

[Governmental Agency]
[Gov't Agency Contact], [Title]
[Address]
[City, ST Zip]

[GOV'T AGENCY LOGO]

[DATE]

[FEMA Contact Name]

[Title]

U.S. Department of Homeland Security
500 C Street, SW
Washington, DC 20472

RE: Certification of [**locally proposed model**] for Application in the National Flood Insurance Program
Dear [Name]:

The following information is in response to [**your/the letter or your/the email**] dated [**Date of Letter/email**], requesting additional information for certification of [**entity's**] [**locally accepted model**].

- The model was reviewed, tested, and accepted by [**governmental agency**]. [**Entity**] is responsible for the implementation of programs for flood control and/or regulation of floodplains throughout [**area/region/district**].
- The model is well documented, including source codes and user's manuals.
- The model [**is public domain and**] has been made available to the Department of Homeland Security's Federal Emergency Management Agency (FEMA) and all present and future parties affected by flood insurance mapping that is developed or amended through the use of the model.
- The model is based on [methodology] for determining [data], and is currently being used for flood studies in [**area/region/district**].
- The model should only be used in [**area/region/district**], under the guidelines of the [**entity**].

As the [**title**] for the [**entity**], I certify that the [**locally proposed model**] meets the requirements of FEMA's criteria for certification of coastal, hydrologic, and hydraulic models as stated by the FEMA Guidelines and Standards for Flood Risk Analysis and Mapping.

A summary of the model is attached for inclusion in the FEMA list of Numerical Models Meeting the Minimum Requirements. If you require additional information with regard to the capabilities and applications of the [**model**], please contact me by telephone at [(XXX) XXX-XXXX] or by email at [**email**].

Sincerely,
[Digital Signature]

[Local Contact]

[Title]

[Entity]

cc: [Name], [Title]
[Name], [Title]

**SUMMARY OF THE
[ENTITY] [MODEL]
COMPUTER MODEL**

PROGRAM	DEVELOPED BY	AVAILABLE FROM	COMMENTS
[model] [version date]	[entity] <i>("Flood County Watershed Management District")</i>	[entity] [address]	[model description] [model] is only accepted for usage within [area/region/district], under the guidelines of the [entity]. <i>("ModelX is based on the Modified Rational Method (MRM) and calculates a hydrograph of runoff at all sub-area collection points within the watershed, combines hydrographs from each subarea, and routes the combined hydrograph through the channel system. ModelX is only accepted for usage within Flood County, under the guidelines of the Flood County Watershed Management District.")</i> Public Domain: ___Y ___N