

Appendix C – Field Data Collection Suggested Equipment and Forms

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Suggested Field Equipment

- Laptop with the NT installed and up to date BureauNet data imported
- Handheld GPS unit
- Digital camera
- Mapped travel route
- Area road maps and FIRMs

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Field Work Data Collection Form

Address and Updates Tab

Property locator/Repetitive Loss #: _____

Address Updates:

Community _____

CID _____ Incorrect Community and/or Address

NOTES: _____

Street # _____ Name _____ Suffix _____ Unit _____

City _____ State _____ Zip _____

County _____ FEMA Region _____

Mitigation Updates:

- | | Field | FIELD |
|---------------------------|--------------------------|-------------------------------------------|
| Unable to Locate Address | <input type="checkbox"/> | |
| Flood Protection Provided | <input type="checkbox"/> | 1: _____ <input type="button" value="U"/> |
| No Building on Property | <input type="checkbox"/> | 2: _____ <input type="button" value="U"/> |
| Historic Building | <input type="checkbox"/> | 3: _____ <input type="button" value="U"/> |
| | | 4: _____ <input type="button" value="U"/> |

NOTES: _____

Additional Research Needed NOTES: _____

Mitigation Observed:

- | | |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Structure appears to have been elevated | <input type="checkbox"/> Structure appears to have been floodproofed |
| <input type="checkbox"/> There is a floodwall, berm, or other type of barrier | <input type="checkbox"/> Lower area subject to damage appears to have been modified |
| <input type="checkbox"/> Drainage improvements appear to have been made | <input type="checkbox"/> Flood control project should have reduced the threat |
| <input type="checkbox"/> Owner/neighbor/local official report mitigation actions taken | <input type="checkbox"/> Further research required |
| <input type="checkbox"/> Other (explain in notes) | |

NOTES: _____

Mitigation Verified* Yes No N/A NOTES: _____

**(Verification of FEMA data observed in the field)*

Duplicate Listing / with RL# _____

Updates Made

- Refer to the "Drop Down Menu" on the NT Help screen

Field Work Data Collection Form

Site Observations Tab

Property locator/Repetitive Loss #: _____

Site:

Inspection Date: ____ / ____ / ____

Inspector: _____

Latitude: + / - _____

Longitude: + / - _____

No. of Stories _____

Basement

Occupied: Yes No Seasonal

Neighborhood: _____ 

Residence: Primary Rental Secondary Elevated: _____ 

Fill: Below Street Grade None 0-1 Feet 1-2 Feet 2-3 Feet

3-4 Feet >4 Feet

Land Use: _____  NOTES: _____

Adequate Vents Present: Yes No N/A Undetermined

Spoke with: Owner Name _____

Phone Number _____ Date of Conversation ____ / ____ / ____

Expressed Interest in Mitigation: Yes No Uncertain Not Applicable

Occupant Name _____

Phone Number _____ Date of Conversation ____ / ____ / ____

Neighbor Name _____

Phone Number _____ Date of Conversation ____ / ____ / ____

NOTES: _____

Flooding this site have community-wide implications : If yes: select one: _____ 

NOTES: _____

Structure Type: _____  NOTES: _____

Condition of Structure: Good (optional minor repairs) Fair (needs minor repairs)

Poor (needs significant repairs)

Foundation Type: _____  NOTES: _____

Condition of Foundation: Good (optional minor repairs) Fair (needs minor repairs)

Poor (needs significant repairs) Needs further investigation

EC Diagram Number: _____ 

 - Refer to the "Drop Down Menu" on the NT Help screen

Field Work Data Collection Form

Appurtenant Structure: Carport Shed Deck
 Detached Garage None Observed Other

NOTES: _____

HVAC: Machinery: _____ ⓪ Ductwork: _____ ⓪
 Machinery: _____ ⓪ Ductwork: _____ ⓪

NOTES: _____

Flood Risk and Mitigation Possibilities Tab

Property locator/Repetitive Loss #: _____

Flood Risk:

FIRM Index Date: ____ / ____ / ____ Panel # and Date: _____ / ____ / ____

Flood Zone: _____  BFE/Depth _____

Flood Zone NOTES: _____

Vertical Datam: _____

Likely Source of Flooding: _____ 

NOTES: _____

Likely Areas of Flood Damage: _____ 

NOTES: _____

Potential Hydraulics Impacts: _____ 

Potential Hydraulics Impacts: _____ 

Potential Hydraulics Impacts: _____ 

NOTES: _____

Adequate Clearance

Mitigation observation:

Possible mitigation measures observed

No Possible Mitigation Measures observed

Pending Mitigation Actions:	Possible retrofitting project:	Possible flood control project:
<input type="checkbox"/> A pending flood control/drainage improvement project may mitigate the flooding.	<input type="checkbox"/> Structure may be elevated	<input type="checkbox"/> Removal of undersized culvert or other downstream obstruction
<input type="checkbox"/> Community has plans to mitigate the structure.	<input type="checkbox"/> Structure may be dry floodproofed	<input type="checkbox"/> Increase drainage capacity via channel or pumping improvements
<input type="checkbox"/> Owner has plans to mitigate the structure.	<input type="checkbox"/> Structure may be wet floodproofed	<input type="checkbox"/> Construction of a levee or other barrier
<input type="checkbox"/> Other (explain in notes)	<input type="checkbox"/> Structure may be protected by a barrier	<input type="checkbox"/> Construction of an upstream storage basin
	<input type="checkbox"/> Structure may be acquired	<input type="checkbox"/> Other (explain in notes)
	<input type="checkbox"/> Structure may be relocated	

ADDITIONAL NOTES: _____

 - Refer to the "Drop Down Menu" on the NT Help screen

Additional Site Information Tab

Property locator/Repetitive Loss #: _____

Regulatory Requirements:

Freeboard Level: 1.0 ft 1.5 ft 2.0 ft 3.0 ft Other (explain in notes)

NOTES: _____

Code Height Restrictions NOTES: _____

Compensatory Storage Requirements NOTES: _____

Other Higher Regulatory Standards: NOTES: _____

Equipment/Contents:

Value of Equipment and Contents: \$ _____

Describe contents, equipment or inventory of value: _____

Tax ID: _____

Construction Date: _____ / _____ / _____

Local Lot/Parcel ID: _____

Building Footprint (Sq. Ft) _____

Total Sq. Ft.: _____

Building Market Value:

Value: \$ _____

Date of info: _____ / _____ / _____

Source: _____

Source Type: Certified Appraiser Community tax record

Other (explain n notes) NOTES: _____

Building Replacement Value:

Value: \$ _____

Date of info: _____ / _____ / _____

Source: _____

Land Value:

Value: \$ _____

Date of info: _____ / _____ / _____

Source: _____

Source Type: Certified Appraiser Community tax record

Other (explain n notes) NOTES: _____

Source of Information:

Site Visit _____ / _____ / _____

Owner: _____ / _____ / _____

Engineering Study: _____ / _____ / _____

Neighbor: _____ / _____ / _____

Local Official: _____ / _____ / _____

NOTES: _____

Field Work Data Collection Form

Elevation and Hazard Tab

Property locator/Repetitive Loss #: _____

EC or Elevation Data (Complete only if you have certified data):

Source of Information: _____

Map and Panel #: _____

Date of FIRM Index: ____ / ____ / ____ Flood Zones(s): _____ 

BFE/Depth: _____ Building Diagram #: _____

Vertical Datum: NGVD 1929 NVGD 1988 Other Conversion/Comments: _____

Top of bottom floor: _____ Lowest Adjacent Grande: _____

Top of next higher floor: _____ Highest Adjacent Grade: _____

Bottom of lowest horizontal structural member: _____ Number of permanent openings: _____

Attached garage: _____ Total area of permanent opening (flood vents): _____

Lowest elevation of machinery and/or equipment: _____

NOTES: _____

Certifier's Information:

Name: _____

License Number: _____ Street Address: _____

Title: _____

Company Name: _____ City: _____

Telephone number: _____ State: _____  Zip Code: _____

Additional Flood Hazard Data:

Date of FIS: ____ / ____ / ____ Flash Flooding: Yes No Unknown

Date of other source: ____ / ____ / ____ Flood Velocity: _____ ft/sec

Describe source (if other than FIS): _____ In floodway: Yes No Unknown

Flood Zone Characteristics: _____ 

NOTES: _____

Freq.	Q (cfs)	Elev (ft)
10 yr.	_____	_____
50 yr.	_____	_____
100 yr.	_____	_____
500 Yr.	_____	_____

 - Refer to the "Drop Down Menu" on the NT Help screen

Claims Tab

Property locator/Repetitive Loss #: _____

Known Claims:

Additional Claims Filed

Claims Update Required

NOTES: _____

Missing Claims:

Loss Date	Building Payments	Contents Payments	Uninsured Contents	Uninsured Building

Insurance/Claim Information

Property locator/Repetitive Loss #: _____

Insurance Company Number: _____

NFIP Policy Number: _____

Premium: \$ _____

NOTES: _____

Field Work Data Collection Form

Events and Total Damages Tab

Property locator/Repetitive Loss #: _____

(More important if detailed FIS information is not available)

Name of Event: _____

Date of Occurrence: ____ / ____ / ____ Frequency: _____

Source of Frequency Determination: : _____

Flood Depth: Deep grater that 6 ft. Shallow 1-3 ft. Moderate 3-6 ft Very shallow less than 1 ft.

Flood Velocity: Slow/Moderate (<5 ft/s) fast (>5 ft/s)

Flash Flooding: (<1 hr) Ice/Debris Flow Declaration Declared

Were there pollutants in the flood waters that required any special cleanup? Yes No

Uninsured damages: Building: \$ _____ Contents: \$ _____

Name of Event: _____

Date of Occurrence: ____ / ____ / ____ Frequency: _____

Source of Frequency Determination: : _____

Flood Depth: Deep grater that 6 ft. Shallow 1-3 ft. Moderate 3-6 ft Very shallow less than 1 ft.

Flood Velocity: Slow/Moderate (<5 ft/s) fast (>5 ft/s)

Flash Flooding: (<1 hr) Ice/Debris Flow Declaration Declared

Were there pollutants in the flood waters that required any special cleanup? Yes No

Uninsured damages: Building: \$ _____ Contents: \$ _____

Name of Event: _____

Date of Occurrence: ____ / ____ / ____ Frequency: _____

Source of Frequency Determination: : _____

Flood Depth: Deep grater that 6 ft. Shallow 1-3 ft. Moderate 3-6 ft Very shallow less than 1 ft.

Flood Velocity: Slow/Moderate (<5 ft/s) fast (>5 ft/s)

Flash Flooding: (<1 hr) Ice/Debris Flow Declaration Declared

Were there pollutants in the flood waters that required any special cleanup? Yes No

Uninsured damages: Building: \$ _____ Contents: \$ _____

Name of Event: _____

Date of Occurrence: ____ / ____ / ____ Frequency: _____

Source of Frequency Determination: : _____

Flood Depth: Deep grater that 6 ft. Shallow 1-3 ft. Moderate 3-6 ft Very shallow less than 1 ft.

Flood Velocity: Slow/Moderate (<5 ft/s) fast (>5 ft/s)

Flash Flooding: (<1 hr) Ice/Debris Flow Declaration Declared

Were there pollutants in the flood waters that required any special cleanup? Yes No

Uninsured damages: Building: \$ _____ Contents: \$ _____

LIMITED DATA VIEW

Address and Updates Tab

Address Updates

State: All 50 states plus District of Columbia and 7 U.S. territories:

AK	Alaska	KY	Kentucky	NY	New York
AL	Alabama	LA	Louisiana	OH	Ohio
AR	Arkansas	MA	Massachusetts	OK	Oklahoma
AZ	Arizona	MD	Maryland	OR	Oregon
CA	California	ME	Maine	PA	Pennsylvania
CO	Colorado	MI	Michigan	RI	Rhode Island
CT	Connecticut	MN	Minnesota	SC	South Carolina
DC	District of Columbia	MO	Missouri	SD	South Dakota
DE	Delaware	MS	Mississippi	TN	Tennessee
FL	Florida	MT	Montana	TX	Texas
GA	Georgia	NC	North Carolina	UT	Utah
HI	Hawaii	ND	North Dakota	VA	Virginia
IA	Iowa	NE	Nebraska	VT	Vermont
ID	Idaho	NH	New Hampshire	WA	Washington
IL	Illinois	NJ	New Jersey	WI	Wisconsin
IN	Indiana	NM	New Mexico	WV	West Virginia
KS	Kansas	NV	Nevada	WY	Wyoming
AS	American Samoa	NoM	Northern Mariana Islands		
DC	District of Columbia	PR	Puerto Rico		
FSM	Federated State of Micronesia	RMI	Republic of the Marshall Islands		
GU	Guam	VI	Virgin Islands		

Mitigation Updates

Field 1:

- a. The building was elevated to or above the base flood elevation (BFE).
- b. The building was elevated, but not to the BFE.
- c. The building (non-residential) was floodproofed to the BFE.
- d. The building was partially floodproofed (but not to the BFE).
- e. The building was protected by a flood control/stormwater management project.
- f. The building was replaced by a new elevated/floodproofed building.

Field 2:

- g. The building was demolished, but not acquired through any program.
- h. The building was acquired and demolished as part of a program.
- i. The building was relocated out of the floodplain.

Field 3:

- j. Hazard Grant Mitigation Program (HMGP)
- k. Flood Mitigation Assistance Program (FMA)
- l. Pre-Disaster Mitigation Grant Program (PDM)
- m. Section 1362 Acquisition Program
- n. Other FEMA Programs
- o. Increased Cost of Compliance (ICC) Coverage
- p. U.S. Housing & Urban Development (HUD) Community Development Block Grant (CDBG)
- q. U.S. Army Corps of Engineers or Natural Resources Conservation Services (NRCS) Project
- r. Other Federal Program
- s. State Program
- t. Local Program
- u. Property Owner
- v. Natural Disaster or Fire
- w. Unknown

Field 4:

- j. Hazard Grant Mitigation Program (HMGP)
- k. Flood Mitigation Assistance Program (FMA)

Drop Down Menus

- l. Pre-Disaster Mitigation Grant Program (PDM)
- m. Section 1362 Acquisition Program
- n. Other FEMA Programs
- o. Increased Cost of Compliance (ICC) Coverage
- p. U.S. Housing & Urban Development (HUD) Community Development Block Grant (CDBG)
- q. U.S. Army Corps of Engineers or Natural Resources Conservation Services (NRCS) Project
- r. Other Federal Program
- s. State Program
- t. Local Program
- u. Property Owner
- v. Natural Disaster or Fire
- w. Unknown

Site Observations Tab

Neighborhood:

- Commercial Highway
- Commercial Office
- Commercial Retail/Downtown
- Heavy Industrial
- Light Industrial
- Residential – high density (multi family/apts)
- Residential – low density (single family)
- Residential – medium density (2-family/townhouses, rowhouses)
- Rural residential

Elevated:

- Not Applicable
- At Grade
- 0-1 Feet
- 1-2 Feet
- 2-3 Feet
- 3-4 Feet
- 4-6 Feet
- 6-8 Feet
- 8-12 Feet
- >12 Feet

Land Use:

- Single-family residential
- 2-4 family residential
- Multifamily residential (5 or more units)
- Commercial (highway, office, retail, downtown)
- Industrial (light, heavy)
- Institutional (hospitals, churches)
- Educational (schools, colleges)
- Non-profit
- Public
- Semi-Public
- Transportation
- Other (explain in notes)

Flooding this site will have community-wide implications:

- Important for flood warning/response (e.g. lumber supply companies)
- Important for disaster recovery
- Important for public health (e.g. wastewater treatment plant)
- Contains hazardous materials
- Contains special population (e.g. nursing home)
- Important utility service
- Other (explain in notes)

Structure Type:

- Wood frame
- Engineered wood frame

Drop Down Menus

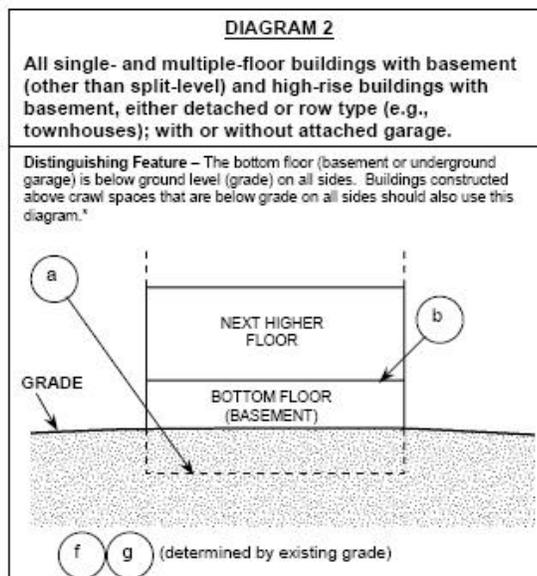
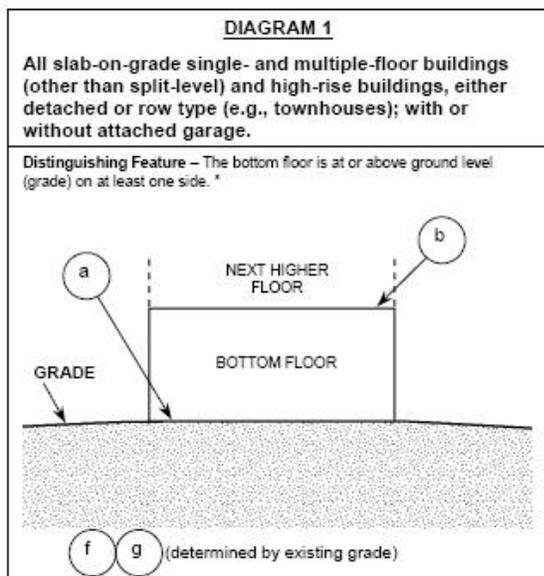
Steel
Light steel
Heavy steel
Concrete
Reinforced concrete
Unreinforced concrete
Masonry
Reinforced Masonry
Unreinforced Masonry
Manufactured home
Modular Housing
Other (explain in notes)

Foundation Type:

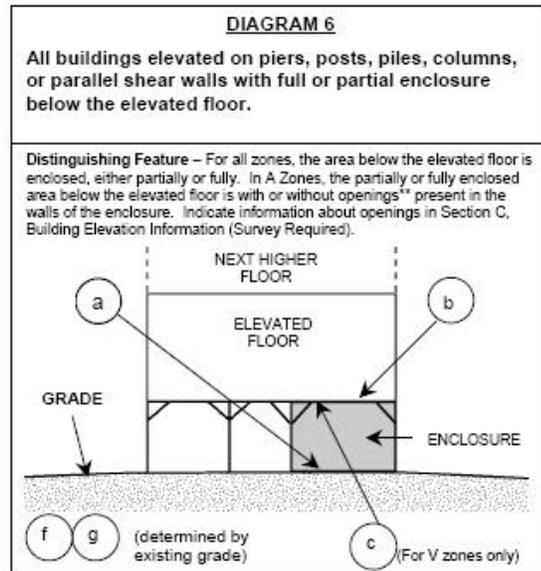
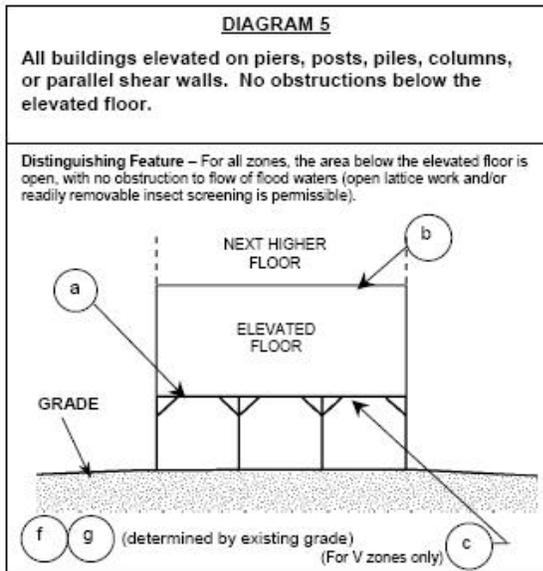
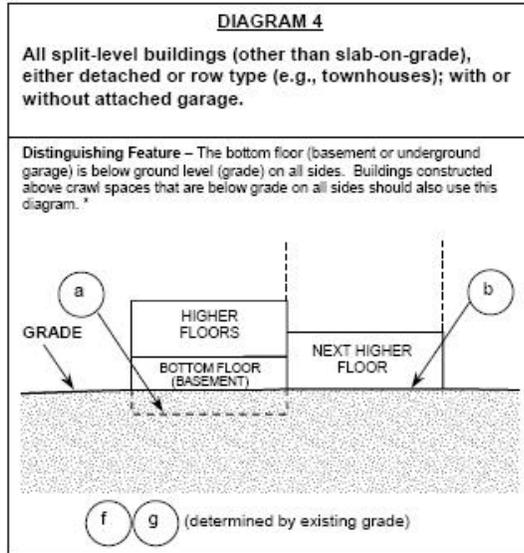
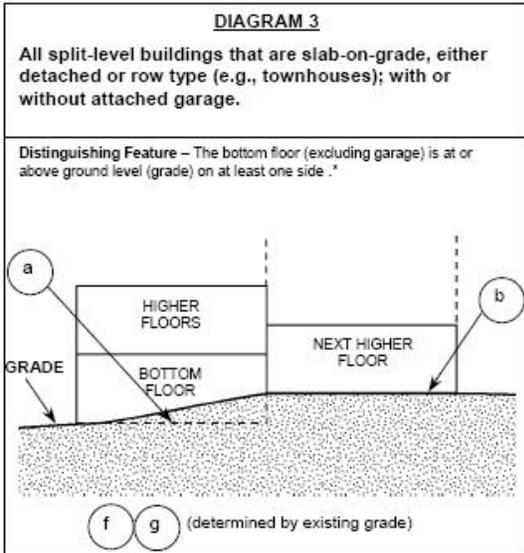
Slab-on-grade
Basement sub-grade on all sides
Basement sub-grade with windows
Basement with walkout
Split-level slab-on-grade
Split-level
Piers, posts, piles, columns, or parallel shear walls
Piers, posts, piles, columns, or parallel shear walls w full or partial enclosure
Elevated foundation walls w/full or partial enclosure
Crawlspace – floor at or above grade on at least 1 side
Other (explain in notes)
Unable to determine

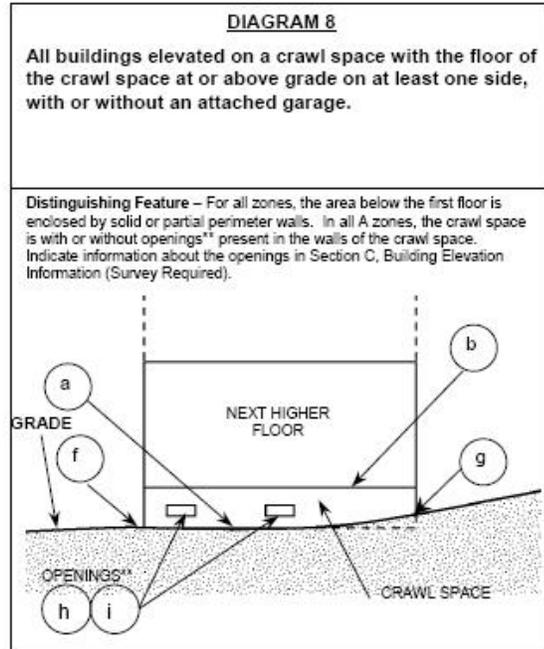
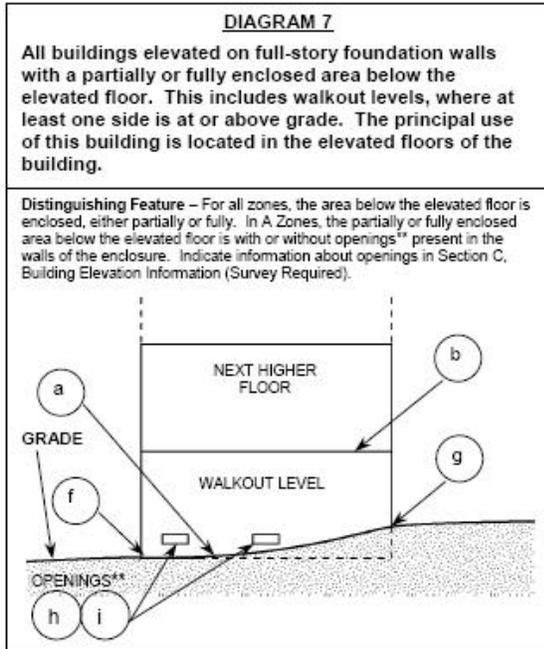
Elevation Diagram No. (See diagrams that follow)

1. Slab-on-grade
 2. Basement
 3. Split level slab-on-grade
 4. Other split level
 5. Piers, posts, piles, columns, parallel shear walls
 6. Piers, posts, piles, columns, parallel shear walls with enclosure
 7. Full story foundation walls with enclosure
 8. Crawlspace
- Unable to determine



Drop Down Menus





HVAC

Machinery (select all that apply):

- Crawl space/under elevated floor
- Inside-in basement
- Inside-on first floor
- Inside-on second floor or higher
- Outside-At/close to grade
- Outside-Lower than first floor
- Outside-Higher than first floor
- Cannot tell
- Other (explain in notes)

Duct Work (select all that apply):

- Crawl space/under elevated floor
- Inside-in basement
- Inside-on first floor
- Inside-on second floor or higher
- Outside-At/close to grade
- Outside-Lower than first floor
- Outside-Higher than first floor
- Cannot tell
- Other (explain in notes)

Flood Risk and Mitigation Possibilities Tab

Flood Risk

Flood Zone:

- AR
- A99
- A
- AO
- AE A1-30
- AH
- V
- VE V1-30
- B/XShaded
- C/XUnshaded

Drop Down Menus

Likely Source of Flooding:

- Stream or other source of riverine flooding
- Ocean, lake or other source of coastal flooding
- Sheet flow
- Natural drainage-Site is flat or drains poorly
- Natural drainage-Ponding, or site is low or site is in a bowl
- Natural drainage-Exceptionally heavy precipitation overwhelmed drainage system
- Drainage System -Undersized culvert or inadequate drainage feature downstream
- Drainage System -Drainage from lot is blocked by roadbed or other feature
- Drainage System -System can't handle runoff from recent upstream development
- Sewer backup
- Cannot tell
- Other (explain in notes)

Likely Areas of Flood Damage:

- Water over 1st floor-Flood level higher than floor level
- Water over 1st floor-Building is on slab close to grade
- Water below 1st floor-Water in crawlspace
- Water below 1st floor-Water in enclosed area below elevated floor
- Water in areas below grade-Building is a bilevel, split level or has finished areas below grade
- Water in areas below grade-Building has basement with below grade window wells or stairwell
- Water in areas below grade-Building has basement, no obvious entry point for water
- Damage to items outside the structure-Likely damage to deck, bulkhead, etc.
- Damage to items outside the structure-Outside A/C unit is low
- Damage to items outside the structure-Storage tanks present
- Cannot tell
- Other (explain in notes)

Potential Hydraulics Impacts (select all that apply):

- Low Bridge
- Culvert(s)
- Storm Drainage System
- Planned Projects
- Pump Stations
- Dams
- Levees
- Run off from U/S dev.
- Retention Basins
- Detention Basins
- Other (explain in notes)

DETAILED DATA VIEW

Elevation and Hazard Tab

EC or Elevation Data (complete only if you have certified data)

Flood Zones(s):

AE A1-30
 V
 VE V1-30
 B/XShaded
 C/XUnshaded
 AO
 AH
 AR
 A99
 A

State: All 50 states plus District of Columbia and 7 U.S. territories:

AK	Alaska	KY	Kentucky	NY	New York
AL	Alabama	LA	Louisiana	OH	Ohio
AR	Arkansas	MA	Massachusetts	OK	Oklahoma
AZ	Arizona	MD	Maryland	OR	Oregon
CA	California	ME	Maine	PA	Pennsylvania
CO	Colorado	MI	Michigan	RI	Rhode Island
CT	Connecticut	MN	Minnesota	SC	South Carolina
DC	District of Columbia	MO	Missouri	SD	South Dakota
DE	Delaware	MS	Mississippi	TN	Tennessee
FL	Florida	MT	Montana	TX	Texas
GA	Georgia	NC	North Carolina	UT	Utah
HI	Hawaii	ND	North Dakota	VA	Virginia
IA	Iowa	NE	Nebraska	VT	Vermont
ID	Idaho	NH	New Hampshire	WA	Washington
IL	Illinois	NJ	New Jersey	WI	Wisconsin
IN	Indiana	NM	New Mexico	WV	West Virginia
KS	Kansas	NV	Nevada	WY	Wyoming
AS	American Samoa	NoM	Northern Mariana Islands		
DC	District of Columbia	PR	Puerto Rico		
FSM	Federated State of Micronesia	RMI	Republic of the Marshall Islands		
GU	Guam	VI	Virgin Islands		

Flood Zone Characteristics:

Riverine
 Coastal
 Sheet flow
 Shallow floods
 Ponding
 Ice jams
 Sewer backflow
 Other