MEMORANDUM FOR: Doug Bellomo, P.E., Project Officer
Eastern Studies Team

Bill Blanton, Project Officer
Central Studies Team

Mike Grimm, Project Officer
Western Studies Team

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

SUBJECT: Procedure Memorandum 26 – Changes to LOMC Subscription Service

Background: The LOMC Subscription Service was developed in response to Paragraph 1360(H) of the National Flood Insurance Reform Act of 1994 to distribute copies of determinations for Letter of Map Change (LOMC) requests that FEMA issues nationwide. The LOMC Subscription Service is currently distributed on CD-ROM twice a month to interested parties including Flood Hazard Determination companies and Lenders nationwide for an annual fee.

Issue: The subscribers to LOMC Subscription Service have requested that the Summaries of Map Action (SOMAs) that are distributed to communities at key stages during the NFIP map update process be made available to them. The SOMAs identify LOMCs that will be affected by the issuance of a new NFIP map and sorts them into four categories as follows:

- **Category 1** includes those Letters of Map Amendment (LOMAs), Letters of Map Revision (LOMRs), and Letters of Map Revision Based on Fill (LOMR-Fs) whose results have been shown on the revised FIRM panel(s).

- **Category 2** includes those LOMCs whose results could not be mapped and shown on the revised FIRM panel(s) because of scale limitations or because the affected areas were determined to be outside the SFHA as shown on the effective FIRM. These LOMCs are automatically revalidated after the revised FIRM panel(s) become(s) effective.

- **Category 3** includes those LOMCs whose results have not been, and will not be, reflected on the revised FIRM panel(s) because the flood hazard information on which the original determinations were based is being superseded by new flood hazard information.

- **Category 4** includes those LOMCs that will be redetermined. LOMCs that were previously issued for multiple lots or structures where the determination for one or more of the lots or
structures has changed as a result of the re-mapping cannot be revalidated through the administrative revalidation process. Category 4 LOMCs are redetermined after the FIRM effective date by the Mapping Partner using the data submitted in support of the original LOMA, LOMR-F, or LOMR request. A single new determination letter is issued for the subject properties.

In addition to the request to make SOMAs available, the LOMC subscribers have requested LOMC revalidation letters be included in the subscription before the NFIP map that they amend becomes effective. The LOMC revalidation letter is created using the SOMA and administratively revalidates previously issued LOMCs unaffected by updated flood hazard information reflected on a new NFIP map. Timely access to LOMC revalidation letters is essential to subscribers for use in performing portfolio reviews.

**Final Procedure:** Effective with the May 16, 2002 publication (Volume 8, Issue 14), the procedures for creating the LOMC Subscription CD-ROM will be changed as follows:

1. The MCCs will submit hard copies of Final SOMAs (i.e., SOMAs that are distributed with Letters of Final Determination) to the LOMC Subscription Coordinator for inclusion in the LOMC Subscription that corresponds with the date when the Letters of Final Determination are issued to the community (this date will typically be six months prior to the effective date of the new NFIP map).

2. The MCCs will prepare and distribute LOMC revalidation letters approximately 2-4 weeks before the NFIP map effective date and will provide hard (paper) copies of the letters to the LOMC Subscription Coordinator along with LOMC determination letters issued during that same 2-week period.

3. As an added measure to improve the LOMC Subscription, the MCCs shall submit either hard copies or digital (TIF or PDF Format) of full size LOMR map attachments to the LOMC Subscription Coordinator with the paper copies of the LOMRs so that they may be included on the LOMC Subscription CD-ROM.

cc: See Attached Distribution List
Distribution List (electronic distribution only)

Federal Insurance and Mitigation Administration, Office of the Administrator

- Howard Leiken
- Bob Shea
- Paul Loyd
- Joe Coughlin

Program Marketing and Partnership Division

- Ed Pasterick
- Mike Robinson
- Bill Lesser

Hazard Mapping Division

- Mike Buckley
- Matt Miller
- Fred Sharrocks
- Mary Anne Lyle
- Doug Bellomo
- Bill Blanton
- Mike Grimm
- Allyson Lichtenfels
- Mark Crowell
- John Magnotti
- Phil Myers
- Max Yuan
- Helen Cohn
- Cynthia Croxdale
- Agnes Pearson
- Anne Flowers
- Cecelia Lynch
- Kathy Miller
- Jay Scruggs
- Shirley Wright
- Scott McAfee
- Priscilla Scruggs
- Tony Hake
- Paul Rooney

FEMA Regional Offices

- Region I
  - Kevin Merli
  - Mike Goetz
  - David Knowles
  - Dean Savramis
- Region II
  - Mike Dabney
  - Robert Reynolds
  - Paul Weberg
- Region III
  - Robert Gunter
  - Marty Frengs
  - Gene Gruber
  - Jon Janowicz
  - Nikki Roberts
  - Eric Rourke
- Region IV
  - Todd Davison
  - Laura Algeo
  - John Pisich
  - Bruce Buckerfield
  - Mark Vieira
  - Mohammed P. Waliullah
- Region V
  - Stuart Rifkind
  - Ken Hinterlong
  - Eric Berman
- Region VI
  - Frank Pagano
  - Jack Quarles
  - Gary Zimmerer
  - Jim Orwat
- Region VII
  - Bob Bissell
  - Robert Franke
  - Albert Schulz
- Region VIII
  - Steve Olsen
  - John Liou
  - Dan Carlson
- Region IX
  - Sally Ziolkowski
  - Jack Eldridge
  - Ray Lenaburg
  - Les Sakumoto
- Region X
  - Carl Cook
  - Larry Basich

Congressional and Intergovernmental Affairs Division

- Fran McCarthy
- Vince Fabrizio
- Loretta Schaffer
- Mary Jo Vrem
Distribution List (continued)

Office of General Counsel

- Rick Neal

Flood Map Production Coordination Contractors

- Zekrollah Momeni, D&D
- Fernando Pasquel, MBJ
- Vince DiCamillo, PBS&J

Map Service Center

- Brenda Walguarnery

Harvard Design and Mapping

- Mark Mesterhazy