

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 it is in the process of validating the draft Flood Insurance Rate Map (FIRM) database for the [Community, State] flood risk project. Validation 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 that were 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 base flood or 1% annual-chance-flood event, 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 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, 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 become effective.

FEMA relies on your partnership and knowledge during this important project to determine the extent of flood risk in your community, and is in support of 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 data. 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 the formal appeal period.

For 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