

# Maintenance Summary

## **Maintenance Cycle Summary (April 2019)**

# FEMA Issues Update to Flood Risk Analysis and Mapping Guidance

The Federal Emergency Management Agency (FEMA) maintains guidelines and standards to support the Risk Mapping, Assessment and Planning (Risk MAP) Program. These guidelines and standards define the specific implementation of the statutory and regulatory requirements for the National Flood Insurance Program (NFIP). They also outline the performance of Flood Risk Projects, processing of Letters of Map Change (LOMCs), and related Risk MAP activities. More information is available at: <a href="https://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping">www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping</a>.

FEMA issues updates to the Risk MAP Guidelines and Standards annually. As part of this policy update cycle, FEMA performed routine maintenance and smaller updates driven by specific requests or issues identified. In addition to these smaller updates, there are several significant changes that include:

- Updated hydrology guidance to reference updated Bulletin 17C (guidance update only)
- Improved Stakeholder Engagement Guidance (SID 621 updated)
- Refined our quality review process (checklist updates only)
- Superseded the Document Control Procedures Manual (DCPM) (SID 191)
- Removed references to Coastal Barrier Resource Area (CBRS) in technical references, guidance and templates

FEMA regularly updates these guidance and technical reference documents to ensure ongoing improvements in its flood mapping and risk analysis efforts. The primary location to access Risk MAP standards and guidance is <a href="https://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping">www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping</a>.

The following sections outline the standard changes, followed by updates related to guidance, technical references, and templates.

#### The standards changes are as follows:

Standard IDs (SIDs)	Standards Change Description	
SID 621	Revised to clarify that the draft database can be transmitted or made available online.	
SID 619	Clarified for consistency in how Primary Frontal Dune features are revised.	
SID 614	Updated to clarify the application and intent of the standard, as it relates to coastal BFEs and LOMA or CLOMA determinations.	

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SID 191	Rescinded to reflect retiring the Document Control Procedures Manual and updated approach to managing letter templates.	
SIDs 36, 62, 168, 386, 391, 395, 402, 405, 406, 407, 508, 516, 522,	Minor updates for clarity and to align with current processes and	
524, 525, 600, 601	practice.	
SIDs 74, 107, 137, 138, 384, 385	Minor edits to standardize language as part of routine maintenance.	
CID: 405 247 274	Updated several cross-section and BFE standards to better define and	
SIDs 105, 347, 374	clarify their application and usage on FIRM panels.	
SIDs 50, 67, 81, 314, 526	Rescinded because this requirement is covered elsewhere.	

SID	Original Standard	Revised/New Standard	Implementation Description
36	A CNMS database that is compliant with the CNMS Technical Reference must be updated and submitted at the completion of Discovery or Project Initiation, at Preliminary, and at Revised Preliminary if applicable, based on the information and data collected.	A Coordinated Needs Management Strategy (CNMS) database that is compliant with Key Decision Point (KDP) questionnaires and the CNMS Technical Reference must be updated and submitted at the completion of Discovery, at Project Initiation, at Preliminary Issuance, at Revised Preliminary Issuance (if applicable), and at Letter of Final Determination Issuance (LFD). The CNMS database should also be updated during post-effective phases: at Letter of Map Revision (LOMR) effective date (if applicable), and for the 5-Year validation assessment.	Effective immediately
50	The digital terrain model input for a two-dimensional model must cover the entire 2D study area and the derivation or development of the grid must be clearly documented.	Rescinded	Effective immediately
62	New or updated flood hazard data used for the regulatory products must be supported by modeling or sound engineering judgment and all regulatory products must be in agreement.	New or updated flood hazard data used for the regulatory products must be supported by modeling and/or sound engineering judgment. All regulatory products must be in agreement.	Effective immediately

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SID	Original Standard	Revised/New Standard	Implementation Description
67	Grids or cells must not be artificially removed when two- or three-dimensional models are used.	Rescinded	Effective immediately
74	The hydrologic, hydraulic, and coastal analyses and the final regulatory products must be certified by a registered professional engineer.	The hydrologic, hydraulic, and coastal analyses and the published regulatory products must be certified by a registered professional engineer.	Effective immediately
81	Ineffective and non-conveyance areas must be designated to reflect the actual conditions (such as topography and surface roughness) as closely as practical.	Rescinded	Effective immediately
105	BFE placement standard exceptions may be made where BFEs are expressed in metric increments, such as in Puerto Rico.	BFEs in all areas of the United States must be expressed in feet, except in Puerto Rico, where they may be expressed in meters.	Effective immediately
107	BFEs must be shown within 1% annual chance floodplains; the exception shall be for Zone A, Zone V, Zone AO and Zone A99.	BFEs must be shown within 1-percent-annual-chance floodplains; the exception shall be for Zone A, Zone V, Zone AO, and Zone A99.	Effective immediately

SID	Original Standard	Revised/New Standard	Implementation Description
137	Redelineation of coastal flood hazard areas requires the revision of the 1-percent-annual-chance SFHA boundary, the 0.2%-annual-chance floodplain boundary, and the primary frontal dune delineation.	Redelineation of coastal flood hazard areas requires the revision of the 1-percent-annual-chance SFHA boundary, the 0.2-percent-annual-chance floodplain boundary, and the primary frontal dune delineation.	Effective immediately
138	Coastal Flood Risk Projects shall produce, at a minimum, a 1percent-annual-chance and 0.2 percent annual-chance floodplain and base flood elevations that include the contribution of wave effects.	Coastal Flood Risk Projects shall produce, at a minimum, a 1-percent-annual-chance and 0.2-percent-annual-chance floodplain and 1-percent-annual-chance base flood elevations that include the contribution of wave effects (including wave setup, wave runup, wave overtopping, and overland wave propagation).	Effective immediately

SID	Original Standard	Revised/New Standard	Implementation Description
168	All effective LOMCs located on affected FIRM panel(s) shall be reviewed and categorized:  1. through a draft SOMA before the Preliminary copies of the affected FIRM panel(s) are prepared and sent to the community for review and comment;  2. through a revised draft SOMA before Revised Preliminary copies of the affected FIRM panel(s) are prepared and sent to the community for review and comment;  3. through a Final SOMA before the LFD letter is sent to the community; and  4. through a revalidation letter before the effective date of the new or revised FIRM panels.	If the community is located on revised FIRM panels, all valid LOMCs for this community shall be reviewed and categorized in the MIP SOMA Workbench. The Preliminary and Final SOMA is distributed to the community for review and comment if there are LOMCs that fall on revised FIRM panels.  The MIP SOMA Workbench is updated and the SOMA and/or Revalidation Letter output is reviewed in advance of the following distributions:  • Preliminary Issuance,  • Revised Preliminary Issuance,  • Letter of Final Determination, and  • Revalidation Letter.	Effective immediately
191	All standard correspondence, letters, and enclosures distributed during the life of a Flood Risk Project must be prepared in accordance with the templates located at www.fema.gov/library/viewRecord.do?id=7577.	Rescinded	Effective immediately
314	Hydrographic feature lines represented on FIRM panels must not obscure the Profile Baseline symbology.	Rescinded	Effective immediately

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SID	Original Standard	Revised/New Standard	Implementation Description
347	If unlettered cross sections and BFEs cannot be shown on the FIRM panel because of crowding due to steep terrain, a note shall be placed referring the user to the Flood Profiles in the FIS Report.	If unlettered cross sections and BFEs cannot be shown on the FIRM panel because of crowding due to steep terrain, a note shall be placed referring the user to the Flood Profiles in the FIS Report per the specifications listed in the FIRM Panel Technical Reference.	Effective immediately
374	BFEs (i.e., cross-section values supplemented with BFE lines where needed) must be shown at appropriate locations to allow map users to accurately interpolate flood elevations both horizontally and vertically.	If the BFE values shown on lettered cross sections are not sufficient for map users to accurately interpolate the BFE for some locations, then unlettered cross sections or BFE lines should be added to the FIRM and labeled to provide additional resolution.	Effective immediately
384	In the absence of a final CCO meeting a letter shall be sent to the community and interested stakeholders to document the decision to forego the meeting.	For Flood Risk Projects, a CCO meeting is required to occur following the issuance of preliminary products. In the absence of a final CCO meeting a letter shall be sent to the community and interested stakeholders to document the decision to forego the meeting.	Effective immediately
385	Per 44 CFR 67.4, the News Release and Federal Register Proposed Flood Hazard Determination Notice shall include all communities affected by new or modified flood hazard information. The newspaper notice shall be published twice within the 10-days of notification of the community CEO, after publication of the Federal Register Proposed Flood Hazard Determination Notice.	Per 44 C.F.R. § 67.4, the newspaper notice and Proposed Flood Hazard Determination Notice shall include all communities affected by new or modified flood hazard information. The newspaper notice shall be published twice within the 10-days of notification of the community CEO, after publication of the Proposed Flood Hazard Determination Notice.	Effective immediately
386	The community and other affected stakeholders must be notified when corrections to the News Release or Federal Register are required, including timelines for publishing corrections.	The community and other affected stakeholders must be notified when corrections are required to the newspaper notice or Federal Register.	Effective immediately
391	FEMA shall evaluate appeal submittals, and prior to LFD, FEMA or its designee must provide the community with a resolution letter and must provide a copy of the revised FIRM if changes were made as a result of the appeal.	FEMA shall evaluate comment and appeal submittals, and prior to LFD, FEMA or its designee must provide the community with a resolution letter and must provide a copy of the revised FIRM if flood hazard changes were made as a result of the comment or appeal.	Effective immediately

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SID	Original Standard	Revised/New Standard	Implementation Description
395	FEDD files must be submitted to FEMA for review 60 days before the LFD is scheduled to be issued.	Interim FEDD files must be submitted to FEMA for review:  • Concurrent with QR4 Part 1  • Prior to KDP 5 submittal	Effective immediately
402	The LFD package shall be submitted to FEMA HQ for review and approval prior to issuing LFDs to affected communities.	The LFD package shall be submitted to FEMA HQ, once KDP5 has been approved, for review and approval prior to issuing LFDs to affected communities.	Effective for all projects that have not yet been submitted for KDP5 approval.
405	2-4 weeks before the effective date of the revised map, the revalidation package shall be submitted to FEMA for review and approval prior to issuing the revalidation letters.	Four weeks before the effective date of the revised map, the revalidation package shall be submitted to FEMA for review and approval using the standardized checklist, located at the Flood Risk Templates and Other Resources page on the FEMA website, prior to issuing the revalidation letters.	Effective for projects whose revalidation letters have not yet been submitted.
406	The LOMC-VALID letter shall be provided to the community CEO and floodplain administrator and the LOMC Subscription Service Coordinator before the effective date of the revised FIRM(s).	The LOMC-VALID letter shall be provided to the community CEO and floodplain administrator and the LOMC Subscription Service Coordinator within five business days of the effective date of the revised FIRM(s).	Effective immediately
407	FEMA will widely distribute the following at regular intervals:  • final LOMCs with attachments • final SOMAs • revalidation letters.	FEMA will make available the following at regular intervals:             • final LOMCs with attachments             • final SOMAs             • revalidation letters.	Effective immediately

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#### Risk MAP Guidelines and Standards (G&S) April 2019 Maintenance Cycle (Public Review Summary)

Quality Reviews 1 through 8 must be conducted. Associated requirements for each review are as follows:

- QR1: The draft FIRM database shall be uploaded to the MIP for auto validation and must pass before QR2 is conducted.
- QR2: The preliminary FIRM database shall be uploaded to the MIP for auto validation and must pass before QR3 is conducted.
- QR3: The preliminary FIS Report, FIRM, and SOMA shall be reviewed using standardized checklists located at www.fema.gov/library/viewRecord.do?id=7577 after the work has been self-certified as meeting FEMA standards. The FIS Report, SOMA, FIRM and FIRM database shall not be issued at preliminary until written certification is provided indicating that all issues cited at this review were properly addressed and resolved.
- QR4: This review validates the Proposed FHD Notice, Appeal Period Docket, the FEDD files to date, and 90-day Start Letter(s). If a 90-day appeal period is required, the proposed flood hazard determination notice information must be entered into the Populate FHD MIP task. An approved docket must be received from FEMA prior to the issuance of the 90-day Start Letter(s)
- QR5: The FIRM database shall be auto-validated in the MIP and a visual review shall be conducted using standardized checklists located at www.fema.gov/library/viewRecord.do?id=7577 to compare the FIRM database to the printed FIRM and all cited issues must be resolved before the LFD will be distributed.
- QR6: This review validates the LFD prior to the distribution of the final products. As part of the LFD Docket MIP task, the LFD Summary Sheet/Docket, FEDD Files, and LFD Questionnaire must be prepared and submitted, concurrent with QR5 and QR7. All cited issues must be resolved before the LFD will be distributed.
- QR7: The final FIS Report, FIRM and associated

Quality Reviews 1 through 8 must be conducted using standardized checklists located at the Flood Risk Templates and Other Resources page on the FEMA website. Associated requirements for each review are as follows:

- QR1: The draft FIRM database shall be uploaded to the MIP for auto validation and must pass before QR2 is conducted.
- QR2: The preliminary FIRM database shall be uploaded to the MIP for auto validation and must pass before QR3 is conducted.
- QR3: The preliminary FIS Report, FIRM, Preliminary letters and SOMA shall be reviewed using standardized checklists after the work has been self-certified as meeting FEMA standards. The FIS Report, SOMA, Preliminary letters, FIRM and FIRM database shall not be issued at preliminary until written certification is provided indicating that all issues cited at this review were properly addressed and resolved.
- QR4: If a 90-day appeal period is required, information must be entered or uploaded into the MIP task for review. This review validates the Proposed Flood Hazard Determination Notice information, interim FEDD Files, newspaper notice, Appeal Period Docket information and 90-day start letter(s) shall be reviewed using standardized checklists. FEMA must provide approval prior to the issuance of the 90-day start letter(s)
- QR5: The FIRM database shall be auto-validated in the MIP and a visual review shall be conducted using standardized checklists to compare the FIRM database to the printed FIRM and all cited issues must be resolved before the LFD will be distributed.
- QR6: This review validates the products prior to LFD distribution. LFD Verification Summary, LFD Questionnaire, LFD letters, and Final SOMA are prepared and submitted, concurrent with QR5 and QR7 and shall be

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SID	Original Standard	Revised/New Standard	Implementation Description
	paperwork shall be reviewed using standardized checklists located at www.fema.gov/library/viewRecord.do?id=7577 before delivery to the MSC and all cited issues must be resolved before the LFD will be distributed.  - QR8: A review of the FIS Report, FIRM, MSC paperwork, and delivery manifest shall be conducted by the FEMA Map Service Center using standardized checklists located at www.fema.gov/library/viewRecord.do?id=7577 and all cited issues must be resolved before delivery of the final products to the end users.	reviewed using standardized checklists. All cited issues must be resolved before the LFD will be distributed.  - QR7: The final FIS Report, FIRM and associated paperwork shall be reviewed using standardized checklists before delivery to the MSC and all cited issues must be resolved before the LFD will be distributed.  - QR8: A review of the FIS Report, FIRM, MSC paperwork, and delivery manifest shall be conducted by the FEMA Map Service Center using standardized checklists and all cited issues must be resolved before delivery of the final products to the end users.	
516	The standard FHD Notice must be posted with the correct newspaper publication dates and appeal period start and end dates on FEMA's website prior to issuing the 90-day start letters.	The standard Proposed Flood Hazard Determination Notice must be posted with the correct newspaper notice publication dates and appeal period start and end dates on FEMA's website prior to issuing the 90-day start letters.	Effective immediately
522	As part of the LFD Docket MIP task, the LFD Summary Sheet/Docket, FEDD Files, and LFD Questionnaire must be submitted, concurrent with Quality Reviews 5 and 7.	As part of the LFD Docket MIP task, the LFD Verification Summary and LFD Questionnaire, LFD Letters and Final SOMA must be submitted, concurrent with Quality Reviews 5 and 7.	Effective immediately
524	When multiple determination LOMAs and LOMR-Fs include both removal and non-removal determinations, and all determinations remain the same based on the new or revised mapping, the case must be included in Category 2A or 2B and the new zone must be listed as 'X' in the MIP SOMA Tool.	When multiple determination LOMAs and LOMR-Fs include both removal and non-removal determinations, and all determinations remain the same based on the new or revised mapping, the case must be included in Category 2A or Category 2B in the MIP SOMA Workbench.	Effective immediately
525	On the SOMA, the map number and map suffix must be listed in the new map panel field for each LOMC and the old map panel must be listed for the old panel field.	On the Preliminary and Final SOMA, the map number and map suffix must be listed in the Original Panel field and Current Panel field for each valid LOMC. On the Revalidation Letter, the FIRM Panel Number and map suffix must be listed for each valid LOMC.	Effective immediately

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SID	Original Standard	Revised/New Standard	Implementation Description
526	All cases included on the SOMA in Category 2 must be listed with the new zone listed as 'X' in the MIP SOMA Tool.	Rescinded	Effective immediately
600	<ul> <li>An administrative appeal period must be offered for physical map revisions and letters of map revision where:</li> <li>New BFEs or base flood depths are proposed or currently effective BFEs or base flood depths have been modified;</li> <li>New SFHAs are proposed or the boundaries of currently effective SFHAs have been modified;</li> <li>New SFHA zone designations are proposed or currently effective SFHA zone designations have been modified; or</li> <li>New regulatory floodways are proposed or the boundaries of currently effective floodways that have been modified.</li> <li>In order to qualify as an appeal, scientific and/or technical data demonstrating these changes are incorrect must be provided.</li> </ul>	An administrative appeal period must be offered for any FIRM updates including letters of map revision where Flood Hazard Data updates are made. Flood Hazard Data changes include:  • New BFEs or base flood depths are proposed or currently effective BFEs or base flood depths have been modified;  • New SFHAs are proposed or the boundaries of currently effective SFHAs have been modified;  • New SFHA zone designations are proposed or currently effective SFHA zone designations have been modified; or  • New regulatory floodways are proposed or the boundaries of currently effective floodways that have been modified.  In order to qualify as an appeal, scientific and/or technical data demonstrating these changes are incorrect must be provided.	Effective immediately

SID	Original Standard	Revised/New Standard	Implementation Description
601	The Community Map Repository address for each community listed in the Federal Register Flood Hazard Determination notice must be a physical address (i.e., not a P.O. Box) confirmed by the community. Additionally, the repository address must be consistent among all related products (FIS, FIRM Index, FIRM Database, Populate FHD MIP task, and Federal Register), both hard copy and online versions, before starting the statutory 90-day appeal period.	The Community Map Repository address for each community listed in the Proposed Flood Hazard Determination Notice must be a physical address (i.e., not a P.O. Box) confirmed by the community. Additionally, the repository address must be consistent among all related products on FEMA's website (FIS, FIRM Index, FIRM Database, Populate FHD MIP task, and Federal Register), before starting the statutory 90-day appeal period.	Effective immediately
614	FEMA will only use whole foot BFEs for LOMA or CLOMA determinations where effective flood hazard areas are the result of coastal flood hazard analysis.	FEMA will only use BFEs in the format of the effective flood hazard map for (C)LOMA or (C)LOMR-F determinations where effective flood hazard areas are the result of coastal flood hazard analysis.	Effective immediately
619	When revising the dune feature identified as the Primary Frontal Dune in an effective FIS, the revised feature must be as continuous as, or more continuous than, the effective PFD. This is especially important in areas with multiple ridges throughout a dune field, areas with manmade dunes, and property-specific revisions, including requests that the PFD designation be removed altogether. Community coordination may be required to make this assessment.	When revising the dune feature identified as the Primary Frontal Dune in an effective FIS, the revised feature must be as continuous as, or more continuous than, the effective PFD and provide an accurate representation of the regional dune feature. This is especially important in areas with multiple ridges throughout a dune field, areas with man-made dunes, and property-specific revisions, including requests that the PFD designation be removed altogether. Community coordination may be required to make this assessment.	Effective immediately
621	Prior to completion of Quality Review 1, FEMA shall transmit a copy of the draft Flood Insurance Rate Map (FIRM) database and other contributing data, as requested, to the affected community Chief Executive Officer and Floodplain Administrator, provide a 30-day period during which the affected communities may provide data to FEMA that can be used to supplement or modify the existing data, and incorporate any data that are consistent with prevailing engineering principles.	Prior to completion of Quality Review 1, FEMA shall transmit or provide access to the draft FIRM database, along with any other contributing data as requested, to the affected community's Chief Executive Officer and Floodplain Administrator, and provide a 30-day period during which the affected community may provide data to FEMA that can be used to supplement or modify the existing data, and incorporate any data that are consistent with prevailing engineering principles.	Effective immediately

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## ▶ A summary of the changes to guidance and technical references is below:

Guidance Document Title	Update Description
General Hydrologic Considerations, Hydrology: Rainfall-Runoff Analyses	Updated to reference the updated USGS Bulletin 17C
National Flood Hazard Layer (NFHL), Database Verification Tool (DVT), Flood Insurance Rate Map (FIRM) Database, Physical Map Revision (PMR), Discovery	Updated to remove references to CBRS data.
Coastal Barrier Resources System (CBRS) Mapping on FEMA FIRMs	Retired due to removal of CBRS data from FEMA products.
Flood Insurance Rate Map (FIRM) Graphics	Updated to clarify application of BFE information on the FIRM, and to remove references to CBRS data.
Stakeholder Engagement Discovery Phase	Updated to remove references to CBRS data and incorporate additional guidance for SID 620.
Stakeholder Engagement Data Product Development Phase	Updated to incorporate additional guidance for SIDs 620 and 621.
Stakeholder Engagement Preliminary National Flood Insurance Program (NFIP) Map Release Phase, Stakeholder Engagement Due Process Phase	Updated to incorporate additional guidance for SID 622.
Versioning	Removed references to the Document Control Procedures Manual (DCPM) which is retired
Coastal Wave Determination	Guidance Transformation.
Levee	Updated based on feedback from the intital release of the revised Levee Guidance in February 2018, including more definitions and information floodways, accreditatations and PALS.
Data Capture - Workflow Details	Updated to better defined LiDAR data capture that comes from the USGS 3DEP Program but used for Risk MAP.
Flood Insurance Rate Map (FIRM) Index, Mapping Base Flood Elevations on Flood Insurance Rate Maps, Appeal and Comment Processing, Federal Register Notices, Post- Preliminary Due Process, Technical Support Data	Minor updates to ensure full alignment with current requirements and processes.

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Guidance Document Title	Update Description
Notebook and Flood Elevation Determination Docket, Summary of Map Actions (SOMA) and Revalidation Letters	
Technical Reference Title	Update Description
Coordinated Needs Management Strategy (CNMS)	Updated to remove CBRS references due to removal of CBRS information from FEMA regulatory products, and to ensure accurate web address references.
Flood Insurance Study (FIS) Report	Updated to remove CBRS references due to removal of CBRS information from FEMA regulatory products, and to include minor revisions in support of Routine Maintenance.
Flood Insurance Rate Map (FIRM) Panel	Updated to remove references to CBRS data, to include specifications for flowage easement information, and to update terminology referencing the 1-percent-annual-chance flood.
Flood Insurance Rate Map (FIRM) Database	Updated to add new LEVEE_AN_TYP (levee analysis type) field in S_LEVEE and removed CBRS references.
Data Capture	Updated to better define how to submit LiDAR data capture that comes from USGS purchases and changed the submittal format for black and white index from tiff to png.
Domain Tables	Removed references to CBRS, added analysis type for non-accredited levees (D_Levee_Analysis_Type), updated levee status values and added new values for Discovery.

#### **Templates Updated This Cycle**

- Regulatory Checklists
- Coastal Metadata
- Discovery Metadata
- FIRM Metadata
- Floodplain Metadata
- Coastal Metadata
- Discovery Schema
- FIRM Database Schema
- NFHL Database Schema
- FIRM Index MXD

### Federal Emergency Management Agency

- FIRM Panel MXD template and PDF Prototype; Ortho & Vector versions
- FIS Report Template (Word)
- Appeals Process Live Read Radio PSA Script
- Engineering Methods Notification Letter Template with Summary Table
- Guidance Data Submission Email\_FPA\_Template
- Guidance Eng Methods Email\_FPA\_Template
- Map Change Press Release
- Notification Guidance\_Draft\_Database\_ Submission\_Letter Template
- Notification Guidance\_ Engineering Methods Acknowledgement Letter
- Notification Guidance\_Media Outreach Letter
- Radio PSA Program Director Email Pitch
- SID 621\_Draft\_Database\_Comment Acknowledgment Letter Template
- TV Producer Email Pitch