



Guidance for Flood Risk Analysis and Mapping

Technical Support Data Notebook and Flood Elevation
Determination Docket

November 2023



FEMA

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Requirements for the FEMA Risk Mapping, Assessment, and Planning (Risk MAP) Program are specified separately by statute, regulation, or FEMA policy (primarily the Standards for Flood Risk Analysis and Mapping). This document provides guidance to support the requirements and recommends approaches for effective and efficient implementation. Alternate approaches that comply with all requirements are acceptable.

For more information, please visit the FEMA Guidelines and Standards for Flood Risk Analysis and Mapping webpage (<https://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping>). Copies of the Standards for Flood Risk Analysis and Mapping policy, related guidance, technical references, and other information about the guidelines and standards development process are all available here. You can also search directly by document title at <https://www.fema.gov/resource-document-library>.

Table of Revisions

Affected Section or Subsection	Date	Description
Sections 3	November 2023	Updated references to other Guidance Documents and removed the table of Stakeholder Engagement components
Section 4	November 2023	Clarified review and submittal requirements for FEDD files

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1. Introduction

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) is mandated to manage and document flood studies for the National Flood Insurance Program (NFIP). This documentation is used to support future flood study updates, amendments and revisions to effective maps, Freedom of Information Act (FOIA) requests, Congressional inquiries, and governmental policy. It is therefore extremely important that all data associated with these studies are complete and readily accessible through the submittal of the Technical Support Data Notebook (TSDN). Additionally, in accordance with the NFIP regulations cited in the Code of Federal Regulations (CFR) at Title 44, Chapter 1, Section 67.3 (44 CFR 67.3), FEMA is required to establish and maintain a Flood Elevation Determination Docket (FEDD) file for each community affected by a newly created or updated Flood Insurance Rate Map (FIRM). The documentation in the FEDD file is evidence that FEMA has provided due process to communities impacted by new or updated flood hazard information and is a component of the overall TSDN.

The purpose of this guidance document is to identify the various data components, both technical and administrative, and provide a consistent structure for submittal and archiving of the TSDN and FEDD file so that study materials are searchable and discoverable via the Mapping Information Platform (MIP) File explorer and/or Flood Risk Study Engineering Library in the MIP. These data components form the scientific, technical, and administrative basis for a Flood Risk Project and are needed in the future to address challenges or changes to the maps. The data are developed throughout the duration of a Flood Risk Project and are submitted to the MIP at the appropriate workflow step and as defined in the [Data Capture Technical Reference](#) and Guidance documents should be retained by the Mapping Partner as specified in their contract.

2. Post Preliminary Timeline

Figure 1 depicts the overall Post Preliminary Processing (PPP) timeline of Flood Risk Projects to demonstrate where the TSDN and FEDD file actions occur.

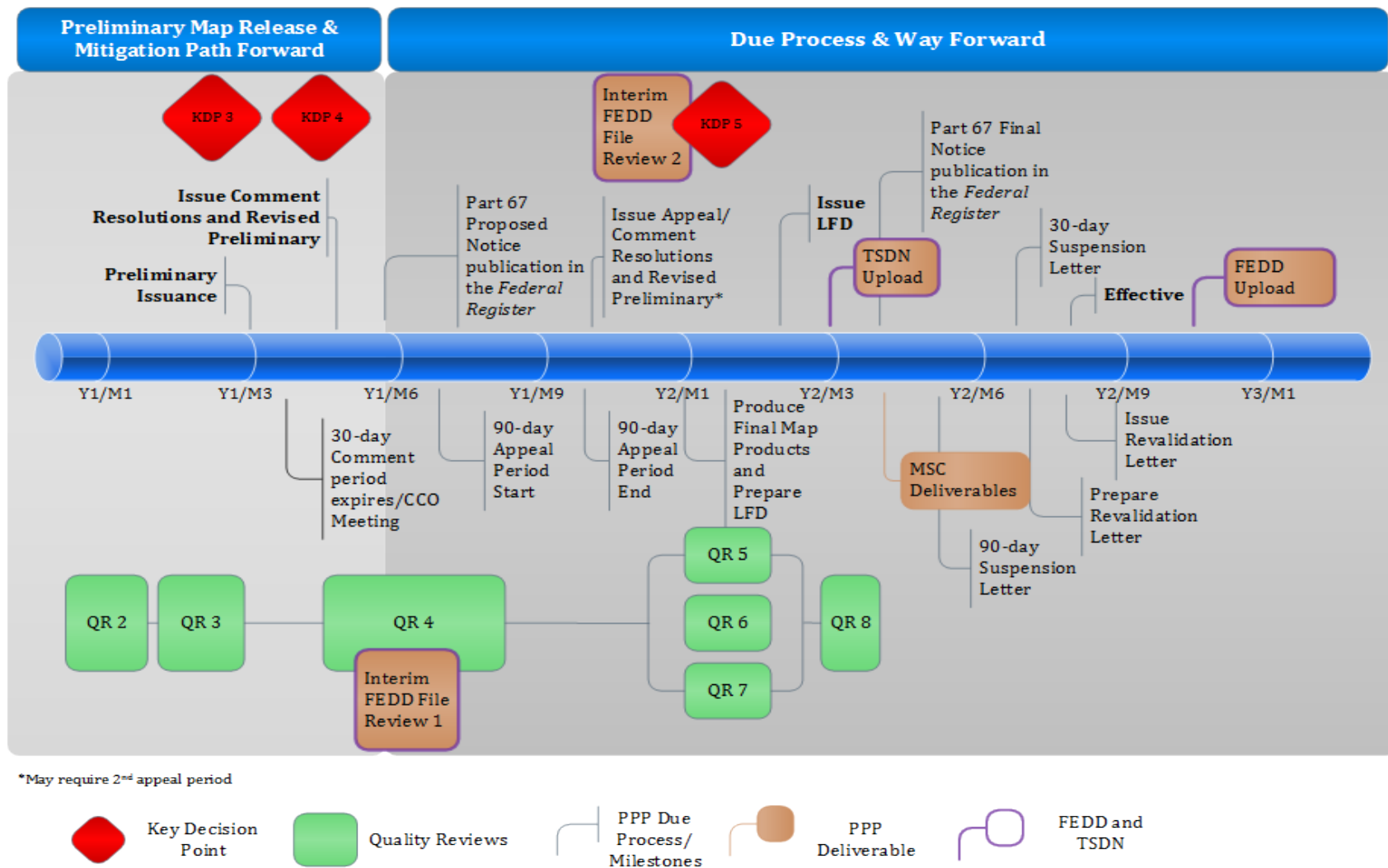


Figure 1: PPP Timeline

3. Compiling the TSDN and FEDD File

3.1. TSDN

The TSDN is defined as the complete set of the most up-to-date engineering and mapping data associated with a Flood Risk Project accompanied by the applicable Flood Risk Project administration and/or process documentation (e.g. Project Narratives, project correspondence, FEDD file, TSDN checklist, certification, Engineering Data). This definition replaces the previous working definition of the TSDN as a hardcopy notebook that was submitted at the end of each mapping project, as well as partial digital TSDN submissions. For the purposes of this guidance document, specific information related to the FEDD file is referenced separately in Section 3.2.

The bulk of the TSDN (i.e., the engineering and mapping data and narratives describing them) is developed and captured throughout the duration of the project and is submitted to the MIP at the appropriate workflow step. Additional TSDN data, such as appeal data received, Correspondence, Discovery (Scoping), FEDD file, Floodplain Boundary Standards Reports, and any Supporting Artifacts, may also be submitted at the end of the Flood Risk Project.

Related guidance documents on data capture and deliverables for each project phase related to the TSDN are provided in Table 1. Each guidance or reference document defines the folder structure, type and format of the data required, upload steps, and procedures to follow for any data revisions.

The TSDN checklist template, which includes all of these components, is accessible through the [Flood Risk Templates and Resources](#) page and the password-protected Risk Management Directorate (RMD) SharePoint Portal. [This checklist must be completed by the mapping partner for each Flood Risk Project Phase within their scope.](#)

Table 1: TSDN Submittal Requirements

Flood Risk Project Phase	Guidance or Reference Document
Discovery	<ul style="list-style-type: none"> ▪ Data Capture Technical Reference ▪ Data Capture Guidance ▪ Data Capture - Workflow Details Guidance ▪ Discovery Guidance ▪ MIP Guidance ▪ Guidance for Stakeholder Engagement: Project Planning and Discovery Phase
Data Development	<ul style="list-style-type: none"> ▪ Data Capture Technical Reference ▪ Data Capture Guidance ▪ Data Capture - Workflow Details Guidance ▪ MIP Guidance ▪ Coastal Data Capture Guidance ▪ Coastal Study Documentation and Intermediate Data Submittals Guidance ▪ Levee Seclusion Guidance ▪ Quality Management for Flood Risk Projects Guidance
Preliminary/Revised Preliminary	<ul style="list-style-type: none"> ▪ Data Capture Technical Reference ▪ Data Capture Guidance ▪ Data Capture - Workflow Details Guidance ▪ Guidance for Stakeholder Engagement: Preliminary Production Process ▪ MIP Guidance ▪ Preliminary Distribution and Revised Preliminary Guidance ▪ Floodplain Boundary Standards (FBS) Guidance ▪ Quality Management for Flood Risk Projects Guidance

Flood Risk Project Phase	Guidance or Reference Document
Post Preliminary	<ul style="list-style-type: none"> ▪ Data Capture Technical Reference ▪ Data Capture Guidance ▪ Data Capture - Workflow Details Guidance ▪ MIP Guidance ▪ Post-Preliminary Deliverables Guidance ▪ Floodplain Boundary Standards (FBS) Guidance ▪ Guidance for Stakeholder Engagement: Post-Preliminary Due Process ▪ Quality Management for Flood Risk Projects Guidance
Notice to User Revisions	<ul style="list-style-type: none"> ▪ Data Capture Technical Reference ▪ Data Capture Guidance ▪ Data Capture - Workflow Details Guidance ▪ MIP Guidance ▪ Notice-to-User Corrections Guidance

Flood Risk Projects include non-regulatory Flood Risk Products for watershed and coastal projects. Submittal of data for these types of products is also defined in the guidance documents referenced above.

3.2. FEDD File

The FEDD file (one PDF file per community), a component of the TSDN, is a file maintained by FEMA that includes all correspondence between FEMA and the community concerning a Flood Risk Project (reports of meetings held among FEMA representatives, community representatives, the State NFIP Coordinator, State Hazard Mitigation Officer, private citizens, FEMA and community contractors, or other interested stakeholders; relevant publications, etc.). The FEDD file checklist template, which includes all of these components, is accessible through the [Flood Risk Templates and Resources](#) page on the FEMA website and the password-protected RMD SharePoint Portal.

Related guidance on data capture and deliverables for the interim FEDD File is provided in Guidance Document No. 55, [Guidance for Flood Risk Analysis and Mapping: Post Preliminary Deliverables](#) document that outlines all FEDD file components, provides a detailed description of each Interim FEDD File submission and related MIP tasks. The following documents also provide additional information:

- [Data Capture Technical Reference](#)
- Guidance Document No. 46, [Guidance for Flood Risk Analysis and Mapping: Data Capture General](#)

- Guidance Document No. 51, [Guidance for Flood Risk Analysis and Mapping: Data Capture - Workflow Details](#)
- Guidance Document No. 54, [Guidance for Flood Risk Analysis and Mapping: Mapping Information Platform \(MIP\)](#)
- Guidance Document No. 55, [Guidance for Flood Risk Analysis and Mapping: Post Preliminary Deliverables](#)
- Guidance Document No. 56, [Guidance for Stakeholder Engagement: Post-Preliminary Due Process](#)
- Guidance Document No. 103, [Guidance for Stakeholder Engagement: Preliminary Production Process.](#)

Through enactment of the Biggert-Waters Flood Insurance Reform Act of 2012 (BW12) as amended by the Homeowner Flood Insurance Affordability Act of 2014 (HFIAA), the U.S. Congress established several mapping-related requirements of FEMA. For a complete breakdown of the new requirements, visit the Flood Insurance Reform portion of the FEMA website <https://www.fema.gov/flood-insurance/rules-legislation>.

The legislative requirements from Section 216 of BW12 have resulted in FEMA implementing updated FEDD file components for stakeholder engagement. These requirements are addressed in FEMA SIDs 620, 621, and 622, and the following guidance documents:

- Guidance Document No. 56, [Guidance for Flood Risk Analysis and Mapping: Post-Preliminary Deliverable Guidance](#)
- Guidance Document No. 62, [Guidance for Stakeholder Engagement: Preliminary Production Process](#)
- Guidance Document No. 23, [Guidance for Stakeholder Engagement: Post-Preliminary Due Process.](#)

4. TSDN and FEDD File Submittal and Archiving

4.1. Submittals

The TSDN must be submitted throughout the duration of the project by the responsible Mapping Partner. Key Decision Point (KDP) 4, which occurs after preliminary issuance and before initiation of an appeal period, requires that the TSDN be prepared and available if requested by a potential appellant. The designated Mapping Partner must complete and upload the TSDN Checklist, a Project Narrative, a Certification of Completeness and a Certification of Compliance form to the MIP when

their work on a project is complete or no later than 30-days after the Letter of Final Determination (LFD) has been issued by FEMA HQ (or its designee). Mapping Partner should include all MIP Study Case Numbers that are part of the Flood Risk Project, including regulatory as well as any Flood Risk Product case numbers or any case numbers associated with Revised Preliminaries.

If a Mapping Partner is only funded to complete portions of the Flood Risk Project, as per Standards #82 and #174, a Certification of Completeness and a Certification of Compliance form should be submitted when their work on a project is complete, as outlined in [Data Capture Guidance](#), along with a completed TSDN Checklist identifying all data components that the Mapping Partner has been scoped to submit. The [Data Capture Technical Reference](#) provides the Mapping Partner the framework and standards for submittal, storage and retrieval of the TSDN technical and administrative data needed for a Flood Risk Project. All Mapping Partners must submit various FEDD File components (one PDF file per community) along with the FEDD file checklist (one per community) to FEMA HQ (or its designee) for review at the Interim 1 FEDD File Review concurrent with QR4 Part 1 and Interim 2 FEDD File Review prior to KDP 5 submittal.

The Mapping Partner will be uploading the various FEDD File components to the MIP for each interim FEDD File review which includes all documentation through appeal resolution. The FEDD File must be named as follows: County_state_Community_FEDD_Effective_Date For reviews prior to the effective date being set, use the submittal date in the file name. Data components that are added by FEMA HQ or their designee after LFD is issued include:

- LFD Letters, Final Summary of Map Actions (SOMA), where applicable, that have been mailed and tracking documentation,
- Suspension Letters, where applicable, that have been mailed and tracking documentation,
- Revalidation Letters, where applicable, that have been mailed,
- Federal Register (Final).

4.2. Final Archiving

FEMA HQ or designee will archive the complete TSDN, including the FEDD file, for each community to the MIP no later than 60-days following the FIRM effective date. The TSDN includes all project data previously uploaded to the MIP, TSDN Checklist, Final Project Narrative, Certification of Completeness, Certification of Compliance, Other checklists (if applicable), and Project Charter (if signed after Discovery). The FEDD file and its components will be archived as one file per community.

The guidance provided in this document is designed to help Mapping Partners upload a complete set of the most up-to-date data, both technical and administrative, associated with a Flood Risk Project. This will ensure that all study materials are searchable and discoverable via the MIP File Explorer and/or the Flood Risk Study Engineering Library in the MIP and that data duplication is minimized. This is an important responsibility for all Mapping Partner, who must certify they have successfully delivered all project documentation.