (e.g., 07-08-0001A) based on the information below.
 - The first two digits ("07" in the example above) represent the fiscal year in which the request is received.
 - The next two digits ("08" in the example above) represent the FEMA Region in which the community is located.
 - The last four digits ("0001" in the example above) represent the consecutive request number for that Region during the fiscal year.
 - The letter suffix ("A" in the example above) identifies the process under which the request is to be processed. The suffix letters used are "A" for LOMR-Fs, "C" for CLOMR-Fs, and "X" for corrections to LOMR-Fs or CLOMR-Fs.

In the example, the case is the first received and assigned in Region VIII during Fiscal Year 2007, and is being processed as a LOMR-F request.
4. The PA staff sends an MT-EZ/MT-1 Acknowledgement letter (Appendix C, page C-4) to the requester to acknowledge the request and provide a telephone number for status reports.
5. The PA staff enters appropriate information about the request into the appropriate portion of the MIP and creates a case file. The PA staff then includes all information about the request in regular updates to the case file, MIP, and LOMC module of the FEMA CIS database. (The case file will contain dated copies of all case-related information and will be maintained by the NSP throughout the processing of the case.)
6. Before the cases are sent to the NSP case reviewer, the PA staff will have the correspondence scanned and uploaded into the MIP.
7. If the NSP case reviewer determines that a payment has been submitted incorrectly and the payment has already been deposited into the National Flood Insurance Fund (NFIF), the NSP case reviewer prepares a 216-REF letter (Appendix C, page C-9) The PA staff distributes copies of the letter to the FCSA and to the FEMA refund coordinator. The refund method is based on the type of payment submitted as discussed below:
 - If the payment submitted is in the form of a cashier's check or money order, the FEMA refund coordinator prepares a memorandum to the Office of the Comptroller (REFUND2.MEM, Appendix C, page C-52) to request a refund check, and sends two copies of the memorandum to the NSP (one for the case file and one for the FCSA).

- If the payment submitted is in the form of a regular check, the FEMA refund coordinator coordinates the issuance of a refund via direct-deposit or electronic fund transfer procedures using the bank information referenced on the check submitted by the requester. (FEMA takes this approach to comply with the provisions of the Debt Collection Improvement Act of 1996 (Public Law 104-134), as implemented by the U.S. Treasury via 31 CFR Part 208.)
 - If the payment is submitted using a credit card, the FCSA credits the cardholder's account electronically on the same date as the date on the 216-REF letter.
8. If the NSP case reviewer determines that the request is not fee-exempt, but the payment submitted is more than was required, the NSP case reviewer prepares a 216-REF letter. The NSP case reviewer distributes copies of the letter to the FCSA and to the FEMA refund coordinator. As indicated in Item No. 7, the refund method is based on the type of payment submitted. If a refund check from the U.S. Treasury is required, the FEMA refund coordinator prepares a memorandum to request a refund check, and sends two copies of the memorandum to the NSP (one for the case file and one for the FCSA).
 9. If the NSP case reviewer determines that a payment has been submitted incorrectly and has **not** already been deposited, the NSP case reviewer prepares a 216-RET letter (Appendix C, page C-10) and mails it to the requester.
 10. The FCSA deposits the payment into the NFIF and enters the appropriate information into the fee collection portion of the LOMC module of the FEMA CIS database.
 11. The NSP case reviewer reviews the submittal for completeness, in accordance with the requirements of Part 65 of the NFIP regulations.
 12. At the direction of the FEMA Project Engineer, the NSP case reviewer contacts the requester by telephone or letter to request additional information. If a written request for information or fee is required, the NSP case reviewer prepares a 216-AD (Appendix C, page C-5) or 216-AD-F (Appendix C, page C-7) letter.
 13. In response to a request for application forms, data, or review and processing fee, a requester may elect to withdraw a request. In such cases, or at any time during the processing of the request, the NSP case reviewer makes the appropriate entry in the MIP.
 14. The NSP distributes file copies of the letters discussed above in accordance with Subsection 3.4 of this Manual.

3.1.2 Technical Review

Upon receipt of all required information (including application forms, supporting information, and appropriate review and processing fee), the NSP case reviewer performs the technical review of the request. Before starting this review, the NSP identifies previous map actions for the affected map panel(s) to ensure that the effective data are used. The NSP case reviewer also notes other requests that may affect the submittal.

The requirements for the remaining technical review to be performed by the NSP are detailed in Volume 2 of *Guidelines and Specifications for Flood Hazard Mapping Partners* (FEMA, 2003). These *Guidelines* may be viewed or downloaded on the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/plan/prevent/fhm/gs_main.shtm.

During the course of the technical review, the NSP case reviewer may determine that additional information is required to complete the review. For LOMR-Fs and CLOMR-Fs, the NSP case reviewer may request the information by telephone and/or by letter. The NSP suspends the processing of the request until the required information is received.

If the required information is received within 90 days and accepted, the NSP case reviewer initiates final processing of the request. If the NSP case reviewer does not receive acceptable information within the 90-day period, the NSP suspends processing of the request. Any resubmittal after the suspension date is to be treated by NSP as an original submittal, subject to all submittal/payment requirements.

3.1.3 Final Processing

Determination letters for LOMR-Fs and CLOMR-Fs are processed in accordance with the procedures below.

1. If the request is for re-issuance of a previous determination letter and the determination has not been revalidated in accordance with the procedures in Subsection 1.15 of this Manual, the NSP case reviewer prepares a re-issuance letter. The language to be used in a re-issuance letter is determined by the type of LOMR-F that is being reissued and by whether the effective NFIP map was revised since the LOMR-F was first issued.
 - If the NFIP map **was** revised by LOMR or republished since the LOMR-F was first issued, the NSP case reviewer prepares a LOMR-F Removal letter (Appendix C, page C-18) and must include the appropriate reissuance consideration paragraph.
 - If the NFIP map was **not** revised since the LOMR-F was issued and the LOMR-F has not been revalidated in accordance with the procedures in Subsection 1.15 of this Manual, the NSP case reviewer prepares a 219-NC letter (Appendix C, page C-34).
2. If the request is not for re-issuance of a previous determination letter, the NSP case reviewer prepares the appropriate conditional or final determination letter. As shown below, the language used in the determination letters will vary, depending on such factors as number of lots or structures involved.
 - Sample language for comment letters for CLOMR-Fs is presented in Appendix C on pages C-12 through C-15.
 - Sample language for determination letters for LOMR-Fs is presented in Appendix C on pages C-16 through C-19.
3. If required, the NSP case reviewer submits the determination letter and case file to the FEMA Project Engineer for review. In most instances, the NSP case reviewer includes the letter in a docket listing pertinent information about several CLOMR-Fs or LOMR-Fs. The FEMA Project Engineer then concurs on this docket.
4. The FEMA Project Engineer returns the signed determination letter or the docket with concurrence to the NSP.
5. The NSP mails the determination letter with the appropriate informational enclosure. The enclosures are as follows:
 - CLOMRF-ENC (Appendix C, page C-42) for CLOMR-Fs;

- LOMRFENC-1 (Appendix C, page C-48) for LOMR-Fs; and
 - LOMRFENC-2 (Appendix C, page C-50) for LOMR-F denial letters
6. The NSP distributes external and in-house file copies in accordance with Subsection 3.4 of this Manual.
 7. The NSP archives the case file and backup data for the request.

3.2 Conditional and Final Map Amendments

The accuracy of the floodplain boundary delineations shown on the NFIP maps depends, in part, on the scales at which the maps are prepared and on the accuracy of available topographic mapping. Map users may find it difficult to determine whether specific properties (i.e., structures or legally defined parcels of land) are within the SFHAs shown on the maps. Also, small areas of high ground may be included in the SFHA because they are too small to be shown to scale; when this happens, the properties may be inadvertently included in the SFHA when the map is prepared.

The requirement for the purchase of flood insurance and the Federal and local regulations governing construction in the SFHA are important to people who own lots and/or structures or plan to build structures on lots that have been inadvertently included in the SFHA shown on an NFIP map. Therefore, FEMA developed the map amendment process to address requests for determinations.

Under this process, individual property owners and others may request that FEMA determine whether existing structures or legally defined parcels of land are in the SFHA. The FEMA response to such requests is a Letter of Map Amendment (LOMA). If a requester would like to know whether a proposed structure, when completed, will be considered to be in the SFHA, FEMA will review the request and respond with a Conditional Letter of Map Amendment (CLOMA).

3.2.1 Initial Processing

As shown graphically in the process flowchart in Figure 3-2 at the end of this section, the initial processing of requests for CLOMAs and LOMAs is very similar to the processing for CLOMR-Fs and LOMR-Fs, and FEMA and the NSP shall handle CLOMA and LOMA requests as discussed below.

1. If a submittal package is sent to FEMA HQ, the FEMA Project Engineer or other FEMA HQ staff member sends the package to the NSP for processing without reviewing the contents of the package.
2. The NSP PA staff reviews the package to determine the appropriate request category (i.e., LOMA, CLOMA), and whether the requester has submitted the appropriate application forms package. The PA staff determines whether a check, money order, or credit card information sheet to cover the full review and processing fee (for CLOMAs) is included.
4. If a check, money order, or credit card payment information sheet is included and is appropriate for the type of request submitted, the PA staff sends the original check, money order, or information sheet and a copy of the check to the FCSA. Before sending it to the

FCSA, the PA staff writes the case number on the check, money order, or information sheet. Once the case is initiated in the MIP, the MIP generates the FEMA case number (e.g., 07-08-0002A) based on the information below.

- The first two digits ("07" in the example above) represent the fiscal year in which the request is received.
- The next two digits ("08" in the example above) represent the FEMA Region in which the community is located.
- The last four digits ("0002" in the example above) represent the consecutive request number for that Region during the fiscal year.
- The letter suffix ("A" in the example above) identifies the process under which the request is to be processed. The suffix letters used are "A" for LOMAs, "C" for CLOMAs, and "X" for corrections to LOMAs or CLOMAs.

In the example, the case is the second received and assigned in Region VIII during Fiscal Year 2007, and is being processed as a LOMA request.

5. The PA staff sends a MT-EZ/MT-1 Acknowledgement letter (Appendix C, page C-4) to the requester to acknowledge the request and provide a telephone number for status reports.
6. The NSP case reviewer examines the submittal package to determine whether the requester has submitted the appropriate application forms, required technical supporting information, and the correct review and processing fee (for CLOMA requests). The minimum information required for CLOMA and LOMA requests is as follows:
 - Completed application forms package;
 - Recorded subdivision plat, or recorded deed and tax assessor's map;
 - Copy of NFIP map with property accurately located;
 - Topographic information;
 - Metes and bounds description, if applicable; and
 - Information to substantiate the Base Flood Elevation (BFE), if BFEs have been established.
7. The NSP case reviewer creates a case file and enters appropriate information about the request into the MIP and into the LOMC module of the FEMA CIS database, and includes all information about the request in regular updates of the information in the MIP and FEMA CIS database. The following material is to be included in the case file:
 - Incoming data, stamped with date received;
 - NSP checklist;
 - Records of communication (including records of telephone conversations with requester, community, and FEMA);
 - Case-related correspondence and documents; and

- Other case-related information (e.g., topographic maps, deeds of trust, annotated map panels).
8. If the NSP case reviewer determines that a payment has been submitted incorrectly and the payment has already been deposited into the NFIF, the NSP prepares and sends a 216-REF letter (Appendix C, page C-9). The NSP case reviewer distributes copies of the letter to the FCSA and to the FEMA refund coordinator. The refund method is based on the type of payment submitted as discussed below:
 - If the payment submitted is in the form of a cashier's check or money order, the FEMA refund coordinator prepares a memorandum to the Office of the Comptroller (REFUND2.MEM, Appendix C, page C-52) to request a refund check, and sends two copies of the memorandum to the NSP (one for the case file and one for the FCSA).
 - If the payment submitted is in the form of a regular check, the FEMA refund coordinator coordinates the issuance of a refund via direct-deposit or electronic fund transfer procedures using the bank information referenced on the check submitted by the requester. (FEMA takes this approach to comply with the provisions of the Debt Collection Improvement Act of 1996 (Public Law 104-134), as implemented by the U.S. Treasury via 31 CFR Part 208.)
 - If the payment is submitted using a credit card, the FCSA credits the cardholder's account electronically on the same date as the date on the 216-REF letter.
 9. If the NSP case reviewer determines that the request is not fee-exempt (i.e., for a CLOMA), but the payment submitted is more than was required, the NSP case reviewer prepares a 216-REF letter. The NSP case reviewer distributes copies of the letter to the FCSA and to the FEMA refund coordinator. As indicated in Item No. 8, the refund method is based on the type of payment submitted. If a refund check from the U.S. Treasury is required, the FEMA refund coordinator prepares a memorandum to request a refund check, and sends copies of the memorandum to the NSP and FCSA.
 10. If the NSP determines that a payment has been submitted incorrectly and has not already been deposited in the NFIF, the NSP case reviewer prepares a 216-RET letter (Appendix C, page C-10) and mails it to the requester
 11. The FCSA deposits the payment into the NFIF and enters the appropriate information into the fee collection portion of the LOMC module of the CIS.
 12. The NSP case reviewer reviews the submittal for completeness, in accordance with the requirements of Part 70 of the NFIP regulations.
 13. At the direction of the FEMA Project Engineer, the NSP case reviewer contacts the requester by telephone or letter to request additional information. If a written request for information or fee is required, the NSP case reviewer prepares a 216-AD (Appendix C, page C-5) or 216-AD-F (Appendix C, page C-7) letter.
 14. In response to a request for application forms, data, or fee, a requester may elect to withdraw a request. In such cases, or at any time during the processing of the request, the NSP case reviewer makes the appropriate entry in the MIP.
 15. The NSP distributes file copies of the letters discussed above in accordance with Subsection 3.4 of this Manual.

3.2.2 Technical Review

Upon receipt of all required information (including application forms) and the appropriate review and processing fee, the NSP case reviewer performs the technical review of the request. Before starting this review, the NSP identifies previous map actions for the affected map panel(s) to ensure that the effective data are used. The NSP also notes other requests that may affect the submittal.

The remaining technical review to be performed by the NSP case reviewer is detailed in Volume 2 of *Guidelines and Specifications for Flood Hazard Mapping Partners* (FEMA, 2003). These *Guidelines* may be viewed or downloaded on the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/plan/prevent/fhm/gs_main.shtm.

During the course of the technical review, the NSP case reviewer may determine that additional information is required to complete the review. For LOMAs and CLOMAs, the NSP case reviewer requests the information by telephone or by letter. The NSP suspends the processing of the request until the required information is received. If the required information is received within 90 days and accepted, the NSP case reviewer initiates final processing of the request.

If the NSP does not receive acceptable information within the 90-day period, the NSP suspends processing of the request. Any resubmittal after the suspension date is to be treated by the NSP as an original submittal, subject to all submittal/payment requirements.

3.2.3 Final Processing

The determination letters for CLOMAs and LOMAs are processed in accordance with the procedures summarized below.

1. If the request is for re-issuance of a previous determination letter, the NSP case reviewer prepares a re-issuance letter. The language to be used in a re-issuance letter is determined by the type of LOMA that is being reissued and by whether the effective NFIP map was revised since the LOMA was first issued.
 - If the NFIP map **was** revised by LOMR or republished since the LOMA was first issued, the NSP case reviewer prepares a LOMA Removal letter (Appendix C, page C-28) and must include the appropriate reissuance consideration paragraph.
 - If the NFIP map was **not** revised since the LOMA was first issued and a revalidation letter has not been issued for the community, the NSP case reviewer prepares a 219-NC letter (Appendix C, page C-34).
2. If the request is not for re-issuance of a previous determination letter, the NSP case reviewer prepares the appropriate conditional or final determination letter. The language used in the determination letters will vary, depending on such factors as number of lots or structures involved.
 - Sample language for comment letters for CLOMAs is presented in Appendix C, on pages C-20 through C-23.
 - Sample language for determination letters for LOMAs is presented in Appendix C, on pages C-24 through C-29.

3. If required, the NSP case reviewer submits the determination letter and case file to the FEMA Project Engineer for review. In most instances, the NSP case reviewer includes the letter in a docket listing pertinent information about several CLOMAs or LOMAs. The FEMA Project Engineer then concurs on this docket.
4. The FEMA Project Engineer returns the signed determination letter or the docket with concurrence to the NSP case reviewer.
5. The NSP mails the determination letter with the appropriate information enclosures. The enclosures are as follows:
 - CLOMA-ENC (Appendix C, page C-40) for CLOMA requests that are denied;
 - LOMAENC-1 (Appendix C, page C-44) for LOMA requests that are approved; or
 - LOMAENC-2 (Appendix C, page C-46) for LOMA requests that are denied.
6. The NSP distributes external and in-house file copies in accordance with Subsection 3.4 of this Manual.
7. The NSP archives the case file and backup data for the request.

3.3 Letters of Determination Review

Since January 2, 1996, in accordance with a mandate issued by the U.S. Congress in the National Flood Insurance Reform Act of 1994 (NFIRA), FEMA has accepted and processed requests for its review of determinations of whether buildings or manufactured homes are located in identified SFHAs. The result of this review, referred to as a Letter of Determination Review (LODR), provides borrowers and lending institutions with information to resolve disputes regarding in/out determinations.

3.3.1 General Information

Under 42 U.S.C. 4012a(e)(3), FEMA is required to review requests for LODRs that are requested jointly by a borrower and a lender for a loan secured by improved real estate or a manufactured home. NFIRA stipulates the following:

- All such requests must be supported by technical information relating to the improved real estate or manufactured home.
- FEMA must provide the lender and borrower with a letter stating whether the building or manufactured home is in the SFHA shown on the effective NFIP map.

As mandated by the U.S. Congress, FEMA developed a Standard Flood Hazard Determination Form that is to be used by all regulated lenders and Federal agency lenders making flood hazard determinations for improved property used to secure loans. When a borrower appeals the Standard Flood Hazard Determination made by the lender and the borrower and lender request a LODR from FEMA, they must provide the completed Standard Flood Hazard Determination Form and all technical information that will be needed by FEMA to complete its review. The Standard Flood Hazard Determination Form also is available for download on the FEMA Web site at <http://www.fema.gov/business/nfip/sfhdform.shtm>.

If sufficient information is provided, the written response from FEMA indicates FEMA concurrence or disagreement with the lender's determination and indicates whether the subject building is in the SFHA shown on the effective NFIP map. If sufficient information is not provided, the written response indicates that additional information must be submitted.

The procedures that FEMA and NSP staff shall follow in processing requests for LODRs are detailed in the Subsections which follow. The procedures are also presented graphically in the process flowchart in Figure 3-3 at the end of this section. Descriptions and sample copies of letters and other documents cited in this subsection of the Manual are provided in Appendix C of the Manual.

3.3.2 Review and Processing Fee

FEMA assesses a review and processing fee for LODR requests. The current fee is \$80 per request and it applies to all requests, regardless of the determination that is issued. As with other review and processing fees, FEMA will review the LODR fee on an annual basis and change the fee as appropriate through publication of a notice in the FEDERAL REGISTER.

3.3.3 Initial Review and Processing Requirements

Within 5 days of receipt of a LODR request, the following tasks are completed:

1. The NSP PA staff opens, inventories, and date-stamps the submitted information.
2. The PA staff logs the request into a tracking system. The case number is assigned as follows:
3. The first two digits are the Fiscal year, second two digits are the month the request was received, the third two digits are the day of the month, "B" for Baker, the last three digits represent the consecutive request number for that date

070515B002 – This LODR was received in Fiscal year 2007, on May 15 and is the second LODR request for that date.
4. The NSP case reviewer verifies that the borrower/lender notice and postmark date are not more than 45 days apart, that the correct fee is provided and is in a form that can be deposited directly to the NFIF, and that the effective NFIP map was used in making the determination.
5. The NSP case reviewer verifies whether all required supporting information have been submitted, including the following :
 - Written request for a determination signed by the borrower and the lender;
 - Copy of the lender's written notification to the borrower that the building or manufactured home is in an identified SFHA;
 - Completed Standard Flood Hazard Determination Form;
 - Copy of a plat map or Tax Assessor's map;
 - Copy of a map showing the location of the building or manufactured home on the property; and

- Copy of effective NFIP map annotated to show location of property.
6. If any of the items listed in Item Nos. 4 and 5 are missing or conditions listed in Item Nos. 4 and 5 have not been met, the NSP case reviewer prepares a return package. Using the Standard Flood Hazard Tracking and Correspondence System (TCS) database, the NSP case reviewer prepares one of the following return notices:
 - TCS-1 letter (Appendix C, page C-53) if the request is too late;
 - TCS-2 letter (Appendix C, page C-54) if the data submitted are insufficient;
 7. The NSP case reviewer mails the return package to the borrower with the appropriate return notice and updates the TCS database. The return package is to include all items submitted by the borrower, including the payment.
 8. If all required items have been submitted, the NSP case reviewer logs the case in the TCS database, processes the payment, acknowledges the request, and initiates the case review in accordance with the steps below.
 - The NSP case reviewer annotates the check with the case number, makes a copy of the check, and sends the original check to the FCSA with a transmittal log. The NSP case reviewer keeps the copy of the check and transmittal log in the case file for the request.
 - The FCSA logs, endorses, and deposits the payment in the bank and sends a copy of the fee deposit to the NSP.
 - The NSP case reviewer begins the final review.

3.3.4 Final Review and Processing Requirements

The NSP case reviewer reviews the request and processes the required documentation in accordance with the procedures below.

1. The NSP case reviewer verifies the location, NFIP community name, and community identification number (CID). If a property is in an area that has been annexed to a community, the NSP case reviewer ensures that the name and CID for the community that has jurisdictional authority for the property is used in the determination.
2. The NSP case reviewer checks the MIP, FEMA CIS database, case files, and other community-based files for completed or in-progress LOMAs, LOMR-Fs, and LOMRs for the area in which the property in question is located.
3. The NSP case reviewer verifies the structure location.
4. The NSP case reviewer evaluates the submitted information and makes a preliminary determination, updates the TCS database to indicate the preliminary determination is complete, and prepares one of the following determination letters using the TCS database:
 - TCS-3 letter (Appendix C, page C-56), if an outdated NFIP map was used by the lender in making the determination;

- TCS-4 letter (Appendix C, page C-57), if the information submitted is not sufficient to definitively locate the affected structure;
 - TCS-5 letter (Appendix C, page C-58), if the structure is in the SFHA;
 - TCS-6 letter (Appendix C, page C-59), if the structure is not in the SFHA;
5. The NSP case reviewer performs a quality control review of the determination letter to ensure its accuracy.
 6. If required the NSP case reviewer submits the determination letter and case file to the FEMA Project Engineer for review. In most instances, the NSP case reviewer includes the letter in a docket listing pertinent information. The FEMA Project Engineer then concurs on this docket.
 7. The FEMA Project Engineer returns the signed determination letter or the docket with concurrence to the NSP case reviewer.
 8. The NSP mails the determination letter to the borrower and sends a copy to the lender and updates the TCS database or other system as appropriate.
 9. The NSP archives all letters and supporting documentation for the request.

3.4 Distribution Requirements

Sample copies of the standard documents to be prepared by the NSP during the processing of LOMA, CLOMA, LOMR-F, CLOMR-F, and LODR requests are provided in Appendix C. The distribution for each document is shown on each sample copy and summarized in Table 3-1.

Table 3-1. Distribution Requirements for Standard Documents Used in Processing Requests for Conditional and Final Map Revisions Based on Fill, Conditional and Final Map Amendments, and Letters of Determination Review

Document Number	State NFIP Coordinator	Regional Flood Insurance and Mitigation Division Director	FEMA Refund Coordinator	NSP Case File	Community Map Repository	LOMC Distribution Service	FCSA
MT-EZ/MT-1				X			
216-AD				X			X
216-AD-F				X			X
216-REF			X	X			X
216-RET				X			
CLOMR-F-DEN		X		X			
CLOMR-F		X		X			
LOMR-F-DEN		X		X		X	
LOMR-F	X	X		X	X	X	
CLOMA-DEN		X		X			
CLOMA		X		X			
LOMA-DEN		X		X		X	
LOMA-OAS		X		X		X	
LOMA	X	X		X	X	X	

Table 3-1. Distribution Requirements for Standard Documents Used in Processing Requests for Conditional and Final Map Revisions Based on Fill, Conditional and Final Map Amendments, and Letters of Determination Review

Document Number	State NFIP Coordinator	Regional Flood Insurance and Mitigation Division Director	FEMA Refund Coordinator	NSP Case File	Community Map Repository	LOMC Distribution Service	FCSA
LOMR-FW	X	X		X	X	X	
LOMR-VZ	X	X		X	X	X	
219-NC		X		X		X	
218-70-PFD	X	X		X		X	
218-70-NVS	X	X		X		X	
218-70-F		X		X			
CLOMA-ENC		X		X			
CLOMRF-ENC		X		X			
LOMAENC-1		X		X	X		
LOMAENC-2		X		X			
LOMRFENC-1		X		X	X		
LOMRFENC-2		X		X			
REFUND2.MEM			X	X			X