

Insert Date

Insert Address

Dear [Insert Regional POC]:

Your community is participating in a project to update local flood risk information as part of the Federal Emergency Management Agency's (FEMA) effort to update Flood Insurance Rate Maps nationwide to reflect communities' true flood risk. Flood risk can change over time and a community's flood insurance rate map shows those changes, helping to protect lives and property through the community's use of the data to make smart decisions about their growth, building decisions, mitigating current risks, and more. Changes in the flood hazard data may have mitigation and flood insurance implications for property owners. *Given recent National Flood Insurance Program reform legislation, it is critical that you communicate information about these changes to the appropriate local leaders and decision makers in your community.*

FEMA has developed the enclosed materials for your use in our joint effort to help make communities safer and stronger by identifying real hazards, actions that can reduce their impacts, and available resources and solutions. The enclosed Model Notification Letter Template and Engineering Models Summary Table are intended to support your efforts in notifying local community leaders about the model(s) being used during the mapping or map updating process occurring in your community.

FEMA recognizes that your community is unique and so are your needs. That is why the letter template is designed to be tailored to your individual community, explaining why the applied model(s) is appropriate for your community's specific mapping or map updating process. The letter also confirms the recipient has 30 days upon notification to consult with FEMA regarding the appropriateness of the model(s) being used. The Engineering Models Summary Table is a supplemental resource developed to help you identify, understand, and share information about the various models used during your community's mapping or map updating process, so you can better explain to community members why a certain model was chosen.

Remember any communication with your community's leaders is an opportunity to remind them of the importance of understanding their local flood risk and their role in helping to mitigate that risk. Please visit [[www.X.gov](http://www.X.gov)] for additional information that may prove helpful in future conversations with your community members about flood risk, flood mitigation, and flood insurance.

Please do not hesitate to contact me at [(XXX)XXX-XXXX] with any questions or concerns.

Thank you.

X