

## AGREEMENT 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 is 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.

We received your signed agreement on **[Date Agreement Received]**. Based on this agreement, the analysis and mapping must be postmarked by the end of the 10-month period, or **[Date 10 month After the Due Date of Agreement]**. During this time, FEMA will suspend issuance of the Revised Preliminary DFIRM and FIS report. If the results of your analysis are received by our office within this 10-month timeframe, FEMA will review and incorporate those results into the Revised Preliminary DFIRM panels as appropriate. It may be necessary to coordinate with your community if any technical issues are discovered in the community's analysis that require clarification.

If your community is unable to submit the results of your analysis within 10 months, FEMA will issue the Revised Preliminary DFIRM panels based on the draft work maps

and data. If your community is able to submit the results of your analysis by the end of the 90-day appeal and comment period (16 months from **[Date 30 Days After Date of Draft Work Map Meeting]**), FEMA will review and incorporate the results of the analysis into the final DFIRM panels. Again, my staff will coordinate with your community if any technical issues are discovered during our review of the results of your community's analysis that require clarification.

If your community provides the results of the analysis after the end of the 90-day appeal and comment period, FEMA will process the submitted information as a map revision request in accordance with Part 65 of the NFIP regulations, and the information will not be included in the affected DFIRM panels before they become final.

This process has been outlined in FEMA Procedure Memorandum 51, *Guidance for Mapping of Non-Levee Embankments Previously Identified as Accredited*. A copy of this Procedure Memorandum is enclosed for your information.

If you have additional questions regarding the analysis or the 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: (###) ###-####)**. We look forward to continuing to work with your community to address this important matter.

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