



Summary of Changes to “Guide for Community Officials” (MitDiv-12)

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1. Introduction and Reasons for Update

The Federal Emergency Management Agency (FEMA), as the agency responsible for administration of the National Flood Insurance Program (NFIP), conducts flood hazard studies and prepares flood maps and related products. Since its inception, the Federal Government has had primary responsibility for administering the NFIP in general, with a special emphasis on the identification and mapping of the nation's flood hazards. The Federal Government undertook the identification and mapping activities to create a broad-based awareness of flood hazards and to provide the data necessary for community floodplain management programs and to actuarially rate flood insurance.

Over the years, FEMA has created and distributed an assortment of documents to improve the use and understanding of the information presented on the flood maps. The FEMA Mitigation Directorate publication titled *Appeals, Revisions, and Amendments to National Flood Insurance Program Maps: A Guide for Community Officials* is one such document. This publication is more widely known as “the *Guide for Community Officials*,” and will be referred to hereinafter simply as “the *Guide*.”

The *Guide* was originally produced in January 1990 as FIA-12 and was revised and republished in December 1993. Since that time, the *Guide* has been reprinted numerous times; however, changes have been limited to updates to the FEMA Regional Office (RO) addresses and telephone numbers appearing in Appendix E.

The primary reason that more significant changes have not been made is that, until recently, the *Guide* has not been available in any electronic format and is not now available in a format that is readily updated. (A scanned version of the *Guide* is available in PDF form through the FEMA Library at <http://www.fema.gov/library/viewRecord.do?id=3448>.) Therefore, the *Guide* has not been updated to reflect substantial changes, including the Cooperating Technical Partners (CTP) Program, the implementation of the Internet, the development of Digital Flood Insurance Rate Maps (DFIRMs), and the implementation of the Flood Map Modernization (Map Mod) or Risk Mapping, Assessment, and Planning (Risk MAP) efforts.

Although the *Guide* has not been substantially updated for more than a decade, it is still widely distributed by FEMA Regional Office staff and referenced regularly in FEMA Headquarters (HQ) correspondence with community officials, other stakeholders, and users. Based on the frequent requests for reprints received by the FEMA Printing and Publications staff, the *Guide* continues to be a useful reference for community officials (the primary intended audience) as well as other interested private- and public-sector Map Mod stakeholders.

To make the *Guide* even more useful to users, changes in the procedures for handling appeals and other comments submitted during the 90-day appeal period for studies/mapping projects, map revisions (including revisions related to completed and in-progress levee systems), and map

amendments that have taken place since the *Guide* was last updated needed to be reflected. This includes procedural requirements documented in FEMA Procedure Memorandums. To make this publication more accessible to the public, it had to be produced in a form that makes it more accessible to the public through the FEMA Library with links on the FEMA Flood Hazard Mapping Web pages. Finally, to facilitate future updates, the *Guide* needed to be produced using software (MS Word, Adobe Acrobat) that can be used by FEMA and its contractors during future updates.

The purpose of this document is to summarize the changes made by BakerAECOM, in consultation with FEMA Headquarters and Regional Office staff, to make the *Guide* current, compliant with Department of Homeland Security (DHS) and FEMA standards for such documents, and accessible for future updates.

2. Previous and Current Organization of Guide

The main body of the version of the *Guide* that was published during the 1990s was organized into a Preface and 11 chapters titled as follows:

- Chapter 1, “Introduction”
- Chapter 2, “How To Use This Guide”
- Chapter 3, “Appeals”
- Chapter 4, “Protests”
- Chapter 5, “Map Revisions”
- Chapter 6, “Map Revisions Based on Fill”
- Chapter 7, “Map Amendments”
- Chapter 8, “Conditional Revisions and Amendments”
- Chapter 9, “Floodway Revisions”
- Chapter 10, “Revisions Based on Adequate Progress”
- Chapter 11, “Zone AR”

The 1990s version of the *Guide* also had five appendices, titled as follows:

- Appendix A, “Glossary of Terms and Abbreviations”
- Appendix B, “How To Obtain Publications and Backup Data”
- Appendix C, “How To Support Revisions When Backup Data Are Unavailable”
- Appendix D, “Fee-Reimbursement System”
- Appendix E, “Addresses and Telephone Numbers of Federal Emergency Management Agency Offices”

The main body of the current version of the *Guide* is organized as follows:

- Chapter 1, “Introduction”
- Chapter 2, “How To Use This *Guide*”
- Chapter 3, “Appeals”
- Chapter 4, “Map Revisions”
- Chapter 5, “Map Amendments”
- Chapter 6, “Conditional Revisions and Amendments”
- Chapter 7, “Floodway Revisions”
- Chapter 8, “Revisions Based on ‘Adequate Progress’ (Zone A99) Determination”
- Chapter 9, “Revisions Based on ‘Flood Protection Restoration’ (Zone AR) Determination”
- Chapter 10, “Letters of Determination Review”

The updated version of the *Guide* still has five appendices; however the titles of Appendices A, D, and E have been changed as shown below.

- Appendix A, “Glossary of Terms”
- Appendix D, “FEMA Fee-Charge System”
- Appendix E, “FEMA and State Resources”

The other changes that have been made to the *Guide* are summarized in Sections 3 and 4.

3. Summary of Changes to Main Body

The specific format and content changes that have been made to the main body of the *Guide*—that is, all but the appendices—are summarized in Subsections 3.1 through 3.12

3.1. General Changes

The general changes that FEMA has made to the *Guide*—that is, those changes that affect multiple chapters of the *Guide*—are summarized below.

- Changed type sizes and fonts to match the current DHS standards for such documents.
- Made wider use of bulleted and numbered lists to make text easier to read.
- Replaced references to “Federal Insurance Administrator” with references to “FEMA.”
- Made changes where appropriate to reflect the current organization of FEMA HQ and Regional Offices.
- Replaced the term “100-year floodway” with the term “regulatory floodway” for consistency with other FEMA resources.

- Used the terms “1-percent-annual-chance-flood” and “0.2-percent-annual-chance-flood” in place of “100-year flood” and “500-year flood.”
- Replaced the terms “Flood Insurance Study (FIS)” and “Flood Insurance Restudy (RFIS)” with “study” or “study/mapping project.”
- Replaced the term “application/certification form(s)” with the term “application form(s).”
- Replaced the term “fee-reimbursement system” with the term “fee-charge system.”
- Used the terms “flood zone boundary” and “flood zone boundaries” in place of “floodplain boundary” and “floodplain boundaries.”
- Revised Chapters 3 through 12 to re-establish acronyms so that these chapters can be used and distributed independently without any additional work.
- Included a reference to the community Floodplain Administrator (FPA) where coordination or communication with the community Chief Executive Officer (CEO) is referenced.
- Revised the discussion of mapping-related products being distributed by the Map Service Center (MSC) to indicate only digital products are now distributed, effective October 1, 2009.
- Revised the first sentence of the “North American Vertical Datum of 1988” section in each chapter where it applies to read as follows:

Since the National Geodetic Survey determined that the national vertical control network needed to be readjusted, FEMA has been gradually converting NFIP maps from the National Geodetic Vertical Datum of 1929 (NGVD29) to the North American Vertical Datum of 1988 (NAVD88) in the contiguous United States
- Moved all flowcharts in Chapters 3 through 7 to the end of the chapters in which they appear to maintain text continuity.

3.2. Changes to Preface

FEMA made the following changes to the Preface:

- Added text to explain the relationship between DHS and FEMA and to explain the DHS and FEMA mission, using information from the strategic plan that appears on the FEMA Website.
- Expanded the list of entities that perform studies/mapping projects for, or in partnership with, FEMA in support of the NFIP.
- Added text to introduce the map modernization effort and explain how the *Guide* fits into the Map Mod effort and can be used as a reference in conjunction with other FEMA publications.

- Revised the third paragraph to introduce the Cooperating Technical Partners (CTP) Program and the contributions made by community, regional, and State agency officials to the mapping program.
- Revised the sixth paragraph to include references to the Flood Hazard Mapping (FHM) Website and the U.S. Government Printing Office (GPO) Website as locations for finding NFIP regulations.
- Removed the signature block at the end of the Preface so that it does not need to be updated each time there is a change in management.

3.3. Changes to Chapter 1, “Introduction”

FEMA made the following changes to the Introduction:

- Added text to explain the relationship between DHS and FEMA and to explain the DHS and FEMA mission using information from the strategic plan that appears on the FEMA Website.
- Added references to the FHM and GPO Websites as places to find the NFIP regulations in the sixth and seventh paragraphs in the “Background on National Flood Insurance Program” section.
- Revised the first paragraph in the “Emergency Phase” section to provide the explanation of the probability of the 1-percent-annual-chance flood occurring during the life of a 30-year mortgage.
- Revised the paragraph that Introduces Figure 1-1 in the “Emergency Phase” section to indicate FEMA no longer produces FHBMs and that FEMA will bring newly identified communities into the Regular Phase of the NFIP using one of the Regular Phase conversion processes.
- Revised the content of the “Regular Phase” section to
 - a. Clarify in the first paragraph of the “Regular Conversion Process” subsection that detailed studies were not performed for all flooding sources in all communities before they entered the Regular Phase of the NFIP.
 - b. Reference the North American Vertical Datum of 1988 (NAVD88) in addition to the National Geodetic Vertical Datum of 1929 (NGVD29) in the first paragraph;
 - c. Cite the other flood-related hazards (i.e., shallow flooding, ice-jam flooding) and reference *Guidelines and Specifications for Flood Hazard Mapping Partners* as a good resource for learning more about all of these hazards in the fourth paragraph;
 - d. Cite Zone AR and Zone A99 in the fifth paragraph and reference discussion later in the *Guide*;

- e. Indicate that, in most cases, Flood Boundary and Floodway Maps (FBFMs) are no longer updated in the sixth paragraph;
 - f. Add a subsection on Special Conversion procedures and refer readers to Volume 2, Section 2.9 of *Guidelines and Specifications for Flood Hazard Mapping Partners* and Section 4 of *Document Control Procedures Manual* for additional information;
 - g. Add subsections titled “Existing data studies”, “Flood Hazard and Risk Information Shown on Flood Maps”, “Flood Map Formats”, and “Additional Flood Map Information.”
- Changed Figure 1 to two figures: Figure 1-1, “Milestones for Participation in Emergency Phase of NFIP,” and Figure 1-2, “Milestones for Participation in Regular Phase of NFIP.”
 - Changed content in Figure 1-1 to minimize reader confusion about whether this process is still being used.
 - Changed content in Figure 1-2 to match the current process for communities entering the Regular Phase of the NFIP.
 - Added an expanded discussion of “Why Data and Documentation Are Needed” in the section of the same name, and included references to the “National Flood Insurance Program Description” document and the Floodplain Management home page on the FEMA Website as well as an expanded list of primary map users.
 - Revised the definitions of the map change processes in the “Map Change Processes” section to match the definitions that are included in *Guidelines and Specifications for Flood Hazard Mapping Partners*.
 - Added a bullet and short paragraph for the Letter of Determination Review (LODR) process to the “Map Change Processes” section, emphasizing that a LODR does not change the map.
 - Revised the last paragraph in the “Application Forms and Processing Fees” section to reference the “current fee schedule” rather than a specific date for a schedule.

3.4. Changes to Chapter 2, “How To Use This Guide”

FEMA made the following changes to this chapter:

- Revised the content of the “Determine Status of NFIP Map” section to
 - a. Reference communities that enter the Emergency Phase without any NFIP map being produced in the second sentence of the second paragraph;
 - b. Include a discussion of CTP studies/mapping projects, cite community coordination meetings and open houses rather than Consultation Coordination Officer meeting, properly reference the proposed Base Flood Elevation (BFE) determination letter, and

mention that BFEs are published on the Web as well as in local newspapers and the FEDERAL REGISTER in the third paragraph

- c. Properly reference the “Letter of Final Determination (LFD)” in the fifth and sixth paragraphs;
 - d. Eliminate the reference to “hand-annotated” Letter of Map Revision (LOMR) enclosures, indicate appeal periods for LOMRs usually follow the issuance date, and delete the last sentence indicating FEMA “generally issues LOMRs to lower or eliminate BFEs” in the eighth paragraph
 - e. Reference the FHM Website and the FEMA Map Assistance Center (FMAC) as resources for getting questions answered in the ninth paragraph; and
 - f. Properly reference the Map Service Center (MSC) and the MSC Website in the last paragraph.
- Replaced Figure 2 graphics with sample title blocks from updated version of FEMA 258, *Guide To Flood Maps*.
 - Replaced Figure 3 with Table 2-1, changed title to “Description of Map Change Types and Processes”, referenced renumbered chapters, and added entry for Letters of Determination Review (LODRs).
 - Changed the bulleted list of map change types/processes to give each type/process its own subsection, making it easier for readers to find the information.
 - Added content to the “Appeals” subsection to clarify when appeal periods are initiated and why the appeal process does not apply to FHBMs and FBFMs.
 - Expanded the discussion of other comments received during the 90-day appeal period in the subsection titled “Comments”, and clarified that this term replaced the use of “Protests.”
 - Revised the first paragraph in the “Conditional Map Revisions” subsection to reference the appropriate portion(s) of Part 65 of the NFIP regulations rather than Part 72.
 - Revised the first paragraph in the “Conditional Map Amendments” subsection to reference the appropriate portion(s) of Part 70 of the NFIP regulations rather than Part 72.
 - Added a subsection for LOMC Revalidations at the end of the chapter.

3.5. Changes to Chapter 3, “Appeals”

FEMA made the following changes to this chapter:

- Added a third paragraph beneath the chapter heading to cite Part 67 of the NFIP regulations and Volumes 1 and 2 of *Guidelines and Specifications for Flood Hazard Mapping Partners* as additional resources.

- Revised the first paragraph in the “Background” section to cite Physical Map Revisions (PMRs) and LOMRs in addition to studies/mapping projects as mapping activities in which new or modified BFEs and or base flood depths may be proposed, requiring an appeal period.
- Subdivided the rest of the previous content in the “Background” section into two subsections titled “Activities Leading Up To Appeal Period” and “How Appeal Period Is Administered” and revised the content in each section to reflect current requirements regarding the review of Preliminary versions of maps and reports; current requirements regarding the initiation of appeal periods, with distinctions made for physical map updates and LOMRs; details on Letters of Final Determination (LFDs); and sanctions that would apply if the community does not adopt new or updated floodplain management ordinances.
- Revised the text in the “North American Vertical Datum of 1988” section to
 - a. Reference the current policy regarding the use of datums;
 - b. Refer the reader to Appendix B of the *Guidelines and Specifications* for additional guidance; and
 - c. Note that information on how to obtain both documents is provided in Appendix B of this *Guide*.
- Revised the bullets in the “Technical Guidance” section to
 - a. Reference more recent versions of U.S. Army Corps of Engineers, Natural Resources Conservation Service, and U.S. Geological Survey models in the seventh bullet of the “General Technical Guidance” subsection;
 - b. Refer interested parties to the accepted models lists and the no longer accepted models list on the FEMA Website and provide the urls as the 10th bullet of the “General Technical Guidance” subsection; and
 - c. Maximize agreement with the requirements in Section 65.10 of the NFIP regulations in the 11th bullet of the “General Technical Guidance” subsection.
- Added the paragraph below after the bullets concerning levee systems to the “Technical Guidance for Appeals Based on Levees/Levee Systems or Similar Structures/Systems” subsection.

FEMA has developed a checklist to assist community officials and other appellants with submitting the data and documentation required to show compliance with the requirements for levee systems in Section 65.10 of the NFIP regulations. Interested parties may access this checklist and a number of other useful levee-related resources from the “Levee System Information for Stakeholders: Floodplain Managers, Engineers, Surveyors, and Architects” page on the FEMA Website, which can be found at

http://www.fema.gov/plan/prevent/fhm/lv_fpm.shtm. Interested parties also may request a paper copy of the checklist by calling a Map Specialist in the FMAC, toll free, at 1-877-FEMA MAP (1-877-336-2627).

- Revised the seventh paragraph in the “Appeal Processing Procedures” section to clarify that the review period is generally 30 days.
- Revised the next to last paragraph in the “Appeal Processing Procedures” section to clarify that FEMA may issue a new LOMR in response to some appeals.
- Added a section titled “Administrative Hearings” and provided information on the administrative hearing procedures of Part 68 of the NFIP regulations.
- Moved the content previously included as Chapter 4, “Protests,” to make it Section 3.9, “Other Comments Received During Appeal Period.”
- Revised the content of the new Section 3.9 as follows:
 - a. Revised the second paragraph to mention the FPA as one community official that the CEO might designate and referred the reader to Appendix E for addresses.
 - b. Added introductory content for the “Changes to Floodplain Boundaries” subsection.
 - c. Added content for the “Changes to Corporate Limits” subsection to cover changes to FIRMs/FBFMs and DFIRMs.
 - d. Changed text in the “Changes to Road Names and Configurations” section to cover changes to DFIRMs for studies/mapping projects and changes to map attachments for LOMRs.
 - a. Revised the text in the “Comment Processing Procedures” section to (1) differentiate between comments regarding studies/mapping projects and comments regarding LOMRs; (2) cover the acknowledgment and data request processes discussed in the “Appeal Processing Procedures” section; and explain the LFD.
- Changed the title of Figure 4 to Figure 3-1 and expanded the flowchart to clearly show all steps in the appeal submittal and review process so that the figure can stand alone without the text.
- Added a new flowchart as Figure 3-2 to cover the process for resolving appeals related to LOMRs.
- Changed the title of Figure 5 to Figure 3-3 and expanded the figure to clearly show all steps in the comment submittal, review, and resolution process so that the figure can stand alone without the text.

3.6. Changes to Chapter 4, “Map Revisions”

FEMA made the following changes to this chapter:

- Revised the “Background” section to
 - a. Cite Part 65 of the NFIP regulations and Volume 2 of the *Guidelines and Specifications* in the first paragraph;
 - b. More accurately describe the enclosures that are transmitted with LOMRs in the second paragraph;
 - c. Reflect the current policy for issuing PMRs and LOMRs in the third and fourth paragraphs;
 - d. Clarify the policy for handling changes to road names and corporate limits as documented in the *Guidelines and Specifications* in the last paragraph; and
 - e. Add content concerning revisions based solely on the placement of fill, to reflect that the discussion of Letters of Map Revision Based on Fill (LOMR-Fs) was removed from Chapter 6, including citing Part 65 of the NFIP regulations and Volume 2 of the *Guidelines and Specifications*, add a paragraph to more fully define “fill”, and adding a paragraph to indicate LOMR-Fs are not issued in alluvial fan flood hazard areas and in coastal high hazard areas.
- Revised the “Application Forms” section content to
 - a. More closely match what is provided in form letters to describe the MT-1 and MT-2 packages;
 - b. Reference the urls for the FEMA FHM Website; and
 - c. Reference the FMAC for obtaining paper copies of the MT-1 and MT-2 forms packages.
- Revised the first paragraph of the “Fee-Charge System” section to:
 - a. More closely match what is provided on the FEMA Website and in form letters to describe the system;
 - b. Reference the url for the fee schedule on the FEMA FHM Website; and
 - c. Reference the fee schedule table presented in Appendix D.
- Revised the content for the “North American Vertical Datum of 1988” section to reference the current policy regarding the use of datums, refer the reader to Appendix B of the *Guidelines and Specifications* for additional guidance, and note that information on how to obtain both documents is provided in Appendix B of this *Guide*.

- Added more detailed information on the submittal of review and processing fees and included a graphic image of the Payment Information Form in the “How To Request A Map Revision Based on Fill” section (Section 4.5).
- Revised the title of the section titled “Required Supporting Data” to “Supporting Data and Documentation Required for Map Revisions” (Section 4.6) and revised to the text to refer readers to:
 - a. Sections 65.5, 65.6, 65.7, 65.10, 65.11, 65.12, and 65.13 of the NFIP regulations for additional information on data and documentation submittal requirements;
 - b. The new table numbers for Tables 1 (4-1), 2 (4-2), and 3 (4-3);
 - c. The new table (4-4) that summarizes data and documentation requirements to support revisions based on structural modifications; and
 - d. Forms 1 through 6 of the MT-2 forms package for assistance in defining the required supporting data and documentation for a map revision request.
- Revised the discussion in the “Processing Procedures for Map Revisions Based on Conditions Other Than Fill” section (Section 4.7) to
 - a. Show separate subsections for PMRs and LOMRs;
 - b. Remove all references to fee waivers and initial fees;
 - c. Reference comments submitted during 90-day appeal periods for PMRs and refer readers to a later subsection of the chapter;
 - d. Elaborate on how a PMR becomes effective when no appeal period is required;
 - e. Removed sentence that reads “Generally, FEMA will revise and republish an effective NFIP map when increased flood hazards (i.e., higher BFEs, new or enlarged SFHAs) will be shown” in the “Physical Map Revision Processing Procedures” subsection (Subsection 4.7.1);
 - f. Removed the reference to “hand-revised maps” in the “Letter of Map Revision Processing Procedures” subsection (Subsection 4.7.2);
 - g. Clarified when the appeal period will be started after the LOMR becomes effective and when it will be started before the LOMR becomes effective and reference the reader to the new Table 5-5 (Table 2-1 from the *Document Control Procedures Manual*) in the LOMRs subsection;
 - h. Indicated that sample LOMR determination documents are provided in Appendix B of the FEMA *Document Control Procedures Manual* in the LOMRs subsection; and

- i. Revise the original last paragraph to clarify requirements for map revisions involving structural measures on alluvial fans, because these are the only cases where invoice letters are involved.
- Added new sections titled “How To Request a Map Revision Based on Fill” (Section 4.8), “Supporting Data and Documentation for Map Revisions Based on Fill” (Section 4.9), and Map Revision Based on Fill Processing Procedures” (Section 4.10) using an updated version of the content previously included as Chapter 6 in the 1990s version of the *Guide*.
 - Provided revised instructions in Section 4.8 for
 - a. Requesting paper copies of the application forms;
 - b. Downloading the forms from the FEMA Website,
 - c. Submitting the completed request package to FEMA (i.e., the LOMC Clearinghouse at the MSC); and
 - d. Submitting review and processing fees.
 - Revised the content for Section 4.9 to include
 - a. A bulleted list of the required supporting data and documentation, including information on what elevations are to be used as BFEs, what to do about BFEs in Zone A areas (reference to FEMA 265), and where to find the Elevation Certificate on the FEMA Website; and
 - b. Information on how to obtain map and FIS report products from the Community Map Repository and the MSC.
 - Revised the content for Section 4.10 to indicate sample LOMR-F determination documents are provided in Appendix C of the *Document Control Procedures Manual*
 - Added new sections to cover Final Summaries of Map Action (SOMAs) and LOMC Revalidation (LOMC-VALID) letters and how they affect LOMCs as Sections 4.11 and 4.12, respectively.
 - Added updates flowcharts in Figures 4-2 through 4-5 to more completely depict the current map revision submittal and review processes so that each figure can stand alone without the text; these flowcharts are consistent with the flowcharts used in the most recent update to the *Document Control Procedures Manual*.

3.7. Changes to Chapter 5, “Map Amendments”

FEMA made the following changes to this chapter:

- Revised the content in the “Background” section to
 - a. Cite Part 70 of the NFIP regulations;
 - b. Cite Volume 2 of FEMA’s *Guidelines and Specifications for Flood Hazard Mapping Partners* and Section 3 of FEMA’s *Document Control Procedures Manual*;
 - c. Differentiate between standard LOMAs and electronic LOMAs (eLOMAs); and
 - d. Indicate LOMAs are not issued in alluvial fan flood hazard areas and in coastal high hazard areas.
- Revised the title for the “Application Forms” section to “Application Forms for Standard Letters of Map Amendment” (Section 5.2) and revised the content in the section to
 - a. Reference the url addresses for the MT-EZ and MT-1 forms on the FEMA FHM Website;
 - b. Explain why the application forms are helpful;
 - c. Indicate under what circumstances the MT-EZ and MT-1 forms are to be used; and
 - d. Reference the online LOMA tutorial and add a screen shot of the LOMA tutorial and cited it as Figure 7-1.
- Revised the content of the “North American Vertical Datum of 1988” section (Section 5.3) to
 - a. Reference the current policy regarding the use of datums;
 - b. Refer the reader to Appendix B of the *Guidelines and Specifications* for additional guidance; and
 - c. Note that information on how to obtain both documents is provided in Appendix B of this *Guide*.
- Provided revised instructions in the “How To Request a Standard Letter of Map Amendment” section (Section 5.3) for
 - a. Requesting paper copies of the application forms;
 - b. Downloading the forms from the FEMA Website; and
 - c. Submitting the completed request package to FEMA (i.e., the LOMC Clearinghouse at the MSC).

- Changed the title of the “Required Supporting Data” section to “Required Supporting Data and Documentation for Standard Letters of Map Amendment” (Section 5.5) and revised the content to include
 - a. A bulleted list of the required supporting data and documentation, including information on what elevations are to be used as BFEs, what to do about BFEs in Zone A areas (reference to FEMA 265), and where to find the Elevation Certificate on the FEMA Website; and
 - b. Information on how to obtain map and FIS report products from the Community Map Repository and the MSC.
- Added Section 5.7, “Requirements for Electronic Letters of Map Amendment”, to cover the e-LOMA process and requirements.
- Added new sections to cover Final Summaries of Map Action (SOMAs) and LOMC Revalidation (LOMC-VALID) letters and how they affect LOMCs as Sections 5.8 and 5.9, respectively.
- Replaced Figure 8 with Figure 5-1 to more completely depict the current standard LOMA submittal and review process so that the flowchart may stand alone, separate from the text.

3.8. Changes to Chapter 6, “Conditional Revisions and Amendments”

FEMA made the following changes to this chapter.

- Revised the next to last paragraph in the “Background” section (Section 6.1) to discuss revisions related to “adequate progress” (Zone A99) and “flood protection restoration” (Zone AR) projects and refer readers to Chapter 8 and Chapter 9, respectively.
- Revised the text for the “Application Forms” section (Section 6.2) to more closely match what is provided in form letters to describe these packages; to reference the url for the FEMA FHM Website; and to reference the FMAC for copies.
- Revised the discussion in the “Fee-Charge System” section (Section 6.3) to more closely match what is provided on the FEMA Website and in form letters to describe the system and to reference the url for the fee schedule on the FEMA FHM Website as well as Appendix D.
- Revised the text in the “North American Vertical Datum of 1988” section (Section 6.4) to reference the current policy regarding the use of datums, refer the reader to Appendix B of the *Guidelines and Specifications* for additional guidance, and note that information on how to obtain both documents is provided in Appendix B of this *Guide*.

- Added a section titled “Engineering Species Act” (Section 6.5) to cover the requirement to submit documentation to show compliance with Sections 9 and 10 of the Endangered Species Act.”
- Revised the “How To Request a Conditional Letter of Map Revision” section (Section 6.6) to include information about:
 - a. Where to obtain paper copies of the MT-2 application forms;
 - b. Where to send CLOMR requests (i.e., the LOMC Clearinghouse);
 - c. The current fee schedule and future updates; and
 - d. The fee payment process, including the use of the Payment Information Form for credit card requests and how FCSA handles payments.
- Revised the title of the “Required Supporting Data for CLOMRs” section to “Supporting Data and Documentation Required for Conditional Letters of Map Revision” (Section 6.7) and provided content on data and documentation requirements similar to what was provided for map revisions in Chapter 4.
- Revised the content for the “Conditional Letter of Map Revision Processing Procedures” section (Section 6.8) to remove all references to fee waivers and initial fees and to provide procedural content similar to what was provided for map revisions in Chapter 5.
- Revised the content for the “How To Request a Conditional Letter of Map Revision Based on Fill” section (Section 6.9) to provide content similar to what was provided for LOMR-Fs in Chapter 4.
- Revised the title of the “Required Supporting Data for CLOMR-Fs” section to “Supporting Data and Documentation Required for Conditional Letters of Map Revision Based on Fill” (Section 6.10) and provided content on data and documentation requirements similar to what was provided for LOMR-Fs in Chapter 4.
- Revised the content for the “Conditional Letter of Map Revision Based on Fill Processing Procedures” section (Section 6.11) to remove all references to fee waivers and initial fees and to provide content similar to what was provided for LOMR-Fs in Chapter 6.
- Revised the content for the “How To Request a Conditional Letter of Map Amendment” section (Section 6.12) to provide content similar to what was provided for LOMAs in Chapter 5.
- Revised the title of the “Required Supporting Data for CLOMAs” section to “Supporting Data and Documentation Required for Conditional Letters of Map Amendment” (Section 6.13) and provided content on data and documentation requirements similar to what was provided for LOMAs in Chapter 5.

- Deleted the content for the “Conditional Letter of Map Amendment Processing Procedures” section (Section 6.14) to remove all references to fee waivers and initial fees and to provide content similar to what was provided for LOMAs in Chapter 5.
- Added flowcharts for the processing of CLOMRs, CLOMR-Fs, and CLOMAs (Figures 6-1, 6-2, and 6-3, respectively) to clearly depict the current map submittal and review process using flowcharts from the updated *Document Control Procedures Manual*.

3.9. Changes to Chapter 7, “Floodway Revisions”

FEMA made the following changes to this chapter:

- Added a table in the “Background” section (Section 7.1) to list the States that have more restrictive surcharges and list those surcharges.
- Revised the text for “Application Forms” section (Section 7.2) to more closely match what is provided in form letters to describe these packages; to reference the url for the FEMA FHM Website; and to reference the FMAC for copies.
- Revised the text in the “North American Vertical Datum of 1988” section (Section 7.4) to reference the current policy regarding the use of datums, refer the reader to Appendix B of the *Guidelines and Specifications* for additional guidance, and note that information on how to obtain both documents is provided in Appendix B of this *Guide*.
- Revised the first paragraph in the “How To Request a Floodway Revision” section (Section 7.5) to clarify that a regulatory floodway revision will be handled as a protest or appeal only for a proposed regulatory floodway, not one that is already shown on an effective NFIP map.
- Revised the first paragraph in the “Floodway Revision Processing Procedures” section (Section 7.7) to clarify that a regulatory floodway revision may also be treated as a comment during the 90-day appeal period as referenced in the “How To Request a Floodway Revision” section and referenced readers to Chapters 3 and 4.
- Revised the previous last paragraph in the “Floodway Revision Processing Procedures” section to clarify when revised regulatory floodway data will be incorporated into an NFIP map and FIS report before the LFD is issued rather than when it is printed.

3.10. Changes to Chapter 8, “Revisions Based on ‘Adequate Progress’ (Zone A99) Determinations”

FEMA made the following changes to this chapter:

- Revised the information in the “Background” section (Section 7.1) using information developed for the pages on the FEMA Website dedicated to adequate progress determinations, which is located at http://www.fema.gov/plan/prevent/fhm/lv_a99.shtm ;
- Used information developed for the dedicated pages on the FEMA Website to replace the “Required Supporting Data” section with sections on
 - a. “Community, State, and Federal Responsibilities” (Section 8.2);
 - b. “Eligibility Requirements” (Section 8.3);
 - c. “Application and Submittal Requirements” (Section 8.4);
 - d. “FEMA Review and Response” (Section 8.5);
 - e. Requirements for Maintaining Zone A99 Designation” (Section 8.6);
 - f. Flood Insurance Requirements in Zone A99” (Section 8.7)
 - g. Floodplain Management and Building Requirements in Zone A99” (Section 8.8); and
 - h. Requirements for Removing Zone A99 Designation” (Section 8.9).

3.11. Changes to Chapter 9, “Revisions Based on ‘Flood Protection Restoration’ (Zone AR) Determinations”

FEMA made the following changes to this chapter:

- Expanded the minimal content previously included to make it similar to the text for Zone A99 determinations provided in Chapter 8.
- Used information developed for the page on the FEMA Website dedicated to flood protection restoration determinations (http://www.fema.gov/plan/prevent/fhm/lv_ar.shtm) to provide background information and information on
 - a. “Community, State, and Federal Responsibilities” (Section 9.2);
 - b. “General Requirements” (Section 9.3)
 - c. “Eligibility Requirements” (Section 9.4);
 - d. “Application and Submittal Requirements” (Section 9.5);
 - e. “Limitations and Completion Requirements” (Section 9.6);

- f. “Exclusions” (Section 9.7);
- g. “FEMA Review and Response” (Section 9.8);
- h. Requirements for Maintaining Zone AR Designation” (Section 9.9);
- i. Flood Insurance Requirements in Zone AR” (Section 9.10)
- j. Floodplain Management and Building Requirements in Zone AR” (Section 9.11); and
- k. Requirements for Removing Zone AR Designation from Map” (Section 9.12).

3.12. Chapter 10, “Letters of Determination Review”

FEMA added this chapter using content from FEMA’s *Guidelines and Specifications for Flood Hazard Mapping Partners* and *Document Control Procedures Manual*. The new chapter provides background information on LODRs and LODR-related information on the following topics:

- “Review and Processing Fees” (Section 10.2);
- “Letter of Determination Review Procedures” (Section 10.3), which include information on initial review and processing, required information and documentation, and final review and processing;
- “Deliverable Products” (Section 10.4); and
- “Impact of Letter of Determination Review” (Section 10.5).

4. Summary of Changes to Appendices

The significant format and content changes that FEMA made to the Appendices are summarized in Subsections 4.1 through 4.5.

4.1. Changes to Appendix A

FEMA changed the title to “Glossary of Terms” and expanded the entries to include additional applicable entries from the “Glossary of Terms” that appears in *Guidelines and Specifications for Flood Hazard Mapping Partners* and in the “Glossary of Terms” produced for levee systems, which is accessible through the levee-dedicated pages on the FEMA Website. The gateway to the levee-dedicated pages is located at http://www.fema.gov/plan/prevent/fhm/lv_intro.shtm.

4.2. Changes to Appendix B

FEMA made the following changes to this appendix:

- Divided the section titled “Preliminary and Effective Maps and Reports” into two sections (“In-Progress Maps and Reports” and “Effective Maps and Reports”) and provided separate content for each type of map/report.
- Included a discussion of Revised Preliminary maps and reports in the discussion of Preliminary maps and reports.
- Suggested to readers that they contact State and local officials to see if those officials are posting the in-progress maps on the Web or are making them available digitally in another way.
- Included a discussion of completed LOMAs and LOMRs in each section.
- Included all updated information for the MSC in the discussion of effective maps and reports.
- Added a section titled “Flood Hazard Mapping Website” and provided a summary of useful publications (e.g., floodplain management bulletins, technical bulletins) that can be found through the site, and provided urls where appropriate.
- Revised the title of the “Other Publications” section to “Other Mapping-Related Resources,” cited the url address for the FEMA Library; and revised the list of resources to provide the correct titles and urls for the following:
 - a. *National Flood Insurance Program and Related Regulations*;
 - b. *Answers to Questions about the NFIP* (MitDiv-2);
 - c. *Guidelines and Specifications for Flood Hazard Mapping Partners*;
 - d. *Document Control Procedures Manual*;
 - e. *Use of Flood Insurance Study (FIS) Data As Available Data* (Floodplain Management Bulletin 1-98);
 - f. *Managing Floodplain Development in Approximate Zone A Areas: A Guide for Obtaining and Developing Base (100-Year) Flood Elevations* (FEMA 265);
 - g. *Adoption of Flood Insurance Rate Maps by Participating Communities* (FEMA 495);
 - h. *Joining the National Flood Insurance Program* (FEMA 496);
 - i. MT-EZ, MT-1, and MT-2 application forms and instructions;
 - j. NFIP Elevation Certificate; and

- k. *Converting the National Flood Insurance Program to the North American Vertical Datum of 1988: Guidelines for Community Officials, Engineers, and Surveyors* (FIA-20).
- Added a section titled “Technical Bulletins,” cited the url address, and provided entries for Technical Bulletin Nos. 1, 2, 9, 10-00, and 11-01 from that page.
- Added a section titled “Floodplain Management Publications,” cited the url address for the floodplain management publications page, and provided entries for the following publications from that page:
 - a. *Design Guidelines for Flood Damage Reduction* (FEMA-15);
 - b. *Elevated Residential Structures* (FEMA-54);
 - c. *Coastal Construction Manual* (FEMA-55);
 - d. *Manufactured Home Installation in Flood Hazard Areas* (FEMA-85); and
 - e. *A Unified National Program for Floodplain Management* (FEMA-100).
- Added a section titled “FEMA Map Assistance Center” and provided a summary of information that can be obtained through the FMAC, either by telephone or by e-mail.
- Added a section titled “Technical and Administrative Support Data” and provided the address and telephone number to reference the Library maintained by the Customer and Data Services Contractor and referenced the reader to Table E.3 in Appendix E of the *Guide* for additional information on types of data available and associated costs.

4.3. Changes to Appendix C

FEMA made the following changes to this appendix:

- Revised the first two paragraphs to indicate other possible sources of the data, such as the Community Map Repository and the State NFIP Coordinator.
- Revised the discussion in the “Riverine Flooding Sources” section to indicate that information on riverine flooding sources may be found in the FIS report and directed the reader to use Appendix J of the *Guidelines and Specifications* and the Table of Contents in the FIS report to locate the discussion of the hydrologic and hydraulic analyses.
- Revised the discussion in the “Coastal Flooding Sources” section to indicate that information on coastal flooding sources may be found in the FIS report and directed the reader to use Appendix J of the *Guidelines and Specifications* and the Table of Contents in the FIS report to locate the discussion of the hydrologic and hydraulic analyses.

4.4. Changes to Appendix D

FEMA made the following changes to this appendix:

- Revised the text in the “Background” section to make it similar to what appears in Section 5 of the *Document Control Procedures Manual*.
- Revised the content in the “Exemptions” section to match the current content of Section 72.5 of the NFIP regulations and referenced Section 72.5 in the content.
- Replaced the content on “Summary of Reimbursable Costs” included in the previous version of the *Guide* with an explanation of the current fee schedule in the section titled “Fee Schedule.”

4.5. Changes to Appendix E

FEMA made the following changes to this appendix:

- Revised the content in the “FEMA Headquarters Office” section to include one primary telephone number and one primary fax number, while referring most questions to the FMAC.
- Revised the content in the “FEMA Regional Offices” section to make it current and consistent with other FEMA publications.
- Added a section titled “State Resources” and provided appropriate addresses and telephone numbers for the State NFIP Coordinators and a reference to the ASFPM Website for updated information.
- Added a section titled “FEMA Web-Based Resources” and provided information regarding the primary NFIP Web pages—those concerning flood hazard mapping, flood insurance, and floodplain management—as well as the FloodSmart site and the FEMA Library.
- Added a section titled “How To Order FEMA Publications” to provide the address, telephone number, and fax number information for individuals who do not want to download resources from the Web.