



# Community Guide to Navigating the Risk MAP Process

## CHECKLIST OF COMMUNITY ACTIONS FOR EACH PHASE



### WHAT TO EXPECT AT THE CONSULTATION COORDINATION OFFICER (CCO) MEETING

- The Utah Risk MAP team will organize a discussion with your community staff and leadership to review the official Preliminary floodplain mapping information for your community.
- The discussion will also cover how the Risk MAP team will support your community in the final steps of sharing the information with the public and other stakeholders (i.e., public open house, outreach materials, and online resources) to collect feedback on the preliminary flood mapping products before they are finalized.

### WHAT THE COMMUNITY WILL RECEIVE

- Official copies of the Preliminary (draft) versions of the FEMA Flood Insurance Rate Maps (FIRMs), Flood Insurance Study (FIS), Summary of Map Amendments (SOMA), and other flood risk products

***Important Note:*** *The copies of Preliminary products will be distributed in the weeks prior to this meeting, so please perform a detailed review (see below) in advance and bring your questions and feedback to the meeting so that your community is prepared to discuss your reviews of the Preliminary data at the meeting.*

### WHAT THE COMMUNITY OFFICIALS NEED TO DO

- Review the FIRMs to verify:
  - Corrected areas are shown as having new mapping information,
  - Flood zones (i.e. Zone A, AE, etc.) match what was discussed previously,
  - Map is free of cartographic errors – community boundaries, major roads and bridges, and other GIS layers are correctly located and named,
  - Lines on the maps (survey cross-sections) that have letters labeling them match the ones shown in the FIS for each waterway (the same letters should be in both for each waterway),
  - Base Flood Elevations (BFEs) are in agreement in the FIRM, FIS, and GIS data, and
  - The datum conversion (NAVD88) is calculated and in agreement in all of the products
- Review the FIS to verify:
  - There are graphs (flood profiles) and updated information in the FIS for every waterway for which detailed flood mapping was conducted.
  - The graphs (flood profiles) show all the major bridges and culverts that are shown on the flood maps, and
  - The text provides the correct information about your community (e.g., history, description, major flood sources, other labels). In particular, check the Introduction and Revisions sections of the FIS.
- If your community has engineering support, ask them to review and verify the discharges in the FIS.
- Digital geospatial data should be reviewed to verify accuracy (roads are in the right place and labelled correctly, community boundaries are accurate, etc.). Digital and hard copy maps should be compared to make sure they match.



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- Summary of Map Amendments (SOMA) should be reviewed
  - Verify that all effective Letters of Map Change (LOMC) the community has on file are listed
    - *Note: Conditional Letters of Map Revisions (CLOMRs) will not be identified in the SOMA, as they are not an official map change.*
  - Check that all Letters of Map Changes listed in the SOMA have a status result (e.g., it is still valid, or it will be overwritten/superseded by the new maps) – the status result options are provided below:
    - “Incorporated”: LOMC was revalidated and **is reflected** on the Preliminary map
    - “Not Incorporated”: LOMC was revalidated but **is not reflected** on the Preliminary map, due to scale limitations or because it is not located on a revised panel
    - “Superseded”: LOMC **will not** be valid when the draft maps become effective
    - “Redetermined”: LOMC **may** still be valid, a final decision has not been made and it will be reviewed again before the draft maps are finalized

***Important Note:*** *Provide any remaining comments or questions you have for the Utah Risk MAP team about how to interpret and use the new information you have been given – Your community will be required to use these new flood mapping products when they are finalized (i.e., for floodplain regulation purposes), so make sure you understand them.*

- Prepare for the appeal process for the updated flood mapping information.
  - Confirm the details of the timeline for the 90-day statutory appeal period and your community’s role in the process – **communities need to collect, review, and send public appeals and comments to FEMA and Utah DEM during this appeal period.** The 90-day appeal period can be extended for any reason.
  - Learn the difference between an appeal and comment during the comment period. Appeals must be technical in nature, accompanied by data (i.e., “LOMR ready”), and certified where appropriate. Any non-technical submittals are considered to be Comments.
- Identify your community’s preferences for sharing the draft floodplain mapping information with the public – this step requires a Flood Risk Open House to share the new flood risk information with the public (with support from Utah DEM and FEMA).
- Work with FEMA to develop an outreach plan that addresses:
  - Your community’s outreach requirements, and what type of outreach approach works best for your residents and landowners: posting information online, etc.,
  - Any assistance you need with creating outreach materials about the new maps,
  - How to promote the purchase of flood insurance, and
  - A timeline for completing the agreed-upon outreach activities.



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### WHAT THE COMMUNITY OFFICIALS NEED TO DO AFTER THE APPEAL PERIOD CLOSES

- Review your community's floodplain regulations (ordinance) with your local floodplain manager.
  - Prior to the FIRMs and FIS being finalized, you will need to update your floodplain regulations (flood ordinance) to adopt the new flood mapping information.
    - The state or FEMA will review your local flood ordinance and identify any changes needed to keep it compliant with the NFIP requirements.
  - As the maps are finalized, you'll receive a Letter of Final Determination (LFD) (after the appeal period and any related revisions) that will set a 6-month window and provide the official date that the maps will be finalized.
    - Finalized maps and studies are called "Effective" products.

***Important Note:*** *To avoid suspension from the NFIP, any required changes to your regulations will need to be adopted and take effect before the Effective date identified in the LFD.*