



# Federal Emergency Management Agency

Washington, D.C. 20472

December 14, 1999

MEMORANDUM FOR: Doug Bellomo, Project Officer  
Eastern Studies Team

Mike Grimm, Project Officer  
Western Studies Team

**[Original Signed]**

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

SUBJECT: Procedure Memorandum No. 8 – Expansion of Fee  
Exemptions for Requests for Technical and Administrative  
Support Data

**Background:** Under its current policy, FEMA exempts the following groups from paying the fees associated with Mapping Coordination Contractor (MCC) retrieval, reproduction, and distribution of technical and administrative support data under the Engineering Study Data Package program:

- MCC and FEMA Regional and National Office staff;
- Federal agencies that regularly participate in studies and restudies for FEMA (TVA, USACE, NRCS, USGS, and NOAA);
- Private A&E firms involved in performing studies and restudies under contract with FEMA (contract number is required at time of request);
- Communities that have supplied the Digital Line Graph (DLG) base to FEMA and request DLG data;
- Communities that request data for an affected flooding source during the statutory 90- day appeal period for the map action involving that flooding source; and
- State NFIP Coordinators if the data have not already been provided on microfiche or CD-ROM or if the State is actively involved in performing a study or restudy that will be used by FEMA to update flood hazard maps.

**Issue:** Under the Cooperating Technical Communities program and similar new and ongoing initiatives, FEMA is considering ways to improve cooperation and coordination with its partners at the State and local level. To this end, the exemptions listed above will be expanded to include our State and local partners.

**Final Procedure:** Effective December 15, 1999, State NFIP Coordinators and community officials are to be exempted from fees for requests for technical and administrative support data, regardless of when those data are requested, provided they do not request the data with the expressed intent of forwarding the data to a developer or other third-party user. These new exemptions are set forth in the attached copy of the Notice that will be published in the *Federal Register*.

Because some concern has been raised about the intended destination and usage of the data, the MCCs must begin maintaining a listing of State and community requesters of technical and administrative support data. The MCCs will review this list regularly and notify the Project Officer when it appears, based on a number of repeat requests for the same data, that a State or community may be acting as a conduit for requests from developers or other third-party users. At the discretion of the Project Officer, the appropriate Project Engineer or MCC will call the State or community to discuss FEMA's concern. Based on the information supplied by the requester, the Project Officer will determine whether the requester will be charged for future requests for data and, if so, will direct the Project Engineer or MCC to notify the requester in writing.

Attachment

cc: See Attached Distribution List

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