

Guidance for Flood Risk Analysis and Mapping

Federal Register Notices

November 2015



FEMA

Requirements for the Federal Emergency Management Agency (FEMA) Risk Mapping, Assessment, and Planning (Risk MAP) Program are specified separately by statute, regulation, or FEMA policy (primarily the Standards for Flood Risk Analysis and Mapping). This document provides guidance to support the requirements and recommends approaches for effective and efficient implementation. Alternate approaches that comply with all requirements are acceptable.

For more information, please visit the FEMA Guidelines and Standards for Flood Risk Analysis and Mapping webpage (www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping). Copies of the Standards for Flood Risk Analysis and Mapping policy, related guidance, technical references, and other information about the guidelines and standards development process are all available here. You can also search directly by document title at www.fema.gov/library.

Document History

Affected Section or Subsection	Date	Description
First Publication	November 2015	Initial version of new transformed guidance. The content was derived from the <u>Guidelines and Specifications for Flood Hazard Mapping Partners, Procedure Memoranda, and/or Operating Guidance</u> documents. It has been reorganized and is being published separately from the standards.

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1.0 Introduction

The *Federal Register* is the document, published daily by the U.S. Government Printing Office, www.gpo.gov, which presents regulation changes and legal notices issued by the Federal agencies. The codification of the general and permanent rule published in the Federal Register by the Executive Departments and agencies of the Federal Government make up the Code of Federal Regulations, or CFR. National Flood Insurance Program (NFIP) regulations are printed in Parts 59 through 77 of Title 44 of the CFR.

This document provides the standard procedures and guidance that should be utilized by the Department of Homeland Security's Federal Emergency Management Agency (FEMA), their designated Mapping Partners, and Production and Technical Services (PTS) contractors to process Federal Register notices as part of Flood Risk Projects and Letters of Map Revisions (LOMRs), including preparation, submittal, concurrence, routing, and publication procedures.

This guidance focuses on the FEMA publications in the *Federal Register* that are required to meet Post-Preliminary Processing (PPP) Due Process requirements and finalize LOMRs and Flood Risk Projects. The notices addressed, which publish new or modified Flood Hazard Determinations (FHDs) in the Federal Register, as described in Title 44, Part 65 and Part 67 of the CFR, include:

- Title 44, Part 65 Interim Notices
- Title 44, Part 67 Proposed Notices
- Title 44, Part 65 and Title 44, Part 67 Final Notices
- Title 44, Part 65 and Title 44, Part 67 Correction, Withdrawal, and Cancellation Notices

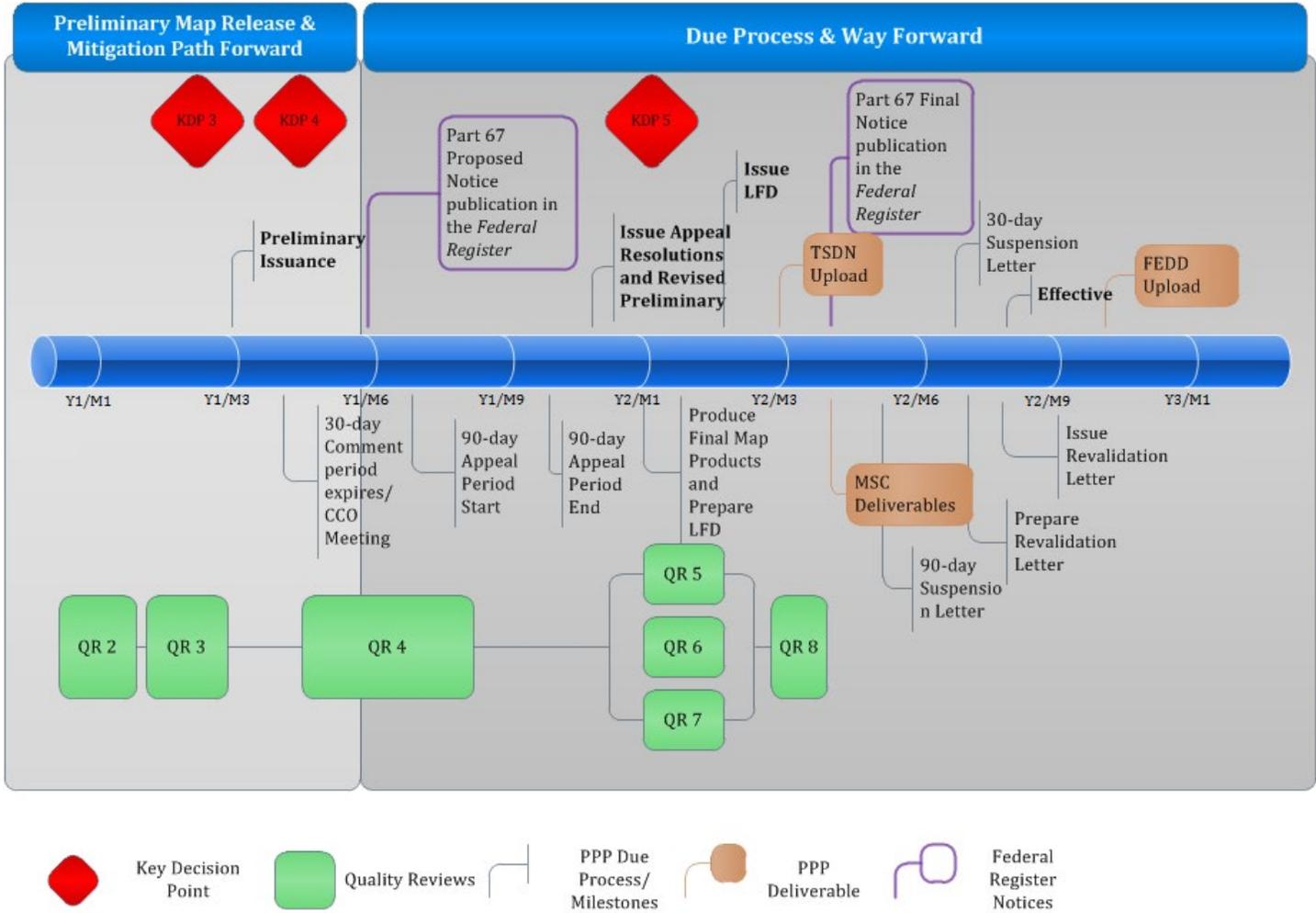
In addition, this guidance will discuss:

- Final Notices concerning suspension of community eligibility for the sale of flood insurance

2.0 Post-Preliminary Processing Timeline

Figure 2 depicts the overall PPP timeline of Flood Risk Projects to demonstrate where Federal Register notice actions occur.

Figure 1. PPP Timeline



Users should note that LOMRs have a modified timeline related to Federal Register publication and that is discussed in more detail in the Part 65 section of this guidance.

Detailed guidance on Key Decision Points (KDPs) and Quality Reviews (QRs) is contained in the [Key Decision Point \(KDP\) Process Guidance](#) and [Quality Review Guidance](#) documents.

3.0 Federal Register Stakeholder Roles & Responsibilities

The following table identifies stakeholders and their roles and responsibilities related to Federal Register notice and docket preparation, concurrence, routing, and publication.

Table 1. Federal Register Stakeholder Roles & Responsibilities

Federal Register Stakeholder Role	Responsibility
Mapping Partners and processing PTS	<ul style="list-style-type: none"> • Responsible for populating FHDs on the Web tool with information related to appeal-eligible communities under Part 65 and Part 67 requirements.
PTS PPP Leads (or designated PTS Federal Register Coordinator)	<ul style="list-style-type: none"> • Prepares and submits dockets to FEMA’s Risk MAP SharePoint • Coordinates with FEMA HQ Due Process Subject Matter Expert (SME) and PTS On-site Support Federal Register Coordinator on dockets.
FEMA HQ Due Process Subject Matter Expert (SME)	<ul style="list-style-type: none"> • Responsible for approving and making final decisions on draft Part 65 and Part 67 Federal Register docket actions.
PTS On-site Support Federal Register Coordinator	<ul style="list-style-type: none"> • Completes consolidation and final formatting quality review of all Part 65 and Part 67 dockets submitted by PTS PPP Leads. • Coordinates routing of all dockets. • Provides email notifications of the advancements of all dockets throughout the following stages of the concurrence process: <ul style="list-style-type: none"> ○ Concurrence to Office of Chief Counsel (OCC) ○ Processing of dockets to the Federal Register ○ Publication of dockets to the Federal Register
Engineering Management Branch (EMB) Branch Chief	<ul style="list-style-type: none"> • Reviews and provides concurrence on Part 65 and Part 67 dockets.

Federal Register Stakeholder Role	Responsibility
Federal Insurance and Mitigation Administration (FIMA) Insurance and Mitigation Administrator	<ul style="list-style-type: none"> Reviews and provides final concurrence on Part 65 and Part 67 dockets.
PTS On-site Floodplain Management Lead	<ul style="list-style-type: none"> Prepares for publication in the Federal Register a notice of community eligibility, as per FEMA Program Standard 411. Submits the notice to FEMA HQ Floodplain Management Branch letting them know that it is ready for their reviews and concurrence. Coordinates with FEMA HQ OCC for publication after FEMA HQ Floodplain Management Branch concurrence is received.
FEMA HQ Floodplain Management Branch Lead	<ul style="list-style-type: none"> Reviews the “Suspension of Community Eligibility” notice and passes docket along for electronic approval.
FEMA HQ Office of Chief Counsel (OCC)	<ul style="list-style-type: none"> Coordinates with FEMA HQ Due Process SME and PTS On-site Support Federal Register Coordinator on any Part 65 and Part 67 dockets sent to the Federal Register for publication. Coordinates with FEMA HQ Floodplain Management Branch Lead and PTS On-site Floodplain Management Lead on Suspension of Community Eligibility dockets sent to the Federal Register for publication.

4.0 Flood Risk Projects and Letters of Map Revision Federal Register Notices

This section describes the process for preparation, concurrence, routing, and publication of Part 65 and Part 67 notices in the Federal Register. The tracking processes and docket templates that are discussed in this guidance utilize information and tracking systems found on FEMA’s Risk MAP SharePoint Portal, <https://riskmapportal.msc.fema.gov>. This site has access restrictions and access requests should be sent to spadmin@riskmapcds.com.

NFIP regulations require the publication of an FHD notice for every Flood Risk Project, including Physical Map Revisions (PMRs), and LOMRs that include new and/or modified FHDs. The notice must be published twice in the affected community’s local newspaper(s) and in the Federal Register as an interim (Part 65 for LOMRs) or proposed (Part 67 for Flood Risk Projects) notice, and then again as a final Part 65 or final Part 67 notice after the 90-day statutory appeal period has lapsed and all appeals have been resolved, if applicable.

As per FEMA Program Standard 387, the appropriate Federal Register notice proposing changes to flood hazard information must be compiled for all communities affected by the addition or modification of flood hazards (i.e., the proposed notice for Flood Risk Projects and the interim notice for LOMRs). The notice includes a hyperlink for the official FEMA website through which stakeholders can access the products depicting the proposed flood hazard changes. The notice is submitted to the processing PTS to route for FEMA HQ concurrence and signature. FEMA HQ coordinates with Office of Federal Register (OFR) to ensure timely publication of the notice in the Federal Register. The published Federal Register notice must be reviewed by the processing PTS and Mapping Partner to ensure accuracy; if needed, corrections must be made, and FEMA HQ, Mapping Partner, PTS, and applicable Region must be notified of the correction.

The “FHDs on the Web” tool allows the processing Mapping Partner staff to create FHD notices quickly and consistently. Users enter information specific to a Flood Risk Project or LOMR to create the notice and this information then generates the appropriately formatted html notices for FEMA’s Flood Hazard Mapping Website www.floodmaps.fema.gov/fhm/Scripts/bfe_main.asp. This data also feeds the interim and proposed notice Federal Register docket templates populated by the processing PTS and routed and concurred by FEMA HQ for Federal Register publication.

Additional information on FHDs on the Web tool is contained in the [User Guide: Flood Hazard Determinations on the Web \(FHD\)](#). Additional information on Post-Preliminary Due Process guidance is contained in the [Post-Preliminary Due Process Guidance](#) document.

4.1 Docket Preparation

The general workflow for docket preparation is depicted in the figures below.

Figure 2. Part 65 Docket Preparation Workflow

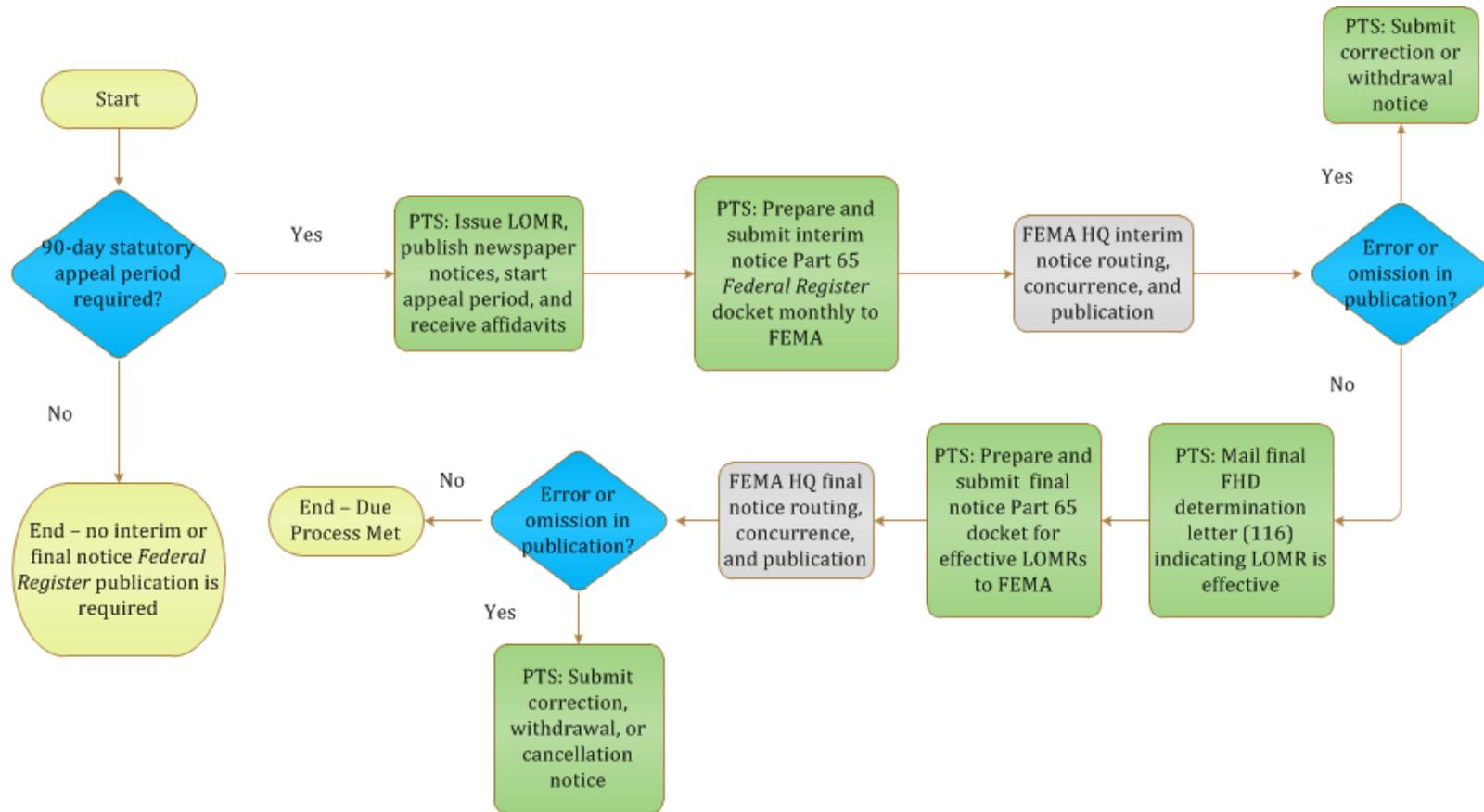
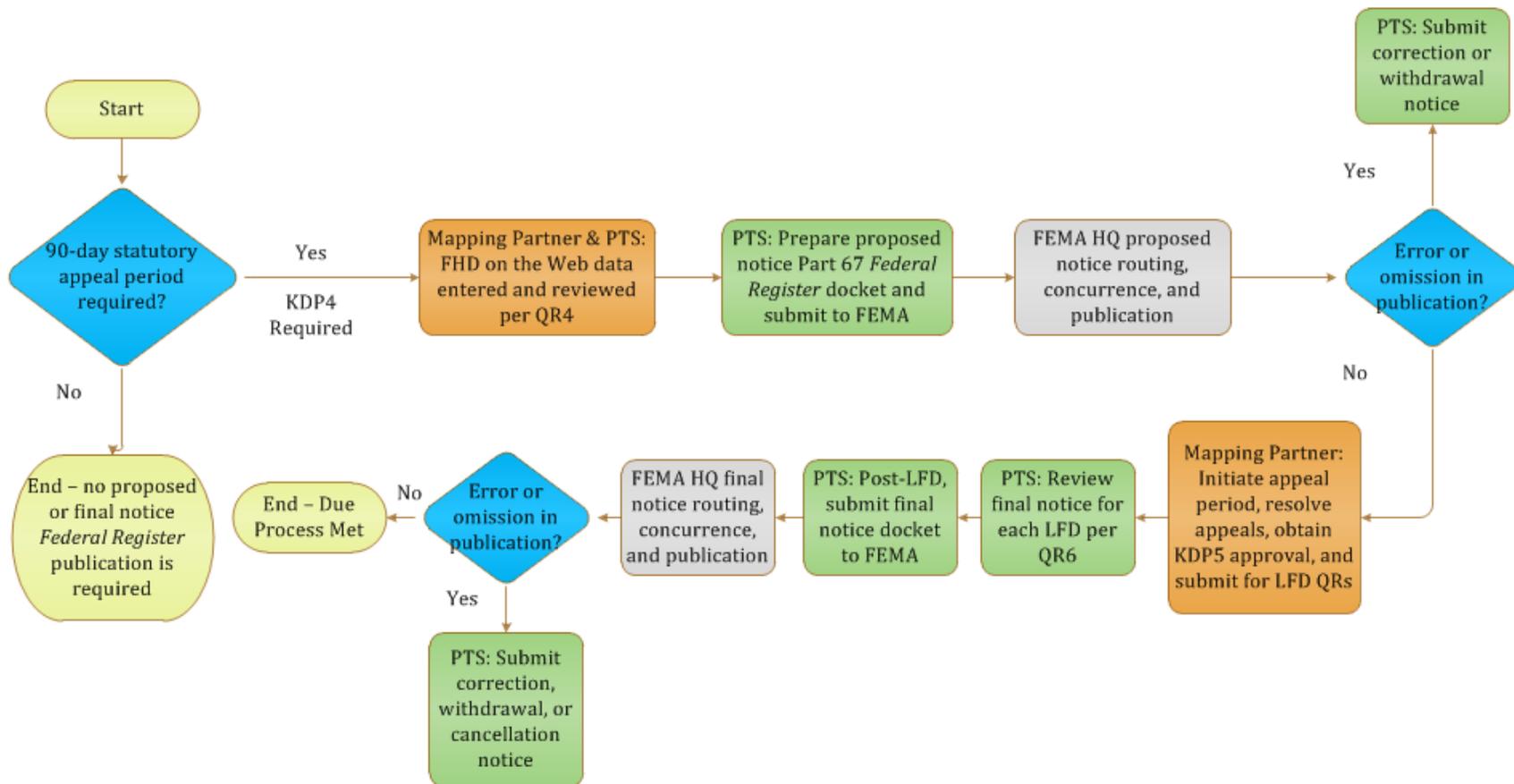


Figure 3. Part 67 Docket Preparation Workflow



Guidance for the preparation of notices for Part 65 and Part 67 dockets is described in more detail in the following sections.

4.1.1 Interim Part 65 Docket for LOMRs

When a 90-day statutory appeal period is required for a LOMR, the processing PTS will prepare and process the correspondence for initiating the appeal period for the new or modified FHDs, as well as the Federal Register notices.

For each LOMR, the processing PTS enters data into the FHDs on the Web tool by following guidance in FEMA's [User Guide: Flood Hazard Determinations on the Web \(FHD\)](#). Data entered into the tool is reviewed and verified as correct by the processing PTS, including verification of online location of where the LOMR can be viewed, www.msc.fema.gov/lomc, the Chief Elected Official (CEO) address, and each Community Map Repository (CMR) address. The processing PTS updates FEMA's Community Information System (CIS) at <https://portal.fema.gov/famsVuWeb/home> with community information if they identify an update is needed.

The processing PTS next coordinates to have a newspaper notice published twice, 1 week apart from each other, in a widespread local newspaper (or newspapers), the LOMR issued with an effective date 120 days from second newspaper notice publication date, and the FHDs on the Web notice published online. Once affidavits for newspaper publications have been received, the processing PTS will prepare an interim Federal Register notice for each LOMR case. The interim notices are combined into a Part 65 docket for all LOMRs processed in the same time period.

The interim notice Part 65 docket template that must be used by the processing PTS is found on FEMA's Risk MAP SharePoint site. The processing PTS will update the template with the relevant LOMR case tables and a unique docket number. The processing PTS is responsible for identifying the unique docket number through use of the Assigned Docket Number tracker on FEMA's Risk MAP SharePoint.

Interim Part 65 notices are combined into a Part 65 docket for all LOMRs processed in the same time period. Interim Part 65 notice dockets are typically generated once a month, but may be developed be more frequently if needed by the processing PTS. Generation of interim notices occurs after 90-day statutory appeal period has started and well before LOMR effective date to ensure Federal Register publication of the interim notice during the 90-day statutory appeal period.

An example of an interim notice Part 65 docket table is shown below.

Figure 4. Sample Table from Interim Notice Part 65 Docket

State and county	Location and case No.	Chief executive officer of community	Community map repository	Online location of letter of map revision	Effective date of modification	Community No.
Alabama: Houston.	City of Dothan (10-04-5284P).	The Honorable Mike Schmitz Mayor, City of Dothan P.O. Box 2128 Dothan, AL 36302.	Civic Center 126 North Saint Andrews Street Dothan, AL 36303.	http://www.msc.fema.gov/1omc .	Nov. 15, 2010	010104

A quality review is performed on the docket by the processing PTS and submitted to FEMA HQ for routing, concurrence, and publication in the Federal Register through use of Risk MAP SharePoint PTS docket submittal folders and the Federal Register Consolidated Tracking Sheet. Submitting the docket and updating the tracking sheet on FEMA Risk MAP SharePoint alerts the PTS On-Site Support Federal Register Coordinator and FEMA HQ Due Process SME that the docket is ready for routing, concurrence, and publication in the Federal Register.

The processing PTS should monitor that interim Federal Register notices publish prior to LOMR effective date. After publication in the Federal Register, the processing PTS must review the interim notice publication to ensure that the docket published correctly. If it did not publish correctly, please refer to the Correction, Withdrawal, and Cancellations of Federal Register Notices section of this guidance document. Processing PTS should include all published notices in the LOMR case Flood Elevation Determination Docket (FEDD) file.

4.1.2 Final Part 65 Docket for LOMRs

The processing PTS prepares and processes the final FHD determination letters (letter type 116) that will be sent to the CEO of the community, the FEMA Region, the State NFIP Coordinator, and all appellants, and also prepares the final notice Part 65 docket for publication in the Federal Register.

Each month, or more frequently as needed, the processing PTS compiles all LOMR cases for which the 90-day statutory appeal period has ended and the LOMR has gone effective and develops the final notice Part 65 docket for Federal Register publication. The final notice Part 65 docket will, therefore, be published after LOMR effective date.

The final notice Part 65 docket template that must be used by the processing PTS is found on FEMA's Risk MAP SharePoint site. The processing PTS will update the template with the relevant LOMR case tables. The processing PTS should ensure the information matches the data presented in the interim notice that was published and/or verify if updates are needed for the final notice publication. The interim docket number that published previously in the Federal Register should be referenced for each LOMR case. CIS should be updated if changes in community information have been identified.

Figure 5. Sample Table from Final Notice Part 65 Docket

State and county	Location and case No.	Chief executive officer of community	Community map repository	Effective date of modification	Community No.
Alabama: Houston (FEMA Docket No.: B-1047).	City of Dothan (10-04-5284P).	The Honorable Mike Schmitz Mayor, City of Dothan P.O. Box 2128 Dothan, AL 36302.	City Hall 123 Main Street Dothan, AL 36302.	Nov. 15, 2010	010104
Hawaii: Hawaii (FEMA Docket No.: B-1037).	Unincorporated areas of Hawaii County (09-09-1789P).	The Honorable William P. Kenoi Mayor, County of Hawaii 25 Aupuni Street Hilo, HI 96720.	25 Aupuni Street Hilo, HI 96720.	Sept. 7, 2010	155166

A quality review is performed on the docket by the processing PTS and submitted to FEMA HQ for routing, concurrence, and publication in the Federal Register through use of FEMA's Risk MAP SharePoint PTS docket submittal folders and the Federal Register Consolidated Tracking Sheet. Submitting the docket and updating the tracking sheet on FEMA's Risk MAP SharePoint alerts the PTS On-Site Support Federal Register Coordinator and FEMA HQ Due Process SME that the docket is ready for routing, concurrence, and publication in the Federal Register.

After publication in the Federal Register, the processing PTS must review the final publication to ensure that the final notice published correctly. If it did not publish correctly, please refer to the Correction, Withdrawal, and Cancellations of Federal Register Notices section. Processing PTS should include all published notices in the LOMR case FEDD file.

4.1.3 Proposed Part 67 for Flood Risk Projects

The proposed notice for Part 67 studies should only be generated once the Region and Mapping Partner has indicated the study is ready to start a 90-day statutory appeal period, which is only after Key Decision Point (KDP) 4 has been approved. Guidance on KDPs is contained in FEMA's Key Decision Point Process Guidance document. Preparation of proposed notice Part 67 dockets by the processing PTS should occur weekly and as FHDs on the Web notices are reviewed and approved via QR4 to ensure studies continue to move forward. Proposed notice Part 67 dockets must publish in the Federal Register prior to initiating an appeal period for a Flood Risk Project.

Per FEMA Program Standard 385, 44 CFR 67.4 requires the News Release and Federal Register Proposed FHD Notice to include all communities affected by new or modified flood hazard information. When a 90-day statutory appeal period is required for a Flood Risk Project, the processing PTS must prepare and process the notices and dockets required.

For each Flood Risk Project that has new or modified FHDs, the processing Mapping Partner will enter data into the FHDs on the Web tool by following guidance in User Guide: Flood Hazard Determinations on the Web (FHD). Data entered into the tool is reviewed and verified as correct as part of the initial QR4 process performed by the processing PTS, and as described in FEMA's Quality Review Guidance document, including verification of online location of where the study products can be viewed, www.fema.gov/preliminaryfloodhazarddata, the CEO address, and each CMR address following FEMA Program Standard 601. The processing PTS should update CIS with community information if they identify an update is needed during initial QR4. Once data posted to FHDs on the Web has been reviewed and approved as part of QR4, the processing PTS will next prepare a proposed notice for each Part 67 Flood Risk Project. If there are multiple projects that require Federal Register proposed notice publications, those projects are combined onto a single docket.

The proposed notice Part 67 docket template that must be used by the processing PTS is found on FEMA's Risk MAP SharePoint site. The processing PTS will update the template with the relevant Flood Risk Project tables and a unique docket number. The processing PTS is

responsible for identifying the unique docket number through use of the Assigned Docket Number tracker on FEMA's Risk MAP SharePoint.

Examples of proposed notice Part 67 docket tables are shown below.

Figure 6. Sample Watershed Table from Proposed Notice Part 67 Docket

I. Watershed-based studies:

Lower Susquehanna Watershed	
Maps Available for Inspection Online at: http://www.fema.gov/preliminaryfloodhazarddata	
Alleghany County, Virginia, and Incorporated Areas	
Community	Community map repository address
City of Canon City.....	City Hall, 128 Main Street, Canon City, VA 67843.
City of Hatchville.....	City Hall, 2 Green Street, Hatchville, VA 67840.
City of New Hope.....	City Hall, 411 Mulberry Street, New Hope, VA 67843.

Figure 7. Sample Non-Watershed Table from Proposed Notice Part 67 Docket

II. Non-watershed-based studies:

Alleghany County, Virginia, and Incorporated Areas	
Maps Available for Inspection Online at: http://www.fema.gov/preliminaryfloodhazarddata	
Project:14-03-0000S Preliminary Date: January 1, 2015	
Community	Community map repository address
City of Canon City.....	City Hall, 128 Main Street, Canon City, VA 67843.
City of Hatchville.....	City Hall, 2 Green Street, Hatchville, VA 67840.
City of New Hope.....	City Hall, 411 Mulberry Street, New Hope, VA 67843.
Town of Inglewood.....	Town Hall, 523 Carolina Avenue, Inglewood, VA 67840.
Unincorporated Areas of Alleghany County.....	Alleghany County Courthouse, 615 Macon Avenue, Canon City, VA 67843.

A quality review is performed on the docket by the processing PTS and submitted to FEMA HQ for routing, concurrence, and publication in the Federal Register through use of FEMA's Risk MAP SharePoint PTS docket submittal folders and the Federal Register Consolidated Tracking Sheet. Submitting the docket and updating the tracking sheet on FEMA's Risk MAP SharePoint alerts the PTS On-Site Support Federal Register Coordinator and FEMA HQ Due Process SME that the docket is ready for routing, concurrence, and publication in the Federal Register.

After publication in the Federal Register, the processing PTS must review the proposed notice publication to ensure that the docket published correctly. If it did not publish correctly, please refer to the Correction, Withdrawal, and Cancellations of Federal Register Notices section of this guidance document. Mapping partners should include all published notices in the Flood Risk Project FEDD file.

4.1.4 Final Part 67 for Flood Risk Projects

When the 90-day statutory appeal period has elapsed and all appeals have been resolved, the processing Mapping Partner prepares a LFD and a final FHD notice for publication in the Federal Register. The processing Mapping Partner submits the final notice Part 67 as part of QR6 to the processing PTS for inclusion in the docket for that particular LFD date.

Immediately after each LFD date, but no later than 2 weeks after LFD, the processing PTS will compile all Part 67 final notices that require publication in the Federal Register and prepare the final notice Part 67 docket. Each study on the LFD docket should also be on the final notice Part 67 docket. Per FEMA Program Standard 403, FEMA publishes a final Part 67 FHD notice in the Federal Register no later than 3 months following issuance of the LFD.

The final notice Part 67 docket template that must be used by the processing PTS is found on FEMA's Risk MAP SharePoint site. The processing PTS will update the template with the relevant projects that were issued an LFD. The processing PTS should ensure the information matches the data presented in the proposed notice that was published and/or verify if updates are needed for the final notice publication. The proposed notice docket number that published previously in the Federal Register should be referenced for each project. CIS should be updated if changes in community information have been identified.

Examples of final notice Part 67 docket tables are shown below:

Figure 8. Sample Watershed-based Table from Final Notice Part 67 Docket

I. Watershed-based studies:	
Lower Susquehanna Watershed	
Alleghany County, Virginia, and Incorporated Areas	
Docket No.: FEMA-B-1290	
Community	Community map repository address
City of Canon City.....	City Hall, 128 Main Street, Canon City, VA 67843.
City of Hatchville.....	City Hall, 2 Green Street, Hatchville, VA 67840.
City of New Hope.....	City Hall, 411 Mulberry Street, New Hope, VA 67843.
Town of Inglewood.....	Town Hall, 523 Carolina Avenue, Inglewood, VA 67840.
Unincorporated Areas of Alleghany County.....	Alleghany County Courthouse, 615 Macon Avenue, Canon City, VA 67843.

Figure 9. Sample Non-watershed-based Table from Final Notice Part 67 Docket

II. Non-watershed-based studies:	
City of Baltimore, Maryland (Independent City)	
Docket No.: FEMA-B-1299	
Community	Community map repository address
City of Baltimore.....	Department of Planning, 417 East Fayette Street, 8th Floor, Baltimore, MD 21202.
Brazos County, Texas, and Incorporated Areas	
Docket No.: FEMA-B-1276	
Community	Community map repository address
City of Bryan.....	City Hall, 300 South Texas Avenue, Bryan, TX 77803.
City of College Station.....	City Hall, 1101 Texas Avenue, College Station, TX 77840.
Unincorporated Areas of Brazos County.....	Brazos County Road and Bridge Department, 2617 Highway 21 West, Bryan, TX 77803.

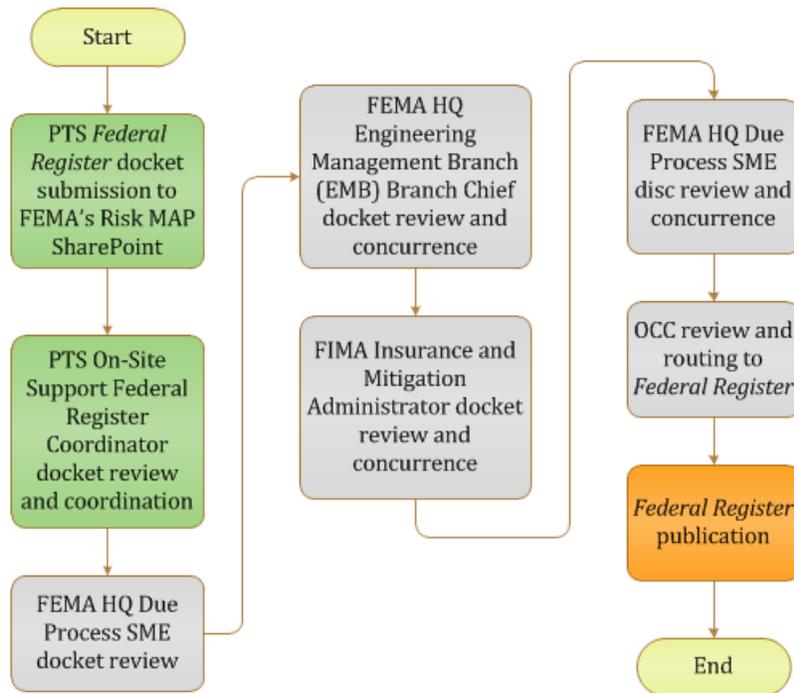
A quality review is performed on the docket by the processing PTS and submitted to FEMA HQ for routing, concurrence, and publication in the Federal Register through use of FEMA's Risk MAP SharePoint PTS docket submittal folders and the Federal Register Consolidated Tracking Sheet. Submitting the docket and updating the tracking sheet on FEMA's Risk MAP SharePoint alerts the PTS On-Site Support Federal Register Coordinator and FEMA HQ Due Process SME that the docket is ready for routing, concurrence, and publication in the Federal Register.

After publication in the Federal Register, the processing PTS must review the final publication to ensure that the final notice published correctly. If it did not publish correctly, please refer to the Correction, Withdrawal, and Cancellations of Federal Register Notices section. Mapping partners should include all published notices in the Flood Risk Project FEDD file.

4.2 Routing, Concurrence, and Publication

Once Flood Risk Projects and LOMRs are added to the Federal Register Consolidated Tracking Sheet by processing PTS PPP Leads, dockets are concurred, routed, and published via coordination with PTS On-site Support Federal Register Coordinator, FEMA HQ Due Process SME, FEMA HQ Risk Analysis Branch staff, FEMA HQ's OCC Regulation Office, and Government Printing Office (GPO). It typically takes 30-45 days for a docket to publish once submitted by processing PTS. The following figure depicts the overall Federal Register docket concurrence and routing process.

Figure 10. Federal Register Routing, Concurrence, and Publication Overview



The following Federal Register publication timing should occur:

- Interim notices for LOMRs should publish within the 90-day statutory appeal period for the LOMR and prior to LOMR effective date.
- Proposed FHD notices for studies should publish before the 90-day statutory appeal period start letter is sent and the 90-day statutory appeal period is started.
- Final notices for LOMRs should publish within 2 months after the LOMR effective date.
- Final FHD notices for studies should publish no later than 3 months following issuance of the LFD.

The table below details the steps that occur to route, concur, and publish dockets in the Federal Register, as well as the responsible stakeholder(s).

Table 2. Summary of Federal Register Routing, Concurrence, and Publication Steps

Step	Responsible Stakeholder(s)	Description
Federal Register Docket Submission	PTS PPP Leads	<ul style="list-style-type: none"> • PTS PPP Leads will update the Federal Register Consolidated Tracking Sheet located on FEMA's Risk MAP SharePoint to mark the date the docket was submitted to FEMA HQ. • If the docket requires expedited concurrence processing, PTS will notify FEMA HQ Due Process SME and PTS On-site Support Federal Register Coordinator. • Expedited concurrence requests may come through FEMA Regional offices to the PTS PPP Lead or directly to FEMA HQ.
PTS On-site Support Federal Register Coordinator Review	PTS On-site Support Federal Register Coordinator	<ul style="list-style-type: none"> • PTS On-Site Support Federal Register Coordinator consolidates dockets as needed and performs formatting quality check.
FEMA HQ Due Process SME Review	PTS On-site Support Federal Register Coordinator FEMA HQ Due Process SME	<ul style="list-style-type: none"> • PTS On-site Support Federal Register Coordinator meets with FEMA HQ Due Process SME to present dockets for review. • FEMA HQ Due Process SME reviews and concurs on dockets.
Engineering Management Branch (EMB) Branch Chief Review	PTS On-site Support Federal Register Coordinator FEMA HQ Due Process SME	<ul style="list-style-type: none"> • PTS On-site Support Federal Register Coordinator meets with EMB Branch Chief to present dockets for review. • EMB Branch Chief reviews and concurs on dockets.
Federal Insurance and	PTS On-site Support Federal	<ul style="list-style-type: none"> • PTS On-site Support Federal Register Coordinator submits dockets to FIMA Insurance and Mitigation

Step	Responsible Stakeholder(s)	Description
Mitigation Administration (FIMA) Insurance and Mitigation Administrator Review	Register Coordinator FEMA HQ Due Process SME	Administrator's Office for review. <ul style="list-style-type: none"> • FIMA Insurance and Mitigation Administrator reviews and concurs on dockets. • PTS On-site Support Federal Register Coordinator sends electronic copies of the signed dockets to the Front Office via email.
FEMA HQ Due Process SME Disc Review	PTS On-site Support Federal Register Coordinator FEMA HQ Due Process SME	<ul style="list-style-type: none"> • PTS On-site Support Federal Register Coordinator submits dockets and disc to FEMA HQ Due Process SME for review. • FEMA HQ Due Process SME reviews and approves via the Concurrence Routing Sheet.
OCC Review	PTS On-site Support Federal Register Coordinator OCC	<ul style="list-style-type: none"> • PTS On-site Support Federal Register Coordinator notifies OCC of incoming dockets via email. • OCC notifies PTS On-site Support Federal Register Coordinator and FEMA HQ Due Process SME via email of dockets that are submitted to the Federal Register for publication.
Federal Register Publication	OCC	<ul style="list-style-type: none"> • OCC notifies PTS On-site Support Federal Register Coordinator and FEMA HQ Due Process SME via email the date dockets are published to the Federal Register.

4.3 Corrections, Withdrawals, and Cancellations of Federal Register Notices

This section provides general guidance as to the Correction, Withdrawal and Cancellation of Federal Register Notices. When an error or omission has been identified in a published Part 65 interim or final notice or a Part 67 proposed or final notice that requires a correction, or when a notice must be withdrawn or cancelled, the processing PTS should first contact the FEMA HQ Due Process SME to verify the appropriate path forward. The nature of the issue may require a new 90-day statutory appeal period to be run or the study or LOMR may have political or other sensitivities and such notices should always be closely tracked and monitored by processing PTS and PTS On-site Support Federal Register Coordinator, along with FEMA HQ Due Process SME, to ensure timely correction, withdrawal, or cancellation.

Per FEMA Program Standard 386, the community and other affected stakeholders must be notified when corrections to the Federal Register are required, including timelines for publishing

corrections. Notification to the community and other affected stakeholders regarding a correction notice may be via email, phone call, or a letter and should be documented for the purpose of FEDD files. Any correction, withdrawal, or cancellation notice published must also be documented in the FEDD file by the processing Mapping Partner or processing PTS. FEMA Region and processing Mapping Partner should be involved in all discussions related to corrections, withdrawals, and cancellations. For any correction, withdrawal, or cancellation required, the processing PTS should lead the development and review of the docket, utilizing the approved templates located on FEMA's Risk MAP SharePoint.

Examples of when corrections, withdrawals, and cancellations are required, as well as next steps, are outlined below, but should always be discussed with FEMA HQ Due Process SME on a case-by-case basis.

A **correction notice** is required when a table or information contained in the interim, proposed, or final notice docket contains inaccurate information as to:

- the watershed or communities affected by the proposed flood hazard determinations (i.e. spelling errors, communities missed),
- the online location for the Preliminary FIRM and FIS report or the LOMR, and/or
- the community map repository physical address.

After a correction notice publishes, the processing PTS should alert the processing Mapping Partner it has published and the study or LOMR should move forward with the 90-day statutory appeal period, as needed.

A **withdrawal notice** is required when:

- No action was taken to formally initiate the appeal period within 90-days of the publication of the proposed notice in the Federal Register. If the 90-day appeal period does not begin prior to the end of the Federal Register 90-day comment period, in coordination with FEMA, the Federal Register publication must be withdrawn and the FHD notice must be republished.
- The processing Mapping Partner, in coordination with processing PTS, must withdraw the proposed rule, published prior to the Expanded Appeal Period (EAP) requirements, and republish under the proposed notice to provide due process under EAP. This assumes a revised preliminary FIRM and FIS report were issued to trigger this requirement.

After a withdrawal notice publishes, the processing PTS should alert the Mapping Partner that it has published and the new proposed notice docket should be prepared and submitted for processing, as described in prior sections.

A **cancellation notice** is required when:

- Significant problems with a FEMA-contracted Flood Risk Project or LOMR resulted in FEMA deciding to cancel the LFD or LOMR, and thus the published final notice, and restart the 6-month compliance period or reissue the LOMR. A cancellation letter (rescission letter) must also accompany this process.

After a cancellation notice has published, the processing PTS should alert the processing Mapping Partner it has published. After the issue has been fixed, a new final notice docket should be prepared and submitted for processing as described in prior sections.

All corrections, withdrawals, and cancellations should follow the same preparation, routing, concurrence, and publication procedures as described in prior sections.

The processing PTS should document in detail the reason for correction or withdrawal within the Federal Register Consolidated Tracking Sheet.

Mapping Partners and processing PTS should include all published notices in the LOMR case FEDD file or the Flood Risk Project FEDD file.

4.4 Templates and Best Practices

Federal Register docket templates must be reviewed and approved by FEMA HQ OCC Regulations Office prior to use. As such, users should always refer to the approved Federal Register docket templates posted to FEMA's Risk Map SharePoint. This site has restricted access for FEMA, Mapping Partners, and processing PTS.

5.0 Suspension of Community Eligibility Federal Register Notice

On behalf of the Floodplain Management Branch, the PTS On-site Floodplain Management Lead is required to prepare for publication in the Federal Register a notice of community eligibility, as per FEMA Program Standard 411. The notice, "Suspension of Community Eligibility," is a list of all communities that have not yet adopted a compliant ordinance and are eligible for suspension from the NFIP for failure to adopt the revised FIRM. Adoption of a legally enforceable ordinance must occur on or before the FIRM effective date in order to avoid suspension.

5.1 Preparation

This list of communities is compiled from the original LFD report approximately 2.5 months before the FIRM effective date. FEMA's Community Information System (CIS) is used as a source to determine compliance, which communities will be sent 90-day and 30-day notification letters, which communities will be listed in the "Suspension of Community Eligibility" notice for suspension, and which communities will need to be suspended if they have not yet adopted a compliant ordinance by the FIRM effective date. The "Suspension of Community Eligibility" notice is submitted to the processing PTS with 1 week provided for their review. Once the reviews have been completed by all processing PTS and all changes have been incorporated, a check for the compliancy status of all communities is performed one final time by the PTS On-site Floodplain Management Lead. The PTS On-site Floodplain Management Lead also checks

for any Federal Disaster Declarations in the counties listed on the docket using this website: www.fema.dhs.gov/news/disasters.fema. The PTS On-site Floodplain Management Lead searches by State to find any disaster declarations from the last 6 months. Approximately 2 months before the FIRM effective date, the “Suspension of Community Eligibility” notice is submitted to the Floodplain Management Branch by the PTS On-site Floodplain Management Lead letting them know that it is ready for their reviews and concurrence. An email regarding the work product deliverable is immediately sent to the Engineering Management Branch letting them know that the “Suspension of Community Eligibility” notice deliverable has been completed.

5.2 Routing, Concurrence, and Publication

Upon receiving the “Suspension of Community Eligibility” notice from the PTS On-site Floodplain Management Lead, FEMA HQ Floodplain Management Branch lead will review it and pass it along for electronic approval. After reviews have been completed by the Floodplain Management Branch and all concurrence and signatures have been obtained, the “Suspension of Community Eligibility” notice package is prepared by PTS On-site Floodplain Management Lead and forwarded to OCC for review at least 1 month before the FIRM effective date to ensure that the OCC has time to review it and get it published by the FIRM effective date. Within 1 week, OCC reviews the notice and forwards it on to the Federal Register for publication. It is important that this docket is published before the FIRM effective date.

5.3 Community Suspension

If the Regional Office does not report in CIS that a community’s floodplain management ordinances are approved prior to the date the FIRM becomes effective, the community will be suspended. The Floodplain Management Branch can reinstate a suspended community in the NFIP when the community’s ordinances are approved by the Region. By entering this information on the ordinance screen, the need to contact the Region for this determination can be avoided. Most of the communities on the “Suspensions of Community Eligibility” notice adopt compliant ordinances before the FIRM effective date and avoid suspension from the NFIP. A notice rescinding the suspension of these communities is published quarterly in the Federal Register.