

FOLLOW UP TO DRAFT WORK MAP MEETING TEMPLATE

The Honorable (Full Name of Community CEO)

(Title of 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)** produced by the Department of Homeland Security, Federal Emergency Management Agency (FEMA). The purpose of this letter is to follow up on the meeting held on **[Date]**, held by members of my staff with representatives of 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 as 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 undertook an analysis to determine how the structure impacts the magnitude of flooding around it.

At the **[Date of Draft Work Map Meeting]** meeting, my staff discussed the results of the analysis and presented your community with draft work maps and data. As explained during the meeting, your community is now afforded an opportunity to perform an additional analysis solely to analyze the impact the embankment has on the Special Flood Hazard Area (SFHA) and not to undertake improvements to the non-levee embankment.

As we discussed during the **[Date of Draft Work Map Meeting]** meeting, if your community wishes to produce an additional analysis to refine the SFHA delineations identified on the draft work maps, you must send FEMA a letter committing to the analysis and send it our office along with a signed copy of the enclosed agreement. The letter and agreement must be received by our office by no later than **[Date 30 days After Date of Draft Work Map Meeting]**.

If your community commits to produce this analysis, you will have 10 months from **[Date 30 Days After Date of Draft Work Map Meeting]** to submit the analysis. During this time, FEMA will suspend issuance of the Revised Preliminary DFIRM. If the results of your analysis are received within this 10-month timeframe, FEMA will review and incorporate the data into the Revised Preliminary DFIRM as appropriate. If necessary, my staff will coordinate with your community if any technical issues are discovered during our review of the results of your community's analysis that require clarification.

If your community is unable to submit the analysis within 10 months, FEMA will issue the Revised Preliminary DFIRMs based on the draft work maps and data. If your community is able to submit the analysis by the end of the 90-day appeal and comment period (16 months from **[Date 30 days After Date of Draft Work Map Meeting]**), FEMA will review and incorporate the results of the analysis into the final version of the affected DFIRM panels. Again, my staff will coordinate with your community if any technical issues are discovered during our review of the results of your community's analysis that require clarification.

If your community provides the results of the analysis after the end of the 90-day appeal and comment period, FEMA will process the submitted information as a map revision request in accordance with Part 65 of the NFIP regulations, and the information will not be included in the affected DFIRM panels before they become final.

The process has been outlined in FEMA Procedure Memorandum No. 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: (###) ###-####)**. We look forward to continuing to work with your community 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