



# Guidance for Flood Risk Analysis and Mapping

Post-Preliminary Deliverables

November 2022



FEMA

This page intentionally left blank

---

Requirements for the Federal Emergency Management Agency (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
Section 4	November 2022	Updates to Table 2 incorporate references to SID 600 and 601.
Section 5.4	November 2022	Removed paragraph to align with Data Capture updates, which no longer require georeferenced FIRMs.
Section 5	November 2022	Removal of reference to LFD Questionnaire as it is no longer a required deliverable

## Table of Contents

<b>1. Introduction.....</b>	<b>1</b>
<b>2. Post-Preliminary Processing Timeline .....</b>	<b>1</b>
<b>3. Outreach Purchase .....</b>	<b>3</b>
<b>4. Due Process Purchase.....</b>	<b>5</b>
<b>5. Final Map Production and Distribution Purchase .....</b>	<b>8</b>
5.1. Map Service Center Deliverables .....	8
5.2. MSC Paperwork .....	8
5.3. FIS report .....	9
5.4. RFIRM.....	9
5.5. FIRM Database .....	9
5.6. Orthophotography .....	9
<b>6. Flood Elevation Determination Docket (FEDD) .....</b>	<b>16</b>
<b>7. Technical Study Data Notebook (TSDN).....</b>	<b>20</b>

## List of Figures

Figure 1: PPP Timeline .....	2
Figure 2: FEDD Timeline .....	17

## List of Tables

Table 1: Outreach Purchase and Task Deliverables .....	3
Table 2: Due Process Purchase and Task Deliverables.....	5
Table 3: Final Map Production and Distribution Purchase and Task Deliverables .....	10
Table 4: Interim FEDD Reviews and Components .....	18

## **1. Introduction**

This document provides the standard procedures that staff from the Department of Homeland Security’s Federal Emergency Management Agency (FEMA), FEMA contractors, and other organizations that partner with FEMA are to follow for processing new and revised Flood Insurance Study (FIS) Reports and Flood Insurance Rate Maps (FIRMs). Specifically, this document provides guidance on project deliverables made during the Post-Preliminary Processing (PPP) phase of a Flood Risk Project. The PPP phase is the period of the Flood Risk Project from after Preliminary Issuance to the Effective Date.

## **2. Post-Preliminary Processing Timeline**

In order to better understand where Post-Preliminary Deliverables fit into the overall study process, Figure 1 depicts the overall PPP timeline of Flood Risk Projects to demonstrate where PPP deliverables occur.

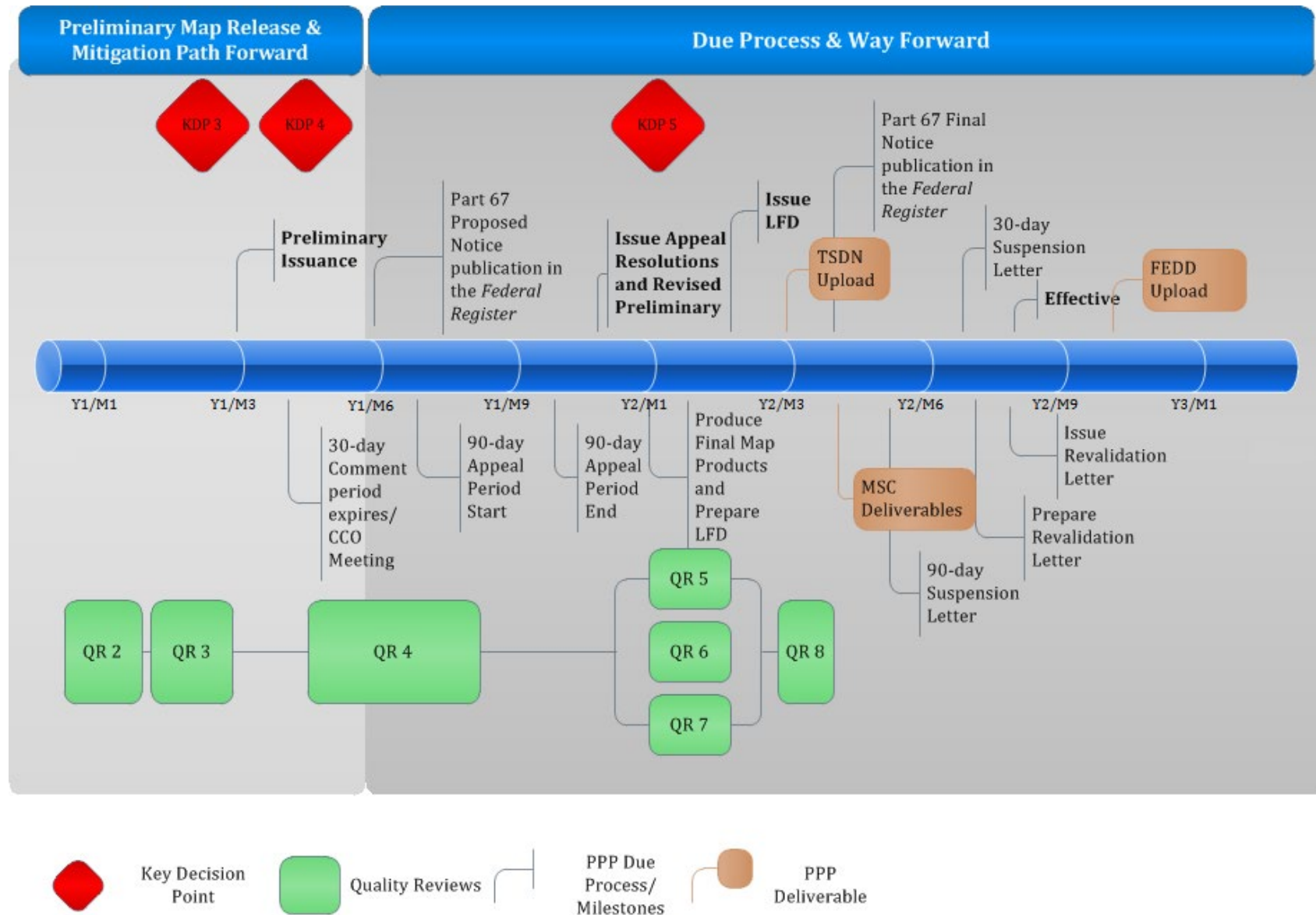


Figure 1: PPP Timeline

Detailed information on Key Decision Points (KDPs) and Quality Reviews (QRs) may be found in Guidance Document No. 35 Key Decision Point (KDP) Process and Guidance Document No. 19 Quality Management for Flood Risk Projects.

### 3. Outreach Purchase

The Outreach Purchase contains three data capture tasks including CCO Meeting Data Capture, Feedback Data Capture and Event Data Capture. Please refer to Guidance Document No. 54 Mapping Information Platform (MIP) and MIP User Care for additional information specific to the creation and completion of these tasks. Data Capture Technical Reference will provide the folder structure required for the Outreach Purchase deliverables. Table 1 below provides the specific deliverables associated with this purchase and tasks

**Table 1: Outreach Purchase and Task Deliverables**

Deliverable	Description and Task
<b>CCO Meeting Data Capture Task</b>	
Meeting minutes and meeting attendance list, presentation, and other deliverables as defined by the scope ( <b>FEDD File Component</b> )	Responsible Task Owner: designated Mapping Partner Meeting minutes are provided of the meeting to the assigned Project Team member, indicating whether the 90-day appeal period should be initiated or delayed to allow time to incorporate comments from the community or another Project Team member (i.e., IDIQ, CTP). The Consultation Coordination Officer (CCO) provides a written copy of the meeting minutes and attendance list at a later date. Per FEMA Program Standard 384, in the absence of a CCO meeting a letter shall be sent to the community and interested stakeholders to document the decision to forego the meeting.
<b>Feedback Data Capture Task</b>	
Varies	Responsible Task Owner: designated Mapping Partner The Feedback Data Capture task will capture any feedback or community comments received from the various 30-day comment periods (e.g., 620 letter, 621 letter, Preliminary Distribution, etc.) or outreach events (e.g., CCO Meeting, FRR Meeting, Resilience, etc.) Please note the feedback task is not intended to capture appeals or comments received during the statutory 90-day appeal period, instead defer to the due process purchase.



Deliverable	Description and Task
<b>Event Data Capture Task</b>	
<p>Written Correspondence or documentation specific to any outreach activity within the Flood Risk Study. Including Standard IDs 620, 621, and 622</p>	<p>Responsible Task Owner: designated Mapping Partner</p> <p>The Event Data Capture task will capture a variety of Risk MAP outreach activities and their associated deliverables, not related to the CCO meeting, Discovery, or LAMP. Outreach data capture under the event task may include Flood Risk Review, Resilience, and associated deliverables such as reports, meeting materials, and 620, 621, and 622 letters.</p> <ul style="list-style-type: none"> <li>▪ Stakeholder Engagement: Mapping Processes and Modeling Correspondence (<b>FEDD File Component</b>): <ul style="list-style-type: none"> <li>○ Before commencing the analysis and mapping activities that take place during the Data and Product Development Phase of a flood risk study, Project Teams shall provide a written notification to community Chief Executive Officer and Floodplain Administrator that explains selected mapping processes and modeling, explains why chosen processes and models are appropriate.</li> </ul> </li> <li>▪ Stakeholder Engagement: Data Submission Correspondence (<b>FEDD File Component</b>): <ul style="list-style-type: none"> <li>○ Prior to completion of Quality Review 1, Project Teams shall transmit a copy of the draft FIRM database and other contributing data as requested to the affected community Chief Executive Officers and Floodplain Administrators, 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. This will include correspondence that is sent to the communities as well as what is received from the community.</li> </ul> </li> <li>▪ Stakeholder Engagement: Flood Map Revisions and Appeals Processes Correspondence (<b>FEDD File Component</b>): <ul style="list-style-type: none"> <li>○ During the Preliminary NFIP Map Release and Due Process phases of the lifecycle for a flood risk study, the Project Team shall work with the FEMA Regional Office of External Affairs, other FEMA staff, community officials, and local radio and television outlets to further educate property owners about flood map revisions and appeals processes.</li> </ul> </li> <li>▪ Contact lists, meeting invites, meeting minutes, presentation material, post meeting materials, or any other correspondence documentation created.</li> </ul>

## 4. Due Process Purchase

The Due Process Purchase contains a number of tasks including data capture tasks for appeal start, QR4 Part 1 and 2 reviews and recording the appeals and comments received. KDP 4 approval is required prior to the start of these tasks. Please refer to the MIP Guidance document and MIP User Care for additional information specific to the creation and completion of these tasks. Data Capture Technical Reference will provide the folder structure required for the Due Process Purchase deliverables. Table 2 below provides the specific deliverables associated with this purchase and tasks.

**Table 2: Due Process Purchase and Task Deliverables**

Deliverable	Description
<b>Populate FHD Task</b>	
No Deliverable Required to be uploaded to the MIP	Responsible Task Owner: designated Mapping Partner The CEO and Map Repository Information for every community that will be receiving an appeal period as determined by Standard 600 is populated. It is critical to have the appeal eligible communities populated correctly and information consistent among all products as this will populate the Federal Register Proposed Notice following Standard 601.
<b>QR4 Part 1 Task</b>	
QR4 Checklist	Responsible Task Owner: designated QR4 Reviewer QR4 Reviewer will upload the QR4 checklist. It is important to ensure the final checklist is uploaded when this task is approved so that all responses are captured.
<b>Consolidate FHD Task</b>	
No Deliverable Required to be uploaded to the MIP	Responsible Task Owner: PTS National leads This MIP task is used to consolidate the various proposed/final notices for routing to FEMA HQ. Please note that any correction or withdrawal notices will require to be manually created utilizing the approved FEMA templates.

Deliverable	Description
<b>Initiate Appeal/Comment Task</b>	
<p>90-day appeal start letter(s), Newspaper Notice, and Federal Register Notice (Proposed)</p> <p><b>(FEDD File Component)</b></p>	<p>Responsible Task Owner: designated Mapping Partner</p> <p>The first and second newspaper publication dates, target mail date and appeal end date for every community that will be receiving a 90 day appeal period and the Federal Register Publication date as well as the Docket Number will be entered in the task. Additional to the data entered through the screen, the mapping partner is required to upload the following for QR 4 Part 2 Review:</p> <ul style="list-style-type: none"> <li>▪ <b>90 day appeal start letters:</b> Notification to the appeal eligible community CEO of the new or modified proposed flood hazard determinations. These letters are sent certified mail via United States Postal Service (USPS), and the designated Mapping Partner must retain proof of receipt via signature.</li> <li>▪ <b>Federal Register Proposed Notice:</b> Notice of the proposed Flood Hazard Determinations (FHDs) in accordance with Section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and Part 67, Subpart 4(a) of Title 44 of the CFR</li> <li>▪ <b>Newspaper Notice:</b> The publication of the News Release Notice must be in accordance with the specifications and the regulations found at Section 67.3 of the NFIP Regulations. It is intended to: <ul style="list-style-type: none"> <li>○ Provide the community information on new or modified flood hazards.</li> <li>○ Direct citizens to review the Preliminary FIRM and FIS Report.</li> <li>○ Increase property owners' awareness of their proximity to new of modified flood hazards.</li> <li>○ Inform citizens where they can view or obtain copies of the preliminary and effective FIRM and FIS Report.</li> </ul> </li> </ul> <p><b>Note:</b> Return Receipt for certified mail (USPS green card or comparable proof of receipt from USPS for the delivery of the 90-day appeal start letter) and Newspaper affidavit with clipping or tear sheets showing the full page with notice, name of the newspaper and the dates of publication. This is received from the local newspaper organization that publishes the newspaper notice and will be uploaded within the FEDD File Data Capture Task within the Final Map Production and Distribution purchase.</p>

Deliverable	Description
<b>QR4 Part 2 Task</b>	
QR4 Checklist	<p>Responsible Task Owner: designated QR4 Reviewer</p> <p>QR4 Reviewer will upload the QR4 checklist. It is important to ensure the final checklist is uploaded when this task is approved so that all responses are captured.</p>
<b>Appeal Start Docket Approval Task</b>	
No deliverable required to be uploaded to the MIP.	<p>Responsible Task Owner: FEMA HQ or their designee</p> <p>This task is to approve the appeal start docket. Completion of this task will also publish the Flood Hazard Determinations Notices. Any review documents and/or checklists used during the validation of the Appeal Start docket can be uploaded (optional).</p>
<b>Record Appeal/Comment Task</b>	
<p>Appeal and Comment data packages received, incoming letters of Appeal/Comment Acknowledgment Letters Sent</p> <p><b>(FEDD File Component)</b></p>	<p>Responsible Task Owner: designated Mapping Partner</p> <p>Information specific to all appeals and comments received during the 90 day appeal start period will be populated in addition to uploading the data received such as:</p> <ul style="list-style-type: none"> <li>▪ Incoming letters of appeal/comment: Any appeals or comments received during the Appeal Period disputing technical and/or non-technical information on the Preliminary Map products</li> <li>▪ Appeal/Comment acknowledgment: Letter acknowledging receipt of incoming appeals/comments</li> <li>▪ Appeal/Comment Resolution letter: Letter resolving appeals/comments. If any Preliminary Map products are revised as a result of the resolution, a 30-day review period is typically afforded to the appellant, community, and any other stakeholders.</li> <li>▪ Appeal/Comment data: any and all data received as an appeal or comment received within the 90 day appeal start period.</li> </ul>

Deliverable	Description
<b>Validation for Appeal/Comment Task</b>	
No Deliverable Required to be uploaded to the MIP	Responsible Task Owner: FEMA Region or their designee  This MIP task approves the appeal and comment resolution(s). Any review documents and/or checklists used during the validation of Record Appeal/Comment submittals (optional).

## 5. Final Map Production and Distribution Purchase

The Final Map Production and Distribution Purchase contains a number of tasks including data capture tasks for the final mapping products, QR5 through QR8, LFD approvals, suspension letter data capture, revalidation distribution data capture, FEDD File and TSDN data capture. KDP 5 approval is required prior to the start of these tasks. Please refer to the MIP Guidance document and MIP User Care for additional information specific to the creation and completion of these tasks. Data Capture Technical Reference will provide the folder structure required for the Due Process Purchase deliverables. Table 3 provides the specific deliverables associated with this purchase and tasks.

### 5.1. Map Service Center Deliverables

The designated Mapping Partner will submit the final version of the FIRM, FIS Report, FIRM Database, transmittal letters, and printing paperwork to the Map Service Center (MSC) via the MIP. The MIP folder structure to be used for submitting all deliverables described in this section is outlined in the Data Capture Technical Reference and related guidance documents.

The MSC will coordinate QR8 review and then printing of the FIRM and FIS Report with the Government Printing Office (GPO) and distribute the printed copies to the affected communities.

The designated Mapping Partner or PTS must submit the final deliverable materials to the MSC as soon as possible after LFD via an email stating the name of the study, MIP case number, and location of the products on MIP. The final materials are described in the following sections.

### 5.2. MSC Paperwork

The designated Mapping Partner shall prepare the paperwork summarized below to accompany the final deliverable of regulatory products.

- Transmittal Letter to Community CEO (Microsoft Word) – For each community shown on the FIRM, a transmittal letter must be produced to accompany the materials to be distributed. The appropriate template from 179-series of letters should be used.

- Inventory Worksheet for Each Community in the Mapping (see Attachment 1) (Microsoft Excel) – One worksheet must be prepared for each community. If the FIRM is in countywide format, an additional worksheet should be produced for the countywide FIRM.

### **5.3. FIS report**

The final FIS Report must be submitted in Microsoft Word and PDF format and must conform to the requirements of the format applied to the study: 2003 or the current format outlined in the FIS Report Technical Reference. As such, the FIS Report Technical Reference and Data Capture Technical Reference documents should be consulted as appropriate.

Final FIS Report requirements are nearly identical as those for a Preliminary FIS Report; therefore revisions necessary during the PPP phase are usually minimal. Typical updates include updating the FIS cover and body to reflect the new effective/revision date and results of any final Consultation Coordination Officer (CCO) meeting(s), appeals, and comments.

FIS Report PDF(s) should be bookmarked and contain no more than 150 pages for a single volume FIS Report, and no more than 100 pages for a multi-volume report. Each section and sub-section of the FIS Report PDF should be bookmarked. Additional bookmarking requirements are described in the FIS Report Technical Reference document.

### **5.4. RFIRM**

The Raster FIRM (RFIRM) panels are digital raster images of the FIRM panels which must be submitted to the MSC in PNG or TIF formats. Color FIRM panel and index sheet images should be produced as 24-bit PNG files. Grayscale images (2003-format vector base map FIRMs and index sheets) should be produced in TIF format, compressed to CCITT G4 settings. Regardless of file format, RFIRM images must be produced at a resolution of 400 DPI (14400 x 10350 pixels).

The designated Mapping Partner should ensure that no extraneous files commonly produced by Geographic Information Systems (GIS) and image processing software, such as those with .aux, .rrd, and .xml file extensions, are not included in the RFIRM deliverable.

### **5.5. FIRM Database**

The files comprising the final FIRM Database, and the accompanying metadata, must be provided in the format described in the Data Capture Technical Reference, FIRM Database Technical Reference, and Metadata Profiles Technical Reference documents. These data will be loaded into the National Flood Hazard Layer (NFHL).

### **5.6. Orthophotography**

Aerial images and any associated world files that were used to create the FIRM must be included in the final deliverable if not already submitted under the Base Map data development task. This data should be delivered in the format that it was provided to FEMA unless the appearance of the portion

of the orthophoto shown on the FIRM was modified by reprojection, resampling, etc. Due to the potentially large file sizes possible with this product, MIP upload of this product may not be feasible. Please see the MIP Guidance document for more information.

**Table 3: Final Map Production and Distribution Purchase and Task Deliverables**

Deliverable	Description
Develop Final Mapping Products Data Capture Task	
Final FIRM Database & Metadata, Final FIRM image Files, Final FIS, Final Map Service Center Paperwork	Responsible Task Owner: designated Mapping Partner  This Data is uploaded for QR5 and QR7 reviews and distribution of final products. The metadata and database are also auto validated through the MIP.

Deliverable	Description
LFD Docket Task	
<p>Final Notice, LFD Letters, LFD Verification Summary Form, Final SOMA and LFD Letters <b>(FEDD File Component)</b></p>	<p>Responsible Task Owner: designated Mapping Partner</p> <p>Data is provided for the QR6 review and LFD distribution which includes:</p> <ul style="list-style-type: none"> <li>▪ LFD Verification Form/LFD Docket: form submitted providing specific information related to a study such as appeal information, regulatory levels, NFIP participation, SOMA information and specifically the LFD Letter type selected.</li> <li>▪ Final Flood Hazard Determination(FHD) table: The draft version of the final notice to be published in the <i>Federal Register</i> (Completed by PTS)</li> <li>▪ LFD letter(s): The letter in which FEMA announces its final determination regarding the flood hazard information, a new or revised FIRM, FIS Report, and (when appropriate) Flood Boundary Floodway Map (FBFM) for a particular community. In the LFD, FEMA begins the compliance period and establishes the effective date for the new or revised map products. This letter is sent certified mail through USPS.</li> <li>▪ Final SOMA: The SOMA provides a comprehensive list of previously issued LOMCs for a community and assists community officials and property owners in determining the status of these LOMCs as a result of revisions to the FIRM. The Final SOMA is issued in conjunction with the LFD</li> </ul>



Deliverable	Description
Validation Task	
FEDD File Checklist	<p>Responsible Task Owner: designated FEDD File Reviewer</p> <p>This validation task is completed by the FEDD File reviewer to perform a Pre - KDP5 FEDD File review, which entails a completeness check and compilation verification if interim FEDD Reviews were previously performed.</p> <p>OR</p> <p>If interim FEDD Review hasn't been completed, the reviewer would be performing the entire FEDD File review.</p>
QR5 Task	
QR5 Checklist	<p>Responsible Task Owner: designated QR5 Reviewer</p> <p>QR5 Reviewer will upload the QR5 checklist. It is important to ensure the final checklist is uploaded when this task is approved so that all responses are captured.</p>
QR6 Task	
QR6 Checklist	<p>Responsible Task Owner: designated QR6 Reviewer</p> <p>QR6 Reviewer will upload the QR6 checklist. It is important to ensure the final checklist is uploaded when this task is approved so that all responses are captured.</p>
QR7 Task	
QR7 Checklist	<p>Responsible Task Owner: designated QR7 Reviewer</p> <p>QR7 Reviewer will upload the QR7 checklist. It is important to ensure the final checklist is uploaded when this task is approved so that all responses are captured.</p>

Deliverable	Description
LFD Approval Task	
<p>No Deliverable Required to be uploaded to the MIP</p>	<p>Responsible Task Owner: FEMA HQ or their designee</p> <p>This task approves the LFD Distribution. Completion of this task will also populate the actual LFD date within all MIP reports. Any review documents and/or checklists used during the validation of the LFD docket (optional).</p>
Finalize LFD Task	
<p>Return Receipt for certified mail and <i>Federal Register</i> (Final) <b>(FEDD File Component)</b></p>	<p>Responsible Task Owner: designated Mapping Partner</p> <p>Additional LFD distribution documentation is uploaded within this task such as:</p> <ul style="list-style-type: none"> <li>▪ Return Receipt for certified mail: USPS green card or comparable proof of receipt from commercial carrier for the delivery of the LFD letter</li> <li>▪ <i>Federal Register</i> (Final): Notice of the final flood hazard determinations in accordance with Section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and Part 67, Subpart 4(a) of Title 44 of the CFR</li> </ul>
QR8 Task	
<p>QR8 Checklist</p>	<p>Responsible Task Owner: designated QR8 Reviewer</p> <p>QR8 Reviewer will upload the QR8 checklist. It is important to ensure the final checklist is uploaded when this task is approved so that all responses are captured.</p>

Deliverable	Description
Suspension Notification Letters Task	
<p>90/30 day suspension letters and return receipts. <b>(FEDD File Component)</b></p>	<p>Responsible Task Owner: FEMA HQ Floodplain Management Insurance or their designee and the Suspension and Adoption PTS Leads</p> <p>This task will capture the FEMA HQ Docket approval date(s) for the mailing of 90 and 30 day suspension letters as well as the mailed copies and return receipts such as:</p> <ul style="list-style-type: none"> <li>▪ 90-day Suspension letter: If the community fails to submit compliant ordinances to the FEMA RO within the first 90 days of the compliance period, a 90-day suspension reminder letter is prepared and sent to the community</li> <li>▪ Return Receipt for certified mail: USPS green card or comparable proof of receipt from commercial carrier for the delivery of the 90-day Suspension letter</li> <li>▪ 30-day Suspension letter: If the community has not submitted compliant ordinances to the FEMA RO within 30 days of the effective date, a 30-day suspension reminder letter is prepared and sent to the community.</li> <li>▪ Return Receipt for certified mail: USPS green card or comparable proof of receipt from commercial carrier for the delivery of the 30-day Suspension letter.</li> </ul>

Deliverable	Description
<b>Prepare Revalidation Task</b>	
Revalidation Letter(s) <b>(FEDD File Component)</b>	Responsible Task Owner: designated Mapping Partner  Data is provided for the Revalidation Letter review which includes: <ul style="list-style-type: none"> <li>▪ Revalidation letter(s): The Revalidation Letter lists previously issued LOMCs that have been reaffirmed for the new FIRM. A Revalidation Letter becomes effective one day after the publication of a community's new or revised final FIRM. The Revalidation Letter does not list LOMCs that have been incorporated into the revised panel, LOMCs that are superseded by new or revised mapping, or LOMCs that are no longer valid.</li> </ul>
<b>Review Revalidation Task</b>	
Revalidation Checklist	Responsible Task Owner: Revalidation Letter Reviewer  Revalidation Letter reviewer will upload the Revalidation Letter checklist. It is important to ensure the final checklist is uploaded when this task is approved so that all comments and responses are captured.
<b>Revalidation Approval Task</b>	
No Deliverable Required to be uploaded to the MIP	Responsible Task Owner: FEMA HQ or their designee  This task approves the mailing of the Revalidation Letter(s). Any review documents and/or checklists used during the validation of Revalidation submittals (optional).
<b>Distribute Revalidation Task</b>	
Revalidation Letter(s) <b>(FEDD File Component)</b>	Responsible Task Owner: designated Mapping Partner  The mailed and date stamped revalidation letters are uploaded within this task.

Deliverable	Description
<b>TSDN Data Capture Task</b>	
TSDN Checklist, Final Project Narrative, Certification of Completeness, Certification of Compliance, Other checklists (if applicable), and Project Charter (if signed after Discovery).	Responsible Task Owner: designated Mapping Partner and PTS TSDN Review Lead  The completed TSDN Checklist and any other data not already submitted is uploaded within this MIP task.
<b>FEDD File Data Capture Task</b>	
Return Receipt for certified mail, Newspaper affidavit or tear sheets, Finalized FEDD File Checklist(s) and Final Approved FEDD File(s)  <b>(FEDD File Component)</b>	Responsible Task Owner: designated Mapping Partner and PTS FEDD File Lead  <ul style="list-style-type: none"> <li>▪ Completed and Approved FEDD File Checklist.</li> <li>▪ Compiled and Approved FEDD File(s).</li> <li>▪ Return Receipt for certified mail: USPS green card or comparable proof of receipt from commercial carrier for the delivery of the 90-day appeal start letter.</li> <li>▪ Newspaper affidavit or tear sheets: Shows the name of the newspaper and the dates of publication. This is received from the local newspaper organization that publishes the newspaper notice.</li> </ul>

## 6. Flood Elevation Determination Docket (FEDD)

The FEDD is a file maintained by FEMA that includes all correspondence between FEMA and the community concerning a flood study; reports of meetings held among FEMA representatives, community representatives, the State National Flood Insurance Program (NFIP) Coordinator, private citizens, FEMA and community contractors, or other interested parties; relevant publications (e.g., newspaper notices, Federal Register notices); and the Letter of Final Determination (LFD), Suspension letters, revalidation letters and other correspondence such as this..

In accordance with the Code of Federal Regulations (CFR) 44 Part 67.3, FEMA must establish and maintain a FEDD. While due process and documentation requirements mandate the minimum regulatory requirements that must be met, additional outreach is likely beneficial to all parties involved to maximize usefulness of the new or updated flood hazard data, to encourage State and local ownership of the maps, and to explain and provide incentives for best practices. In Figure 2 the process integration between the PPP phase, the time each FEDD component is created, and the time the FEDD is completed and uploaded to the Mapping Information Platform (MIP) are shown.

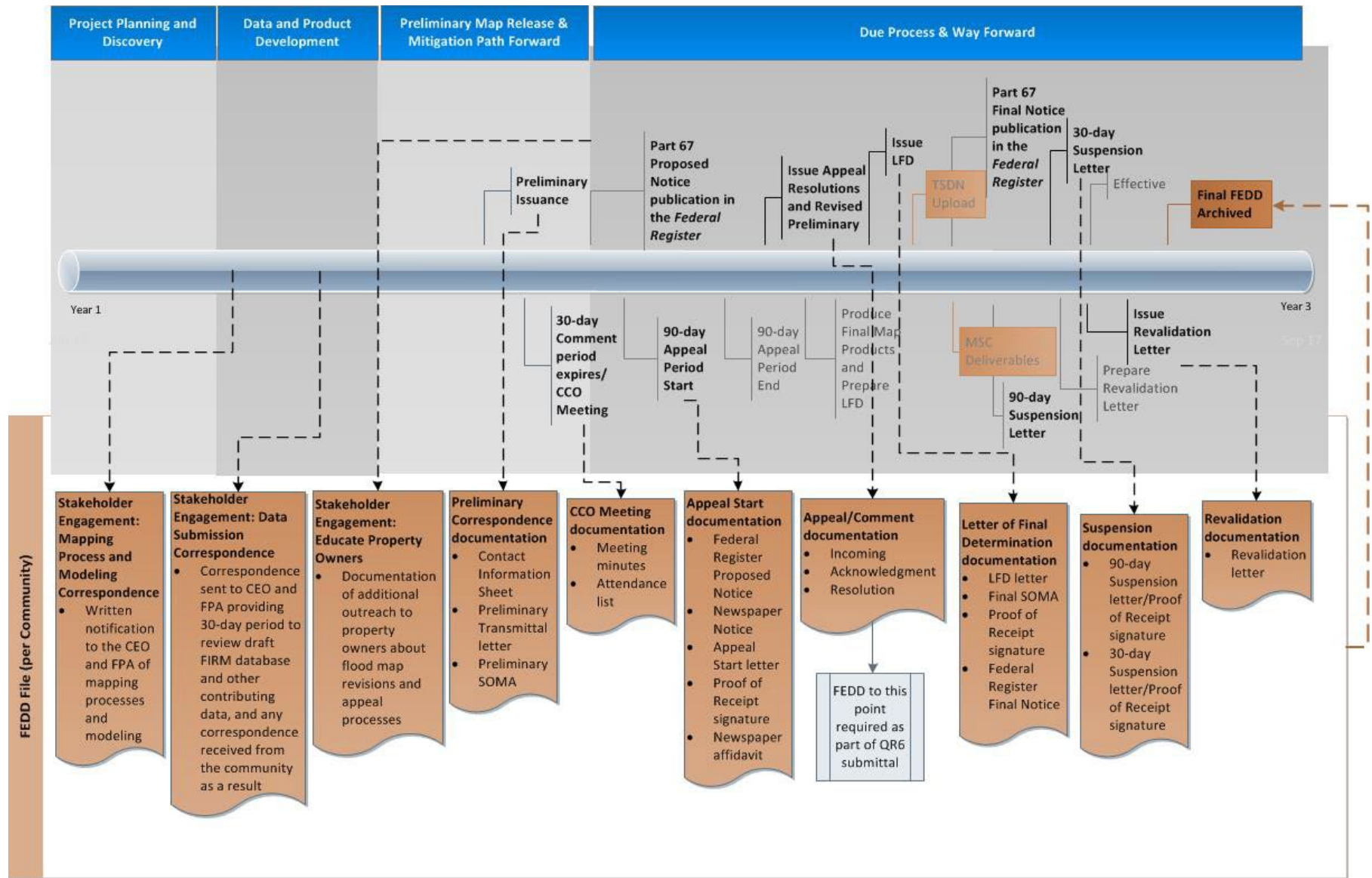


Figure 2: FEDD Timeline

All mapping partners must submit various FEDD File components to FEMA HQ (or its designee) for review for the interim FEDD File Reviews outlined below along with the FEDD File checklist.

FEMA HQ (or its designee) will add copies of the suspension letters. The complete FEDD File for each community will be archived to the MIP by FEMA HQ (or its designee) no later than 60-days following the FIRM effective date.

Table 4 describes the components of the FEDD File that are submitted for each Interim FEDD File Review. Descriptions of each component has been provided in previous sections along with the MIP tasks associated with those submittals. This outlines the minimum content requirements for the FEDD File and supplemental information on how and when the content is created and issued, and also mirrors the FEDD checklist that designated Mapping Partners and Production and Technical Services (PTS) provider must complete.

Template is available at [www.fema.gov/media-library/assets/documents/32786?id=7577](http://www.fema.gov/media-library/assets/documents/32786?id=7577)

**Table 4: Interim FEDD Reviews and Components**

<b>FEDD Components for the Interim FEDD File Reviews</b>
<b>Interim FEDD File Review 1: QR4 Part 1</b>
<ul style="list-style-type: none"><li>● FEDD File Checklist</li><li>● Stakeholder Engagement: Mapping Processes and Modeling Correspondence</li><li>● Stakeholder Engagement: Data Submission Correspondence</li><li>● Preliminary transmittal letter (non-certified mailed but sometimes via FedEx)*</li><li>● Preliminary SOMA*</li><li>● Revised Preliminary Correspondence:<ul style="list-style-type: none"><li>○ Revised Preliminary transmittal letter (non-certified mailed but sometimes via FedEx)</li><li>○ Revised Preliminary SOMA</li></ul></li><li>● Meeting minutes and meeting attendance list for CCO</li></ul>

\*Essential documentation. A failure to include documentation where applicable will result in a study not passing QR6 until the missing element is received.

<b>FEDD Components for the Interim FEDD File Reviews</b>
<b>Interim FEDD File Review 2: Appeal End/Pre-KDP 5 Submittal</b>
<ul style="list-style-type: none"> <li>• FEDD File Checklist would include Items that were submitted as part of Interim FEDD File Review 1</li> <li>• Stakeholder Engagement: Flood Map Revisions and Appeals Processes Correspondence</li> <li>• Federal Register Notice (Proposed) *</li> <li>• Newspaper Notice*</li> <li>• 90-day appeal start letter – (sent certified mail via USPS) *</li> <li>• Return Receipt for certified mail (green card or comparable proof of receipt for the 90-day appeal start letter) - staple or adhere to final page of the letter*</li> <li>• Newspaper affidavit or tear sheets showing the dates of publication and newspaper name*</li> <li>• Additional Appeal Period Required*               <ul style="list-style-type: none"> <li>• Federal Register Notice (Proposed) *</li> <li>• Newspaper Notice*</li> <li>• 90-day appeal start letter – (sent certified mail via USPS) *</li> <li>• Return Receipt for certified mail (green card or comparable proof of receipt for the 90-day appeal start letter) - staple or adhere to final page of the letter*</li> <li>• Newspaper affidavit or tear sheets showing the dates of publication and newspaper name*</li> </ul> </li> <li>• Appeals and Comments Received               <ul style="list-style-type: none"> <li>• Incoming letters of Appeal/Comment*</li> <li>• Appeal/Comment Acknowledgement*</li> <li>• Appeal/Comment Resolution letter*</li> </ul> </li> </ul>
<b>LFD Processing Final FEDD File</b>
<ul style="list-style-type: none"> <li>• If interim FEDD Review <b>has been completed</b> <ul style="list-style-type: none"> <li>○ Only a completeness check and compilation verification is required if interim FEDD Reviews were previously performed</li> </ul> </li> <li>• If interim FEDD Review1 and 2 <b>have not been completed.</b> <ul style="list-style-type: none"> <li>○ All FEDD File components need to be reviewed (CCO meeting to Appeal Resolution)</li> </ul> </li> </ul>

\*Essential documentation. A failure to include documentation where applicable will result in a study not passing QR6 until the missing element is received.



<b>Final FEDD File Compilation</b>
<b>Letter of Final Determination</b>
<ul style="list-style-type: none"> <li>• LFD letter*</li> <li>• Final SOMA*</li> <li>• Return Receipt for certified mail*</li> <li>• <i>Federal Register</i> (Final)*</li> </ul>
<b>Suspension Letters where applicable</b>
<ul style="list-style-type: none"> <li>• 90-day Suspension letter(s) *</li> <li>• Return Receipt for certified mail*</li> <li>• 30-day Suspension letter(s) *</li> <li>• Return Receipt for certified mail*</li> </ul>
<b>Revalidation Letter where applicable</b>
<ul style="list-style-type: none"> <li>• Revalidation letter(s)</li> </ul>

\*Essential documentation. A failure to include documentation where applicable will result in a study not passing QR6 until the missing element is received.

For more information on the FEDD File folder structure and related MIP tasks, please reference the Data Capture Guidance document and MIP User Care.

## 7. Technical Study Data Notebook (TSDN)

For more information on how the TSDN is prepared and uploaded to the MIP as well as the various components of the TSDN, please reference Guidance Document No. 51 Data Capture Workflow Details and Guidance Document No. 69 Technical Support Data Notebook and Flood Elevation Determination Docket. Please note all appeal data including appeals data received and all documentation related to the appeal acknowledgment and resolution process must be uploaded to the MIP and archived within the TSDN.