

AGREEMENT NOT RECEIVED RESPONSE TEMPLATE

The Honorable (Full Name of Community CEO)

(Title of CEO)

(Address)

(City, State Abbreviation, and Zip Code)

Dear **(Title of CEO)** **(Last Name of CEO)**:

This is in regard to the **(Name of Embankment)** shown on the Preliminary Digital Flood Insurance Rate Map (DFIRM) and in the Preliminary Flood Insurance Study (FIS) report for **(County or Community Name)** produced by the Department of Homeland Security, Federal Emergency Management Agency (FEMA). The purpose of this letter is to follow up on the meeting held on **[Date of Draft Work Map Meeting]**, held by members of my staff with representatives of your community, and the letter FEMA sent to your community on **[Date of Followup To Draft Work Map Meeting Letter]**

On **[Date Preliminary DFIRM Distributed]**, FEMA provided your community with the Preliminary DFIRM and FIS report. As part of the FEMA effort to produce the Preliminary DFIRM, areas in the vicinity of **(Name of Embankment)** were initially identified as not subject to the 1-percent-annual-chance (base) flood event. However, upon further review, FEMA determined that this embankment does not meet the definition of a levee as found in the National Flood Insurance Program (NFIP) regulations cited at Title 44, Chapter 1, Section 59.1, Code of Federal Regulations (44 CFR Section 59.1). Therefore, FEMA undertook an analysis to determine how the structure impacts the magnitude of flooding around it.

At the **[Date of Draft Work Map Meeting]** meeting, my staff discussed the results of the analysis and presented your community with draft work maps and data. Your community was then afforded 30 days to commit to provide an improved analysis. The purpose of the analysis solely to analyze the impact the embankment has on the Special Flood Hazard Area and not to undertake improvements to the non-levee embankment. This process was further explained in our **[Date of Followup To Draft Work Map Meeting Letter]** letter to your community.

FEMA has not received the agreement from your community, which was due on **[Date 30 Days After Draft Work Map Meeting]**. Therefore, we will proceed with producing Revised Preliminary DFIRM panels based on the draft work maps and data. FEMA will distribute the Revised Preliminary DFIRM panels to your community for review as soon as the production is complete.

If you have additional questions regarding the analysis or process to follow, please contact **(Regional Engineering Contact Name)** of my staff, either by telephone at

(Regional Engineering Contact's Telephone Number: (###) ###-####) or by facsimile at **(Regional Engineering Contact's Fax Number: (###) ###-####)**.

Sincerely,

(Regional Mitigation Division Director's Name)
[Director/Acting Director], Mitigation Division
FEMA Region (Region Numeral)

Enclosures

cc: **(County or Community CEO)**
(County or Community Floodplain Administrator)
(State NFIP Coordinator)
(USACE Point of Contact)
Senator **(Senator's Last Name)**'s Washington, DC, Office
Senator **(Senator's Last Name)**'s Washington, DC, Office
Representative **(Representative's Last Name)**'s, Washington, DC, Office