

INITIAL CONTACT LETTER TEMPLATE

The Honorable (Full Name of Community CEO)

(Title of Community CEO)

(Address)

(City, State Abbreviation, and Zip Code)

Dear (Title of CEO) **(Last Name of CEO)**:

This is in regard to the **(Name of Embankment)** shown on the Preliminary Digital Flood Insurance Rate Map (DFIRM) and in the Preliminary Flood Insurance Study (FIS) report for **(County or Community Name)**. As you may know, the Department of Homeland Security, Federal Emergency Management Agency (FEMA), is in the process of producing a countywide DFIRM and FIS report for your community.

On **[Date Preliminary DFIRM Distributed]**, FEMA provided your community with the Preliminary DFIRM and FIS report. As part of the FEMA effort to produce the Preliminary DFIRM, areas in the vicinity of **(Name of Embankment)** were initially identified as not subject to the 1-percent-annual-chance (base) flood event. However, upon further review, FEMA determined that this embankment does not meet the definition of a levee found in the National Flood Insurance Program (NFIP) regulations cited at Title 44, Chapter 1, Section 59.1, Code of Federal Regulations (44 CFR Section 59.1). Therefore, FEMA is undertaking an analysis to determine how the embankment impacts the magnitude of flooding around it.

Following the completion of that analysis, FEMA will meet with you and your staff to discuss the results and present draft work maps and data. Following this meeting, your community will be afforded an opportunity to provide additional analysis if you commit to such work in writing. This analysis is to be performed solely to analyze the impact the embankment has on the Special Flood Hazard Area and not to undertake improvements to the non-levee embankment.

This process has been outlined in FEMA Procedure Memorandum 51, *Guidance for Mapping of Non-Levee Embankments Previously Identified as Accredited*. A copy of this Procedure Memorandum is enclosed for your information.

If you have additional questions regarding the analysis or process to follow, please contact **(Regional Engineering Contact Name)** of my staff, either by telephone at **(Regional Engineering Contact's Telephone Number: (###) ###-####)** or by facsimile at **(Regional Engineering Contact's Fax Number: (###) ###-####)**. If you do not have additional questions, Mr./Ms. **(Regional Engineering Contact Last Name)** will contact

your office once the FEMA analysis is complete. We look forward to working with you and other community officials to address this important matter.

Sincerely,

**(Regional Mitigation Division Director's
Name)
[Director/Acting Director], Mitigation
Division
FEMA Region (Region Numeral)**

Enclosures

cc: **(County or Community CEO)**
(County or Community Floodplain Administrator)
(State NFIP Coordinator)
(USACE Point of Contact)
Senator **(Senator's Last Name)**'s Washington, DC, Office
Senator **(Senator's Last Name)**'s Washington, DC, Office
Representative **(Representative's Last Name)**'s, Washington, DC, Office