

Section 4

Processing Procedures for Special Conversions

This section outlines the standard procedures that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) and National Service Provider (NSP) staffs are to follow for converting communities to the Regular Phase of the National Flood Insurance Program (NFIP) using special conversion procedures. Under special conversion procedures, communities are converted to the Regular Phase of the NFIP without a detailed study being performed by or for FEMA or Base Flood Elevations (BFEs) being determined.

Detailed flow diagrams for non-floodprone conversions, minimal floodprone conversions by letter, and minimal floodprone conversions with maps are provided in Figures 4-1 through 4-4 at the end of this section. Descriptions and copies of the documents cited in this section are provided in Appendix D of this Manual.

4.1 Criteria for Special Conversions

Communities are considered to be "non-floodprone" if FEMA determines that the communities are not subject to inundation by the base (1-percent-annual-chance, or 100-year) flood. FEMA considers the following three guidelines in determining whether a community is to be considered non-floodprone:

1. All Special Flood Hazard Areas (SFHAs) identified in the community are permanently narrowed to less than 200 feet wide.
2. All drainage areas in the community are less than 1 square mile.
3. The identified SFHAs are considered non-developable land as a result of remoteness or physiography.

If the flood hazard areas in the community do not fit these guidelines, the community may not be considered as non-floodprone. As discussed later in this section, FEMA handles non-floodprone conversions by letter only. No Flood Insurance Rate Map (FIRM) is issued, and the effective Flood Hazard Boundary Map (FHBM), if one exists, is rescinded. The entire community is designated as Zone X (unshaded).

Communities are considered to be "minimally floodprone" if FEMA determines that the communities are subject to inundation by the base flood, but existing conditions indicate the floodprone areas are unlikely to be developed in the foreseeable future.

For a community is to be considered minimally floodprone, FEMA must determine that the community meets one, or preferably a combination, of the following five criteria:

1. The floodplain is publicly owned and is designated for open space or preservation.
2. Zoning laws, sanitary codes, subdivision regulations, shoreland regulations, or other community regulations effectively prohibit floodplain development.
3. Surrounding land use or topography limits development potential (e.g., surrounding land is used for agriculture and is likely to remain so for at least five years).
4. The community population is decreasing or stable, and no pressure for development in the floodplain is likely in the foreseeable future.
5. The floodplain in the community is remote and uninhabited, and future development is unlikely.

In assessing the development potential of the floodplain in a community, FEMA also considers the size of the undeveloped floodplain relative to the size of the community. The larger the proportion, the more likely it is that the floodplain will be subject to development pressure.

4.2 Initiation of Special Conversions

FEMA Regional Office (RO), FEMA Headquarters (HQ), or NSP representatives may recommend that a community be converted to the Regular Phase of the NFIP using special conversion procedures. However, the FEMA RO staff will make the final decision to proceed with a special conversion.

Once a special conversion is recommended, the FEMA RO staff, in consultation with the community, evaluates the flood hazards in the community based on the criteria in Subsection 4.1 of this Manual. If the FEMA RO staff determines that special conversion procedures are appropriate, the FEMA RO staff prepares a Special Conversion Recommendation Report (SCRR). The FEMA RO staff then submits the SCRR (page D-63) and any supporting data to the Project Engineer in the Engineering Management Section of the Risk Analysis Branch at FEMA HQ and to appropriate Program Specialist in the Floodplain Management Section (FMS) of the Risk Reduction Branch at FEMA HQ.

In the course of evaluating a physical map update, FEMA HQ or NSP staff may find that a community meets the criteria in Subsection 4.1 of this Manual. When this occurs, the NSP works with the FEMA Project Engineer to prepare and send a memorandum recommending the special conversion to the RO staff for review. If the FEMA RO staff concurs with the recommendation, the RO staff submits an SCRR to initiate the conversion process. **The NSP shall not initiate special conversion procedures for any community without FEMA RO approval in the form of an SCRR or similar documentation and approval from the FEMA Project Engineer.**

In preparing the SCRR, the RO staff recommends one of the following conversion actions:

- Non-floodprone conversion by letter (see Subsection 4.4 of this Manual);
- Minimal conversion with current FHBM converted to a FIRM by letter (see Subsection 4.5 of this Manual); or
- Minimal conversion with FIRM printed (see Subsection 4.6 of this Manual).

For a minimal conversion with a FIRM printed, the FEMA RO staff recommends one of the following mapping options or specifies an alternative mapping option:

- FIRM showing all SFHAs as Zone A;
- FIRM Index only, with the FIRM Index noting that all areas are Zone D; or
- FIRM with one or more panels showing Zones A and X for most populated areas with all areas of undetermined flood hazards shown as Zone D.

Each of these actions is discussed in more detail later in Subsection 4.6 of this Manual

4.3 Initial Processing

FEMA and NSP staff shall handle the initial processing of a non-floodprone or minimal conversion as follows:

1. Upon receipt of an SCRR or similar documentation from the FEMA RO, the FEMA Project Engineer forwards the SCRR and supporting data to the NSP.
2. The NSP reviews the SCRR to determine the conversion type and assigns a unique identifier. The unique identifier for a special conversion request is a nine-digit number (e.g., 06-08-001NF), which represents the following:
 - The first two digits (“06” 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 three digits (“001” in the example above) represent the consecutive request number for that region during the fiscal year.
 - The two-letter suffix at the end of the identifier (“NF” in the example above) identifies the procedure under which the request is to be processed.

In the example above, the unique identifier is for the first non-floodprone conversion by letter in FEMA Region VIII during Fiscal Year 2006. The suffix for a minimal

conversion with a map is “MM,” and the suffix for a minimal conversion by letter is “ML.”

3. The NSP enters appropriate information about the assignment into the Mapping Information Platform (MIP) and updates the Status of Studies (SOS) module on the FEMA Community Information System (CIS) database through batch updates. The NSP then updates dates and other status information regularly in all appropriate systems.
4. The NSP establishes a case file for the assignment and places a copy of the SCRR in the file. The NSP then includes all correspondence, telephone conversation records, and other documents relating to the assignment in the case file.
5. The NSP reviews the submittal package to determine whether sufficient information has been provided to begin the technical review and processing.
6. If sufficient information has not been provided, the NSP coordinates with the FEMA Project Engineer and with FEMA RO staff, as appropriate, to obtain the required information.
7. Upon receipt of all required information, the NSP begins the technical review and processing stage, as discussed in Subsections 4.4, 4.5, and 4.6 of this Manual.

4.4 Technical Review and Processing of Non-Floodprone Conversions

FEMA and NSP staff shall follow the procedures below in reviewing and processing requests for non-floodprone conversions. These procedures also are presented graphically in the flowchart in Figure 4-1. (See page 4-21.)

1. The NSP confirms that a non-floodprone conversion is appropriate by:
 - Checking the drainage areas for all flooding sources affecting the community to determine whether they are less than 1 square mile;
 - Checking the SFHAs shown on the existing FHBM for the community to verify whether they are less than 200 feet wide; and
 - Checking other physiographic characteristics that could preclude floodplain development.
2. If the NSP finds that none of the criteria in Item No. 1 have been met for at least one of the flooding sources in the community, the NSP informs the FEMA Project Engineer.
3. The FEMA Project Engineer notifies the FEMA RO staff of the findings and obtains additional justification for the recommendation.

4. When the criteria in Item No. 1 are met, the NSP prepares one of the following conversion letters:
 - 205 letter (Appendix D, page D-47)—For communities that are participating in the Emergency Phase of the NFIP with an FHBM;
 - 205-NP letter (Appendix D, page D-51)—For communities that are **not** participating in the Emergency Phase of the NFIP, and an FHBM has been issued; or
 - 206 letter (Appendix D, page D-53)—For communities that are participating in the Emergency Phase of the NFIP **without** an FHBM.

The conversion letter includes the conversion effective date, which is 2 weeks from the anticipated date of the conversion letter.

5. If no special circumstances are included in the letter, requiring FEMA review and signature, the NSP includes the conversion letter in a list with other conversion letters and submits the list to the FEMA Project Engineer via docket. If special circumstances do exist, the NSP submits the conversion letter to the FEMA Project Engineer for review and signature.
6. The FEMA Project Engineer returns concurrence on the docket or the signed letter to the NSP.
7. The NSP verifies that the conversion effective date is at least 2 weeks from the date of the conversion letter, mails the signed and dated letter to the community Chief Executive Officer (CEO) and floodplain administrator, and distributes external and in-house file copies in accordance with the requirements detailed in Subsection 4.9 of this Manual.
8. The NSP prepares the Community Map Actions (CMA) list and submits the list, in digital format, to the Map Service Center (MSC) contractor along with the conversion letter 2 weeks before the conversion effective date.
9. If the signed “Certified Mail” receipt is not received by the NSP within 2 weeks after the date the conversion letter is mailed, the NSP contacts the community to verify receipt of the letter.
10. If the community has not received the conversion letter, the NSP notifies FEMA and forwards a duplicate copy of the conversion letter to the community CEO and floodplain administrator.
11. Once the NSP confirms that the community has received the conversion letter, the NSP updates the MIP and FEMA CIS database records and archives the community file and all backup information.

For newly identified non-floodprone communities that are included in a countywide study, processing requirements are documented in Subsection 4.6.3.3 of this Manual.

4.5 Technical Review and Processing of Minimal Conversions by Letter

If no changes to the SFHAs shown on the effective FHBM are required, the FEMA RO may submit an SCRR recommending that a minimally floodprone community be converted without a FIRM. In such cases, FEMA and NSP staff shall follow the procedures below. These procedures also are presented graphically in the flowchart in Figure 4-2. (See page 4-25.)

1. The NSP confirms that the conversion without a map is appropriate by:
 - Checking the correctness of the corporate limits, floodplain boundary delineations, and other physical and cultural features shown on the FHBM; and
 - Comparing the FHBM to readily available community maps, FIRMs, and/or FHBMs for adjacent communities, and readily available topographic maps.
2. If the NSP determines that the corporate limits, floodplain boundary delineations, or other physical or cultural features shown on the effective FHBM are incorrect or the NSP locates sufficient data to warrant the preparation of a DFIRM with BFEs and collateral Flood Insurance Study (FIS) report, the NSP notifies the FEMA Project Engineer.
3. The FEMA Project Engineer notifies the FEMA RO of the findings and obtains additional justification for the recommendation or concurrence on the preparation of a DFIRM with BFEs and FIS report or a special conversion with a map.
4. If FEMA RO and HQ staff agree that a FIRM with BFEs and an FIS report should be prepared, the DFIRM and FIS report are processed in accordance with the requirements of Section 1 of this Manual.
5. If FEMA RO staff and the FEMA HQ staff agree that the community should be converted without a map, the NSP prepares one of the following conversion letters:
 - 196-C-FHBM letter (Appendix D, page D-19)—For communities that **are** compliant with NFIP regulations according to RO staff; or
 - 196-NC-FHBM letter (Appendix D, page D-31)—For communities that are **not** compliant with NFIP regulations according to RO staff.

The conversion letter includes the conversion effective date, which must be on the first day of a month. The conversion effective date for a 196-C-FHBM letter must be **at least 1 month** after the date of the letter; the conversion effective date for a 196-NC-FHBM must be **at least 6 months** after the date of the letter.

6. If no special circumstances are included in the letter, requiring FEMA review and signature, the NSP includes the conversion letter in a list with other conversion letters and submits the list to the FEMA Project Engineer via docket. If special circumstances do exist, the NSP submits the conversion letter to the FEMA Project Engineer for review and signature.
7. The FEMA Project Engineer returns concurrence on the docket or the signed letter to the NSP.
8. The NSP verifies that the dating requirements in Item No. 4 are met and mails the signed and dated letter to the community CEO and floodplain administrator. With the letter, the NSP mails a copy of the effective FHBM, annotated to show the FHBM has been changed to a FIRM, and a copy of the NFIP regulations. The standard note that appears on the FHBM shall read as follows:

THIS FHBM CONVERTED BY LETTER TO FIRM DATED
(EFFECTIVE DATE OF FIRM).

9. The NSP then distributes external and in-house file copies in accordance with the requirements detailed in Subsection 4.9 of this Manual.
10. If the signed “Certified Mail” receipt is not received by the NSP within 2 weeks of the date the conversion letter is mailed, the NSP contacts the community to verify receipt of the letter.
11. For a compliant community that has not received the conversion letter, the NSP notifies FEMA and forwards a duplicate copy of the conversion letter to the community CEO and floodplain administrator.
12. For a noncompliant community that has not received the conversion letter, the NSP coordinates with the FEMA Project Engineer to decide whether the conversion effective date should be changed or the compliance period should be extended to allow the community a full 6-month period to adopt compliant floodplain management ordinances.
13. The NSP prepares the CMA list and the 198 notice (Appendix D, page D-41) and submits them to the MSC contractor. The NSP must submit the CMA list and 198 notice to the MSC contractor **no later than 4 weeks** before the conversion effective date for **compliant** communities. The NSP must submit the CMA list and 198 notice to the MSC contractor **no later than 4 months** before the conversion effective date for **noncompliant** communities.
14. The MSC contractor distributes the 198 notice, which notifies users of the conversion of the FHBM to a FIRM.

15. For communities that did not have compliant ordinances when the conversion letter was issued and that have failed to submit compliant ordinances to the FEMA RO within the first 90 days after the conversion letter is sent, the FEMA FMS requests that the NSP prepare a suspension letter in accordance with the procedures detailed in Subsection 4.7 of this Manual.
16. The NSP updates the MIP and FEMA CIS database records and archives the community file, FIRM, and all backup information.

4.6 Technical Review and Processing of Minimal Conversions With Maps

If changes to the SFHAs shown on the FHBM are required, the FEMA RO submits an SCRR recommending that a minimally floodprone community be converted to the Regular Phase of the NFIP with a map. FEMA and NSP staff shall follow the procedures documented in Subsections 4.6.1, 4.6.2, and 4.6.3 in performing the technical review, preparing the FIRM/DFIRM, and preparing and processing the required documents. These procedures also are presented graphically in the flowchart in Figure 4-3, if an FHBM was published (see page 4-31), and in the flowchart in Figure 4-4, if an FHBM was not published (see page 4-39).

4.6.1 Technical Review

The NSP performs the technical review in accordance with the procedures below.

1. The NSP compiles the most current data available relative to the FHBM, including the following:
 - U.S. Geological Survey topographic maps and Floodprone Area Maps;
 - All supporting data and artwork for the effective FHBM;
 - NFIP maps and reports for adjacent communities;
 - Community maps; and
 - Floodplain Information Reports and other reports available from the U.S. Geological Survey, Natural Resources Conservation Service, and U.S. Army Corps of Engineers.
2. The NSP reviews information in the SOS module of the FEMA CIS database, the MIP, and the NSP files to ascertain whether information from earlier map amendments and revisions, Annual Reports, and Biennial Reports exists.
3. The NSP reviews all available materials and notifies the FEMA Project Engineer if problems are encountered or if sufficient data exist to prepare a DFIRM with BFEs and an FIS report.

4. The FEMA Project Engineer notifies the FEMA RO of the findings and obtains concurrence on how problems will be resolved or on the initiation of a DFIRM with BFEs and an FIS report.
5. If the FEMA RO staff and the FEMA HQ staff agree that the community should be converted under special conversion procedures with a FIRM/DFIRM and all technical problems identified by the NSP are addressed, the NSP prepares a FIRM/DFIRM and appropriate correspondence.
6. If the FEMA RO staff and the FEMA HQ staff agree that a DFIRM with BFEs and an FIS report should be prepared, the DFIRM and FIS report are processed in accordance with the requirements of Section 1 of this Manual.

4.6.2 Map Preparation

The NSP prepares the FIRM/DFIRM Index and FIRM/DFIRM panels in accordance with Appendix K in *Guidelines and Specifications for Flood Hazard Mapping Partners* (FEMA, 2003). These *Guidelines* may be viewed on, or downloaded from, the FEMA Flood Hazard Mapping Website at http://www.fema.gov/plan/prevent/fhm/dl_cgs.shtm.

The NSP labels all SFHAs as Zone A and generally labels all areas outside the SFHAs as Zone X (unshaded). At the request of the FEMA RO, the NSP labels the areas outside the SFHAs as Zone D when the areas are remote and uninhabited (i.e., sparsely populated). The FEMA Project Engineer must approve any exceptions to this labeling.

At the request of the FEMA RO, the NSP also may prepare a FIRM Index only for communities that are considered remote and uninhabited. In such cases, the NSP includes a note on the FIRM Index indicating that all areas in the community are in Zone D, areas of undetermined but possible flood hazard.

4.6.3 Map and Correspondence Processing

The procedures to be followed in processing the Preliminary copies of the FIRM and related standard documents vary, depending on whether an FHBM is already in effect for the community, whether the community is included in a countywide study, and whether the community is considered remote and uninhabited (i.e., sparsely populated).

4.6.3.1 Communities with Effective Flood Hazard Boundary Maps

The NSP prepares special conversion notification and transmittal letters as follows if an FHBM **is** in effect for the community:

1. If the community's floodplain management ordinances **are** compliant with the NFIP regulations according to FEMA RO staff, the NSP prepares a 196-C-O letter (Appendix D, page D-21). This letter notifies the community of the special conversion and transmits Preliminary copies of the FIRM to the community for a 30-day review period. The NSP mails the letter and enclosures to the community CEO and floodplain administrator **at least 6 months** before the conversion effective date cited in the letter.
2. If the community's floodplain management ordinances are **not** compliant with the NFIP regulations according to FEMA RO staff, the NSP prepares a 196-NC-O letter (Appendix D, page D-35). This letter also notifies the community of the special conversion and transmits Preliminary copies of the FIRM for a 30-day review period. The NSP mails the letter and enclosures to the community CEO and floodplain administrator **at least 6 months** before the conversion effective date cited in the letter.
3. If no special circumstances are included in the letter, requiring FEMA review and signature, the NSP includes the conversion letter in a list with other conversion letters and submits the list to the FEMA Project Engineer via docket. If special circumstances do exist, the NSP submits a hard (paper) copy of the conversion letter to the FEMA Project Engineer for review and signature.
4. The FEMA Project Engineer returns concurrence on the docket or the signed letter to the NSP.
5. The NSP mails the letter to the community CEO and floodplain administrator along with two Preliminary copies of the FIRM and a copy of the NFIP regulations.
6. The NSP distributes external and in-house file copies of the letters and FIRM in accordance with the requirements detailed in Subsection 4.9 of this Manual.
7. If the signed "Certified Mail" receipt for the conversion letter is not received by the NSP within 2 weeks after the date the conversion letter is mailed, the NSP contacts the community to verify receipt of the letter.
8. For a compliant community that has not received the conversion letter, the NSP notifies the FEMA Project Engineer and forwards a duplicate copy of the conversion letter to the community CEO and floodplain administrator.
9. For a noncompliant community that has not received the conversion letter, the NSP coordinates with the FEMA Project Engineer to determine whether to change the conversion effective date or extend the compliance period to allow the community a full 6-month period to adopt compliant floodplain management ordinances.
10. The NSP updates the MIP and FEMA CIS database records for the community and archives the community file, the FIRM, and all backup information.

4.6.3.2 Communities Without Effective Flood Hazard Boundary Maps

If a community does not have an effective FHBM, the FEMA RO will submit an SCRR recommending that a FIRM be prepared. In such cases, FEMA and NSP staff shall follow the procedures below.

1. If the community **is** participating in the Emergency Phase of the NFIP, the NSP prepares a 196-NC-I letter (Appendix D, page D-33). This letter notifies the community of the special conversion, transmits two Preliminary copies of the FIRM, and provides the conversion effective date. The NSP mails the letter to the community CEO and floodplain administrator **at least 6 months** before the conversion effective date.
2. If the community is **not** participating in the Emergency Phase of the NFIP, the NSP prepares a different letter (196-NP-I, Appendix D, page D-37). The 196-NP-I letter also notifies the community of the special conversion, transmits two Preliminary copies of the FIRM, and provides the conversion effective date. This letter also is mailed to the community CEO and floodplain administrator **at least 6 months** before the conversion effective date.
3. If no special circumstances are included in the letter, requiring FEMA review and signature, the NSP includes the conversion letter in a list with other conversion letters and submits the list to the FEMA Project Engineer via docket. If special circumstances do exist, the NSP submits a hard (paper) copy of the conversion letter to FEMA for review and signature.
4. The FEMA Project Engineer returns concurrence on the docket or the signed letter to the NSP.
5. The NSP verifies that the dating requirements in Item Nos. 1 and 2 are met and mails the letter to the community CEO and floodplain administrator along with two Preliminary copies of the FIRM and a copy of the NFIP regulations.
6. The NSP distributes external and in-house file copies of the letter and FIRM in accordance with the requirements detailed in Subsection 4.9 of this Manual.
7. Within newly identified, noncompliant communities, the following periods commence simultaneously on the date the letter and Preliminary copies of the FIRM are issued:
 - A 6-month appeal period, during which scientific or technical data may be submitted to refute the determination by FEMA that SFHAs exist in the community; and
 - A 1-year compliance period, during which the community must adopt floodplain management ordinances that meet the minimum requirements for participation in the Regular Phase of the NFIP detailed in Paragraph 60.3(b) of the NFIP regulations.
8. If the signed “Certified Mail” receipt for the conversion letter is not received by the NSP within 2 weeks after the date the conversion letter is mailed, the NSP contacts the community to verify receipt of the letter.

9. If a compliant community did not receive the conversion letter, the NSP notifies the FEMA Project Engineer and forwards a duplicate copy of the conversion letter to the community CEO and floodplain administrator.
10. If a noncompliant community did not receive the conversion letter, the NSP coordinates with the FEMA Project Engineer to determine whether to change the conversion effective date or extend the compliance period to allow the community a full 6-month period to adopt a compliant floodplain management ordinance.
11. The NSP updates the MIP and FEMA CIS database records for the community and archives the community file, maps, and all backup information.

4.6.3.3 Communities Included in Countywide Map Update

The processing of special conversions for communities included in a countywide map update is different because of the length of time it takes for the countywide map update to become effective. Unlike other conversions with a map, the conversion/effective date is not established at the time that the Preliminary copies of the DFIRM are issued; rather, the conversion/effective date is established when statutory and regulatory requirements (i.e., appeal periods, compliance periods) for all of the affected communities in the county are met. The FEMA and NSP staff shall follow the procedures below for these types of special conversions.

1. If the community is participating in the Emergency Phase of the NFIP, but no SFHAs have been identified within the community, the NSP prepares a 204-CW letter (Appendix D, page D-43). This letter informs the community that the community has been included on a countywide DFIRM, but no SFHAs exist in the community. If the community is located on one or more printed DFIRM panels, the NSP sends the Preliminary copies of these panels to the community for review.
2. If SFHAs in the community are identified on the countywide FIRM, the NSP prepares a letter to inform the community CEO and floodplain administrator of the conversion and transmit Preliminary copies of the affected DFIRM panels for review. If required, the letter may include a paragraph inviting the community to attend a community coordination meeting. If the FEMA RO and community officials agree not to hold a community coordination meeting, the letter notifies the community officials that they have 30 days to review and comment on the Preliminary copies of the DFIRM. The conversion letters that the NSP may prepare are as follows:
 - 195-CW letter (Appendix D, page D-7)—Community participating in Emergency Phase of NFIP; FHBM published;
 - 195-CW-I letter (Appendix D, page D-9)—Community participating in Emergency Phase of NFIP; FHBM **not** published;
 - 195-CW-I-NP letter (Appendix D, page D-11)—Community **not** participating in Emergency Phase of NFIP; FHBM **not** published; and
 - 195-CW-NP letter (Appendix D, page D-15)—Community **not** participating in the NFIP; FHBM published.

3. If there are no special circumstances in the letter requiring FEMA review and signature, the NSP includes the conversion letter in a list with other conversion letters and submits the list to the FEMA Project Engineer via docket. If special circumstances do exist, the NSP submits a hard (paper) copy of the conversion letter to the FEMA Project Engineer for review and signature.
4. The FEMA Project Engineer returns concurrence on the docket or the signed letter to the NSP.
5. The NSP mails the letter to the community CEO and floodplain administrator along with two Preliminary copies of the FIRM and a copy of the NFIP regulations.
6. The NSP distributes external and in-house file copies of the letter and FIRM in accordance with the requirements detailed in Subsection 4.9 of this Manual.
7. Within newly identified, non-participating communities, the following two periods commence simultaneously on the date the NSP mails the letter and Preliminary copies of the FIRM:
 - A 6-month appeal period, during which scientific or technical data may be submitted to refute the FEMA determination that SFHAs exist in the community; and
 - A 1-year compliance period, during which the community must adopt floodplain management ordinances that meet the minimum requirements for participation in the NFIP detailed in Paragraph 60.3(b) of the NFIP regulations.
8. Once all statutory and regulatory requirements are met for the other communities included in the countywide study and an effective date for the countywide study is established, the NSP prepares one of the following letters to notify the community of the effective date and the deadline for submission of compliant floodplain management ordinances:
 - 205-CW letter (Appendix D, page D-49)—Non-floodprone community;
 - 196-CW letter (Appendix D, page D-23)—Community participating in Emergency Phase of NFIP; FHBM published;
 - 196-CW-I letter (Appendix D, page D-25)—Community participating in Emergency Phase of NFIP; FHBM **not** published; or
 - 196-CW-NP letter (Appendix D, page D-27)--Community not participating in Emergency Phase of NFIP.
9. If no special circumstances are included in the letter, requiring FEMA review and signature, the NSP includes the conversion letter in a list with other conversion letters and submits the list to the FEMA Project Engineer via docket. If special circumstances do exist, the NSP submits a hard (paper) copy of the conversion letter to the FEMA Project Engineer for review and signature.
10. The FEMA Project Engineer returns concurrence on the docket or the signed letter to the NSP.

11. The NSP mails the letter to the community CEO and floodplain administrator **at least 6 months** before the conversion effective date.
12. The NSP distributes external and in-house file copies of the letter and FIRM in accordance with the requirements detailed in Subsection 4.9 of this Manual.
13. If the signed “Certified Mail” receipt for the conversion letter is not received by the NSP within 2 weeks after the date the conversion letter is mailed, the NSP contacts the community to verify receipt of the letter.
14. If a compliant community did not receive the conversion letter, the NSP notifies the FEMA Project Engineer and forwards a duplicate copy of the conversion letter to the community CEO and floodplain administrator.
15. If a noncompliant community did not receive the conversion letter, the NSP coordinates with the FEMA Project Engineer to determine whether to change the conversion effective date or extend the compliance period to allow the community a full 6-month period to adopt compliant floodplain management ordinances.
16. The NSP updates the MIP and FEMA CIS database records for the community and archives the community file, FIRM, and all backup information.

4.6.3.4 Remote and Uninhabited Communities

When the FEMA RO requests that only a FIRM Index showing the community as all Zone D be prepared, FEMA and NSP staff shall follow the procedures below.

1. If the FEMA RO indicates that the community’s floodplain management ordinances **are** compliant with NFIP regulations, the NSP prepares a 196-C-D letter (Appendix D, page D-17). This letter notifies the community of the special conversion and provides the conversion effective date. The NSP mails letter to the community CEO and floodplain administrator **at least 6 months** before the conversion effective date cited in the letter.
2. If the FEMA RO indicates that the community’s floodplain management ordinances are **not** compliant with the NFIP regulations, the NSP prepares a 196-NC-D letter (Appendix D, page D-29). This letter notifies the community of the special conversion and provides the conversion effective date. The NSP mails this letter to the community CEO and floodplain administrator **at least 6 months** before the conversion effective date.
3. If no special circumstances are included in the letter, requiring FEMA review and signature, the NSP includes the conversion letter in a list with other conversion letters and submits the list to the FEMA Project Engineer via docket. If special circumstances do exist, the NSP submits a hard (paper) copy of the conversion letter to the FEMA Project Engineer for review and signature.
4. The FEMA Project Engineer returns concurrence on the docket or the signed letter to the NSP.

5. The NSP verifies that the dating requirements in Item Nos. 1 and 2 are met and mails the signed letter to the community CEO and floodplain administrator along with two Preliminary copies of the FIRM Index and a copy of the NFIP regulations.
6. The NSP distributes external and in-house file copies in accordance with the requirements detailed in Subsection 4.9 of this Manual.
7. If the signed "Certified Mail" receipt for the conversion letter is not received by the NSP within 2 weeks after the date the conversion letter is mailed, the NSP contacts the community to verify receipt of the letter.
8. If a compliant community has not received the conversion letter, the NSP notifies the FEMA Project Engineer and forwards a duplicate copy of the conversion letter to the community CEO and floodplain administrator.
9. If a noncompliant community did not receive the conversion letter, the NSP coordinates with the FEMA Project Engineer to determine whether to change the conversion effective date or extend the compliance period to allow the community a full 6-month period to adopt compliant floodplain management ordinances.
10. The NSP updates the MIP and FEMA CIS database records for the community and archives the community file, FIRM Index, and all backup information.

4.6.4 Processing of Revised Preliminary Maps and Final Reproduction Materials

FEMA and NSP staff shall follow the procedures below in processing Revised Preliminary copies of FIRMs/DFIRMs and final (camera-ready) reproduction materials.

1. If community comments on the Preliminary copies of the FIRM/DFIRM are received, the NSP evaluates whether Revised Preliminary copies of the FIRM/DFIRM are required and obtains approval from the FEMA Project Engineer before preparing the Revised Preliminary copies.
2. If the FEMA Project Engineer directs the NSP to prepare Revised Preliminary copies, the NSP revises the FIRM/DFIRM as appropriate and prepares a 197-RP letter (Appendix D, page D-39).
3. The NSP submits a hard (paper) copy of the 197-RP letter to the FEMA Project Engineer for review and signature.
4. The FEMA Project Engineer returns the signed letter to the NSP.
5. The NSP mails the 197-RP letter and two Revised Preliminary copies of the FIRM/DFIRM to the community CEO and floodplain administrator.
6. The NSP distributes external and in-house file copies in accordance with the distribution requirements detailed in Subsection 4.9 of this Manual.

7. If the community does not have compliant ordinances and fails to submit compliant ordinances to the FEMA RO within the first 90 days after the date that the letter is mailed, the FMS staff may request that the NSP prepare a suspension letter. If required, the NSP prepares the suspension letter in accordance with the procedures detailed in Subsection 4.7 of this Manual.
8. The NSP prepares the final reproduction materials and paperwork for delivery to the MSC contractor at least 4 months before the conversion effective date. The map and report materials and U.S. Government Printing Office printing paperwork that the NSP produces are detailed in Volume 1 of *Guidelines and Specifications for Flood Hazard Mapping Partners* (FEMA, 2003). These *Guidelines* may be viewed or downloaded on the FEMA website at http://www.fema.gov/plan/prevent/fhm/dl_cgs.shtm.
9. The NSP prepares and submits a presigned transmittal letter (179-M, page D-5) to the MSC contractor with the final reproduction materials.
10. The NSP updates the MIP and FEMA CIS database records for the community and archives the community file, FIRM, and all backup information.

4.7 Suspension Letter Processing

For communities that did not have compliant ordinances when the conversion letter was issued and that have failed to submit compliant ordinances to the FEMA RO within the first 90 days after the date that the conversion letter is mailed, FEMA and NSP staff shall follow the procedures below.

1. The NSP prepares one of the following 90-day suspension letters and submits it to the appropriate FMS program specialist for review and signature:
 - S-90.FHBM letter (Appendix D, page D-59)—For community converted using existing FHBM; or
 - S-90.FIRM letter (Appendix D, page D-61)—For community converted using new FIRM.
2. If the FEMA RO staff has **not** updated the FEMA CIS database or otherwise notified the FMS staff that the community's floodplain management ordinances are compliant with the NFIP regulations, FMS returns the **signed** letter to the NSP. If the FEMA RO **has** updated the FEMA CIS database or otherwise notified the NSP or FMS staff that the community's floodplain management ordinances are compliant, FMS returns the letter **unsigned** and the NSP does not send the letter.
3. The NSP mails the signed letter, if required, to the community CEO and floodplain administrator and distributes the external and in-house file copies in accordance with the distribution requirements detailed in Subsection 4.9 of this Manual.

4. If the community submits compliant ordinances to the FEMA RO at least 30 days before the effective date, the FEMA RO updates the FEMA CIS database or otherwise notifies FMS and NSP staff. If the FEMA RO does not update the FEMA CIS database and the FEMA RO does not notify the NSP or FMS staff that the community's floodplain management ordinances are compliant with NFIP regulations, the procedures below are followed.
5. The NSP prepares a 30-day suspension letter (S-30.SPECL, Appendix D, page D-57) and submits the letter to the appropriate FMS program specialist for review and signature.
6. If the FEMA RO has **not** updated the FEMA CIS database or otherwise notified the FMS staff that the community's floodplain management ordinances are compliant, FMS returns the signed letter to the NSP. If the FEMA RO **has** updated the FEMA CIS database or otherwise notified the NSP or FMS staff that the community's floodplain management ordinances are compliant, the FMS returns the letter unsigned and notifies the NSP that the letter is **not** to be sent.
7. The NSP mails the signed letter and enclosures (copies of Sections 59.24 and 60.3 of the NFIP regulations), if required, to the community CEO and floodplain administrator.
8. The NSP distributes the external and in-house file copies in accordance with the distribution requirements detailed in Subsection 4.9 of this Manual.

4.8 Reinstatement Letter Processing

If the community is suspended and is reinstated because it enacted compliant ordinances after the effective date and the FEMA RO updates the FEMA CIS database records or otherwise notifies the NSP or FMS staff, NSP and FMS staff shall follow the procedures below.

1. The NSP prepares a reinstatement letter (RINSTATE, Appendix D, page D-55).
2. The NSP submits the reinstatement letter to the appropriate FMS program specialist for review and signature.
3. The FMS program specialist returns the signed letter to the NSP.
4. The NSP mails the signed letter to the community CEO and floodplain administrator.
5. The NSP distributes the external and in-house file copies in accordance with the distribution requirements detailed in Subsection 4.9 of this Manual.
6. The NSP archives the reinstatement letter and related information.

4.9 Distribution Requirements

In addition to the community CEOs and floodplain administrators for the affected communities, many other individuals and agencies received copies of the standard documents used in processing special conversions. The distribution requirements for these documents are provided in Table 4-1. FEMA staff shall establish distribution requirements for non-standard documents when appropriate.

Table 4-1. Distribution Requirements for Standard Special Conversion Documents

Document Number	State NFIP Coordinator	Regional Flood Insurance and Mitigation Division Director	NSP Case File	Map Service Center	FMS	State Insurance Commissioner	CSC
179-M	X	X	X	X			
195-CW	X	X	X		X		
195-CW-I	X	X	X		X		
195-CW-I-NP	X	X	X		X		
195-CW-NP	X	X	X		X		
196-C-D	X	X	X	X	X		X
196-C-FHBM	X	X	X	X	X		X
196-C-O	X	X	X	X	X		X
196-CW	X	X	X	X	X		X
196-CW-I	X	X	X	X	X		X
196-CW-NP	X	X	X	X	X		X
196-NC-D	X	X	X	X	X		X
196-NC-FHBM	X	X	X	X	X		X
196-NC-I	X	X	X	X	X		X
196-NC-O	X	X	X	X	X		X

Table 4-1. Distribution Requirements for Standard Special Conversion Documents

Document Number	State NFIP Coordinator	Regional Flood Insurance and Mitigation Division Director	NSP Case File	Map Service Center	FMS	State Insurance Commissioner	CSC
196-NP-I	X	X	X	X	X		X
197-RP	X	X	X	X	X		X
198	X	X	X	X			X
205	X	X	X	X	X		X
205-NP	X	X	X	X	X		X
206	X	X	X	X	X		X
RINSTATE	X	X	X		X	X	
S-30.SPECL	X	X	X		X	X	
S-90.FHBM	X	X	X		X	X	
S-90.FIRM	X	X	X		X	X	
SCRR		X	X				