

Subject Line: NOTIFICATION FROM FEMA REGARDING FLOOD RISK PROJECT IN [Insert Community Name]

Dear [Floodplain Administrator Name]:

This e-mail message is to notify you that your community CEO will soon be receiving a notification letter from the Federal Emergency Management Agency (FEMA) confirming the engineering data models being used in the ongoing flood risk project in [Community, State] and providing a comment period on the selection of these models. As was discussed during prior community engagement meetings determining where local risks may have changed, FEMA's goal is to offer useful, credible data, and a fair process to help you make informed decisions about how to continue building a safer and stronger community.

These engineering data form the basis for the proposed Special Flood Hazard Areas (SFHAs) that will be presented on the Flood Insurance Rate Map (FIRM) for your community. An SFHA is an area that is subject to inundation by the 1-percent-annual-chance flood (also called the base flood). Over time, water flow and drainage patterns in your area may have changed dramatically due to surface erosion, land use, and other natural forces. Given these factors, the likelihood of flooding in certain areas may have increased or decreased over time, changing the SFHA designations. Upon receipt of the notification letter, your community will have 30 days to review and consult with FEMA Regional Office staff regarding the appropriateness of the models selected for the project. Your community will have additional opportunities to comment on and provide feedback about the models and other draft flood hazard information throughout the project. If there are concerns about the mapping data once they have been collected and analyzed, FEMA provides a formal appeals process before the flood hazard information becomes effective.

FEMA relies on your feedback, partnership and knowledge during this important project to determine the extent of flood risk in your community, and supports your efforts to reduce those risks. Please contact [insert community CEO] to confirm receipt of the notification to ensure your community has the opportunity to weigh in on the selected flood risk determination models. We look forward to working with community officials and other stakeholders in [Community, State], to increase flood risk awareness and reduce the risk to life and property from flooding. Your initial feedback will not affect your community's ability to provide feedback later, or to formally appeal the flood hazard information during a future appeal period.

To provide your comments or get answers to any other questions about this project, please contact the FEMA Project Officer, [FEMA Contact Name] at [email] or [(XXX) XXX-XXXX].

Sincerely,

[Digital Signature]

[FEMA Contact Name], Chief  
Risk Analysis Branch

Enclosures: Mapping Project Scope Summary Table

cc: [FEMA Contact Name], Project Officer, FEMA Region [Roman Numeral]  
[Name of State] NFIP Coordinator