

Appendix F – Site Data Collection Notification and/or Explanation Letters

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**SAMPLE PRE-NOTIFICATION LETTER FOR FEMA OR FEMA CONTRACTOR
FIELD CREWS DOING MITIGATION DATA COLLECTION**



FEMA

U.S. Department of Homeland Security
500 C Street, SW
Washington, D.C. 20472

[DATE]

[Name]

[Address]

[City, State, Zip Code]

Dear [Resident]

Your property is either currently, or at some point in the past was, insured by the National Flood Insurance Program (NFIP) for damage from flooding. Flood insurance is underwritten by the National Flood Insurance Program (NFIP), a program that is administered by the Federal Emergency Management Agency (FEMA). FEMA has identified structures that have sustained repetitive flooding and have received claims payments on at least two occasions.

The NFIP allows occupants and owners with property vulnerable to flooding to purchase flood insurance; private companies generally do not underwrite flood insurance because of the high risk involved. In order to continue to keep flood insurance premiums affordable, FEMA and the NFIP must try to address those structures that are repetitively flooded.

[AGENCY OR CONTRACTOR ON BEHALF OF AGENCY] is currently surveying these repetitively flooded properties to collect data that will help FEMA understand why these structures are vulnerable to flooding and damages, and what mitigation measures may be feasible to protect them from future damages.

This letter is an early notification that you will be visited by a representative of [AGENCY OR CONTRACTOR ON BEHALF OF AGENCY] within a few weeks. That person will have identification and a copy of a letter similar to this one confirming his or her authorization to conduct this survey on behalf of FEMA.

The [AGENCY OR CONTRACTOR ON BEHALF OF AGENCY] will need about 30 minutes to observe features about the building's construction, assess the building's flood vulnerabilities, and take a few photos.

We look forward to your cooperation in this important data collection effort. If you have any questions regarding this survey, please contact [REGIONAL RL COORDINATOR OR PROJECT OFFICER] at [telephone number].

Sincerely,

FEMA Project Officer

**SAMPLE LETTER FOR FEMA OR FEMA CONTRACTOR FIELD CREWS
DOING MITIGATION DATA COLLECTION**

U.S. Department of Homeland Security
500 C Street, SW
Washington, D.C. 20472



FEMA

[DATE]

[Name]

[Address]

[City, State, Zip Code]

Dear [Resident]:

Your property has been identified as having experienced repetitive damage and losses from flooding and is either currently or at some point in the past was insured by the National Flood Insurance Program (NFIP) for damage from flooding. The National Flood Insurance Program (NFIP), a program that is administered by the Federal Emergency Management Agency (FEMA), underwrites flood insurance. FEMA has identified structures that have sustained repetitive flooding and have received claims payments for two or more events.

[AGENCY OR CONTRACTOR ON BEHALF OF AGENCY] is currently surveying these repetitively flooded properties to collect data that will help FEMA understand why these structures are vulnerable to flooding and damages, and what mitigation measures may be feasible to protect them from future damages. This letter is a confirmation that [NAME AND AGENCY OF INSPECTOR] is authorized to conduct this survey on behalf of FEMA. [NAME and/or AGENCY] will have proper photo identification with them and a copy of this letter. The data collection effort will take approximately 30 minutes and will include collection of information about the building's construction and flood vulnerabilities. Some photos will also be taken.

We look forward to your cooperation in this important data collection effort. If you have any questions regarding this survey, please contact [REGIONAL RL COORDINATOR OR PROJECT OFFICER] at [telephone number].

Sincerely,

FEMA Project Officer

SAMPLE LETTER FOR LOCAL AGENCIES WITH FIELD CREWS DOING MITIGATION DATA COLLECTION

[DATE]

Dear [Resident];

[ENTER AGENCY'S NAME or CONSULTANT ON BEHALF OF....] is conducting a study of properties that may be at risk for repetitive flood damage. The outcome of the study will identify structures in need of flood mitigation, determine what mitigation measures may be appropriate for each structure, and may develop an initial cost estimate for providing the recommended measure(s).

Mitigation measures may include elevating buildings, wet or dry flood proofing, relocation, acquisition, or construction of flood control structures. Upon completion of the study [ENTER AGENCY] plans to apply for Federal Grants and obtain the additional local cost share necessary to assist willing property owners in mitigating their flood prone buildings.

The study involves the collection of the following property level data elements:

1. Building Permit Records (including application and associated materials)
 - Date of Original Permit
 - Square footage
2. Structure and site elevation information (elevation certificate if available)
3. Tax ID and Lot and Parcel Number
4. Building Property Value on record (Assessed Value, Replacement Value or Both)
5. Land Property Value on record
6. Building Code/Floodplain Development Regulations Exceeding Minimum Standards
7. Historical flood events information
 - When
 - How much damage to community
 - How did it affect property
 - Estimated frequency of event

In addition, [AGENCY OR CONSULTANT NAME] will visit each property to survey the flood risk and to take photographs. Property owners are encouraged to visit with the surveyors to discuss any relevant flooding issues.

You can help us prepare mitigation plans and apply for funding by facilitating [CONSULTANT OR AGENCY NAME] in their information and data collection needs, and also by validating field observations. If you have any questions, feel free to call [POC OF SPONSERING AGENCY].

Sincerely,

[AGENCY POC or REP]