



FEMA

[DATE]

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

RE: 30-Day Data Submission Notification

Dear [Title and Last Name]:

The Federal Emergency Management Agency (FEMA) is currently validating the draft Flood Insurance Rate Map (FIRM) database for for [Community, State]. Completing this draft database is a significant milestone for the flood risk project, as it concludes the collection and analysis of the project's initial engineering data. These data, developed by FEMA's mapping partner, [PTS or CTP Name], 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 mapping the proposed Special Flood Hazard Areas (SFHAs) 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 forces. These factors may have increased or decreased the likelihood of flooding in certain areas, which would result in changing SFHA boundaries and types.

Along with the draft FIRM database, [name of mapping partner] developed draft flood hazard information for [Community, State]. This is available for your community's review on the FEMA Geoplatform (<http://fema.maps.arcgis.com/home/>). If your community is interested in reviewing other contributing data, please speak 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 them to thoroughly review the database before the formal community coordination meeting. However, please note that this data is considered draft/provisional and is subject to change, as it has not yet been through the final reviews or an appeal period.

Your community has 30 days to review the draft FIRM database and provide additional data to supplement or modify the draft database. Any data you provide must be consistent with prevailing engineering principles. Please send any additional data or comments on the draft FIRM database to [Contact Name]. Your community will have several additional opportunities to comment on and provide feedback about the resulting SFHAs and other flood hazard information before the data are finalized.

FEMA wants to use the most up-to-date and accurate technical data to develop flood risk products for your community. We rely on your feedback, partnership, and knowledge during this important project to determine the extent of flood risk in your community, in support of your efforts to reduce those risks. We also look forward to working with community officials and other stakeholders in [Community], 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 ask questions, send any data, and provide comments on the models selected for this project by **MONTH XX, YYYY**. Contact the FEMA Project Officer, **[FEMA Contact Name]** by email at **[email]** or by telephone at **[(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