



Federal Emergency Management Agency

Region [Roman Numeral]
Street Address
City, State Zip]

[DATE]

30 Day Data Submission Notification

[Mr./Ms. Addressee Name
Title, Community
Street Address
City, State Zip]

Dear [Mr./Ms. Addressee Name]:

This letter is to notify you that the Federal Emergency Management Agency (FEMA) is in the process of validating the draft Flood Insurance Rate Map (FIRM) database for the flood risk project for [Community, State]. Completion of the draft FIRM database is a significant milestone that marks the completion of the collection and analysis of the project's initial engineering data developed by FEMA's mapping partner, [PTS or CTP Name]. These data provide the best available calculation of where water will collect and flow in the event of a flood based on current conditions.

The engineering data will 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.

[Insert name of mapping partner] have developed draft flood hazard information for [Community, State] along with a draft FIRM database, which is available for your community's review using the FEMA Geoplatform (<http://fema.maps.arcgis.com/home/>). If your community is interested in reviewing other contributing data, please submit your request to the FEMA Project Officer listed below as soon as possible. We encourage you to circulate these data as widely as possible among elected officials, staff, and other potentially interested individuals or organizations in the community to allow for a thorough review of the database before the formal community coordination meeting. However, please make sure to not that this data is considered draft/provisional and is subject to change as it has not yet been through final reviews or an appeal period.

Upon receipt of this notification, your community will have 30 days to review the draft FIRM database and provide additional data that are consistent with prevailing engineering principles to supplement or modify the draft data presented. Your community should send any additional data or comments regarding the draft

FIRM database to [Contact]. There will be several additional opportunities to comment on and provide feedback about the resulting SFHA delineations and other draft flood hazard information before the data are finalized.

The Federal Emergency Management Agency (FEMA) wants to ensure that the most up-to-date and accurate technical data are used to develop the flood risk products. FEMA relies on your feedback, partnership and knowledge during this important project to determine the extent of flood risk in your community, and in support of your efforts to reduce those risks. 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.

Please provide your comments related to the types of models selected for this project by MONTH XX, YYYY. 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

cc: FPA Name, Floodplain Administrator
FEMA Contact Name, Project Officer, FEMA Region Roman Numeral
Name of State NFIP Coordinator
PTS or CTP Contractor