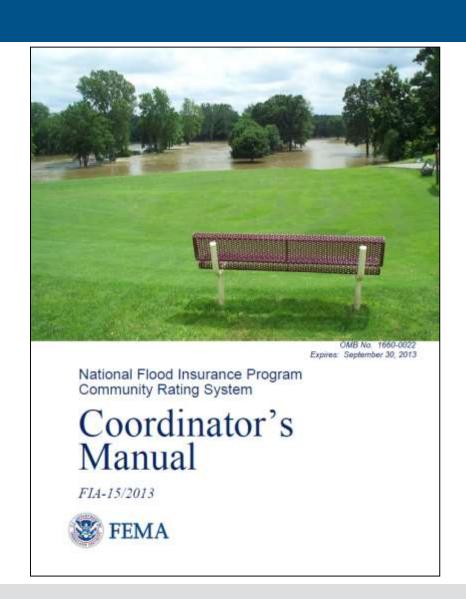
Preparing an Annual Recertification

✓ Marlene Jacobs, CFMISO/CRS Senior Floodplain Specialist





What we'll cover

- ☐ Background on CRS Annual Recertifications
- ☐ ISO/CRS Specialist: Annual Recertification Packets
- ☐ The Community: Annual Recertification Submittal
- ☐ Helpful Hints
- □ Activity Examples
- Questions

CRS TERMINOLOGY

- New Application Visit
- Cycle Verification Visit
- Annual Recertification
- Modification

Background on Annual Recertification

 Primary purpose of Annual Recertifications is to verify continued implementation of previously verified activities.

 Supplements (but does not replace) FEMA's Community Assistant Visits (CAVs) and FEMA's Community Assistant Contacts (CACs).

- A way to keep contact information current.
- Helps new CRS Coordinators see what Activities they receive credited for.



ISO/CRS Specialist: Preparing for Annual Recertifications



- □ Preparing customized Annual Recertification Packets.
- Packets are sent out: August 1 August 15 each year.
- → August & September Receiving submittals & providing guidance to communities on how to complete the packets.
- Responding to communities with completed packets.
- Working with communities on submittals that are incomplete.
- □ October 1st Deadline for submittals and initiate retrograde documentation for missing or incomplete submittal.



Which communities **do not** need to submit an Annual Recertification by October 1, 2016?

- ☐ If the community is a New Application in 2016.
- ☐ If the community had a Cycle verification visit in 2016.
- ☐ If the community has an Open File from a previous year.



Retired Manual vs. 2013 Manual

- ☐ If you are still under the Retired Manual, you may continue to follow the older guidelines until you are Cycled under the 2013 Manual.
- □ Communities under the Retired Manual are encouraged to transition into the new Manual way of documenting activities and there is no penalty for doing this.
- ☐ By the year 2018, all of the FEMA Region X CRS communities will be under the 2013 Manual.

Tips and Tricks for a Successful Submittal

• Let the ISO/CRS Specialist know if there has been a change in the CRS Coordinator or a new email system has been implemented.





 Make copies of the documents you are sending with your packet for your file records.

- Avoid binders/other materials that don't fit in typical file folders.
- Submit the Recertification Forms and accompanying documentation electronically.



TIP: If your submittal is more than an inch thick, you are probably sending too much.



Additional Tips and Tricks

The line prior to each statement should be <u>initialed</u> instead of a checkmark or X.



 If the statement does not start with the phrase "Attached is", then please don't submit anything.



TIP: When attaching documentation, please write the Activity # at the top of the document.

 Electronic submittals are preferred but if sending a hard copy or CD/USB drive, please don't send them with a "signature required."



Additional Tips and Tricks

 Don't use the Recertification document as a reminder that logs, records and reports are due; collect some of the information all year long.



 Remember that some activities take longer to validate and may require an evaluation report (330 FRP, PPI), an annual progress report (510 FMP) or an annual testing of equipment and response report (610 FWR).



TIP: Most plans are reports are only valid for 5 years.

 Keep track of activity 510 (Floodplain Management Planning) expiration dates. They are typically due on October 1st (within 5 years of the date of adoption) which is the same timeframe as your Recertification due date.



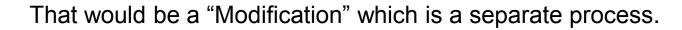
More Tips and Tricks

 Check the letterhead address information on the Annual Recertification cover letter from the ISO/CRS Specialist to be certain you send it back to a correct address.

TIP: My address has changed from last year!



- The October 1st due date is strictly enforced.
- Typically, the Annual Recertification process is not where a community informs the ISO/CRS Specialist about implementing activities in an expectation to improve a CRS Class.







COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

OMB No. 1680-0022 Expires September 30, 2013

Section 1. Community Data

If there are any changes or corrections to the information in this section, please line out the old item and write in the correction so it is not overlooked.

[PLEASE HIGHLIGHT ALL CHANGES TO THIS PAGE]

Community: Floodville,	City of	State: FL	NFIP Number: 123456

Recertification Date: 10/01/201X

Chief Executive Officer:

Name: John Doe Title: City Manager

Address: 123 Flood Avenue, Floodville, FL 12345

CEO's Phone: (123) 456-7899 Fax: (123) 456-4489

CEO's E-mail: cityhall@cityoffloodville.com

CRS Coordinator:

Name: Jane Smith, CFM Title: Building Official

Address: 123 Flood Avenue, Floodville, FL 12345

Coordinator's Phone: (123) 456-7799 Fax: (123) 456-4489

Coordinator's E-mail: buildingofficial@ cityoffloodville.com

We are maintaining, to the best of my knowledge and belief, in force all flood insurance policies that have been required of us as a condition of federal financial assistance for insurable buildings owned by us and located in the Special Flood Hazard Area shown on our Flood Insurance Rate Map.

Section 2. Certification

I hereby certify that this community is continuing to implement the activities noted below as credited under the Community Rating System and described in our original application and subsequent modifications.

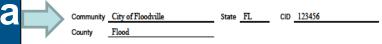
Þ	Signed:		Date:	
		Community CEO		

ACTIVITY WORKSHEET



EDITION: 2007

OMB No. 1660-0022 Expires: December 31, 2016



COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

CC-213 Recertification

Recertification Date: October 1, 201V

If there are in the corre		ation below, please cross out the old item and write
	Chief Executive Officer	CRS Coordinator
Name	John Doe	Jane Smith
Title	City Manager	Building Official
Address	123 Flood Avenue	123 Flood Avenue
	Floodville, FL 12345	Floodville, FL 12345
Phone	(123)456-7899	(123)456-4489
E-mail	cityhall@cityoffloodville.com	buildingofficial@cityoffloodville.com

I hereby certify that the City of Floodville is continuing to implement the activities on the attached pages as credited under the Community Rating System and described in our original application to the CRS and subsequent modifications.

I hereby certify that, to the best of my knowledge and belief, we are maintaining in force all flood insurance policies that have been required of us as a condition of federal financial assistance for insurable buildings owned by us and located in the Special Flood Hazard Area (SFHA) shown on our Flood Insurance Rate Map. I further understand that disaster assistance for any community-owned building located in the SFHA is reduced by the amount of National Flood Insurance Program (NFIP) flood insurance coverage (structure and contents) that a community should be carrying on the building, regardless of whether the community is carrying a policy.

_ >
7/

Signed	(Chief Executive Officer)

Community Certifications



Edition: 2013





At the first cycle visit with the 2013 Manual

CRS Program Data	A. In the SFHA	B. In a regulated floodplain outside the SFHA	C. In the rest of the community
1. Last report's number of buildings in the SFHA (bSF) (line 6, last report)			
2. Number of new buildings constructed since last report	+		
3. Number of buildings removed/demolished since last report	_		
4. Number of buildings affected by map revisions since last report (+ or −)			
5. Number of buildings affected by corporate limits changes (+ or -)			
6. Current total number of buildings in the SFHA (bSF) (total lines 1–5)			
7. Number of substantial improvement/damage projects since last report			
8. Number of repetitive loss properties mitigated since last report			
9. Number of LOMRs and map revisions (not LOMAs) since last report			
10. Acreage of area(s) (aSFHA) as of the last report (line 13, last report)			
11. Acreage of area(s) affected by map revisions since last report (+ or –)			
12. Acreage of area(s) affected by corporate limits changes (+ or -)			
13. Current acreage of the SFHA (aSFHA) (total lines 10–12)			
14. Primary source for building data:			
15. Primary source for area data:			
Period covered: Current FI	RM date:		
If available, the following data would be useful:			
Number of new manufactured homes installed since last report			
Number of other new 1 - 4 family buildings constructed since last report			
Number of all other buildings constructed/installed since last report			
Notes: Lines 1–8 deal with "buildings." Section 301 has more informati and how they are counted for CRS purposes. Numbers in column A are the community also regulates floodplain development outside the SFI community may deserve credit under Activity 410 (Floodplain Mapping	for the Sp IA, Colum	ecial Flood Haz n B is complet	zard Area. If ed (and the

what happens in the floodplain to what is happening in the rest of the community.

Annual Recertification

Old #6 becomes #1
Old #13 becomes #10

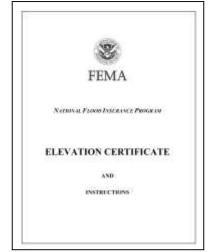
This form will accompany each subsequent Annual Recertification and needs to be submitted with the other material. It is part of the CC-213 form.

Also important are lines 14 and 15



Components for earning credit in the 300 Series

- Activity 310 Elevation Certificates:
- ✓ Permit List (new & substantially improved occupied structures)
- ✓ Copies of Finished Construction ECs, Floodproofing Certificate and/or V Zone Certificates
- Activity 320 Map Information:
- ✓ Letter to a Specific Audience
- ✓ Log or records of information provided



Community Name Development Services Division Floodplain Management Program

CRS 320 - Flood Map Information Log

Address or PIN	Panel #	Zone	HFE	Insurance Information Given -basic FIRM			Depth	Special	Historical Flood Info - photos,	Floodplain Functions -wetlands
	-			information		1000		Tsonami	depth, RL areas	habitat, 420 & 510
							-			420 & 510
-	\vdash								1	
		1	2							7
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_	-	_	-	-		_			-	
-	-		-		-		-			-

TIP: Provide only 1 page showing contacts from the previous year.

City Letterhead here

NOTICE TO: Lending Institutions and Real Estate and Insurance Agents

SUBJECT: Flood Insurance Rate Map Zone Information

As a public service, the City of Las Vegas will provide you with the following information upon request:

- Whether a property is in or out of the Flood Hazard Area (FHA) as shown on the current Flood Insurance Rate Map (FIRM) of the County.
- Additional flood insurance data for a site, such as the FIRM zone and the base flood elevation or depth, if shown on the FIRM.
- We have a handout on the flood insurance purchase requirement that can help people who need a mortgage or loan for a property in the SFHA.
- The City of Las Vegas maintains elevation certificates for new and substantially improved structures in the SFHA since January 1, 1987.
- The City of Las Vegas updates the Flood Insurance Rate Maps as needed when revisions are made to the maps.
- The City also has information for additional FIRM information, problems not shown on the FIRM, flood depth date, special flood related hazards, historical flood information, natural floodplain functions.

If you would like to make an inquiry, please tell us the street address and, if available, the subdivision, lot and block number. We are open 8:00 am to 4:00 pm, Monday through Friday. Call us at the Department of Community Development (999) 999-9999 or drop by the office at 777 Las Vegas Blvd. There is no charge for this service.



(blank or empty logs or forms are not acceptable) Community Letterhead RE: Flood Hazard Information TO WHOM IT MAY CONCERN: The property located at: also known as flegal description if needed! has been located on the city's Flood Insurance Rate Map (FIRM). The following information is provided: Community ID or NFIP number: The property is located on panel number: IRM index: May 15, 2005. The date of the ted in FIRM zone: The prope The main building IS located in a Sp d Hazard Area. The base flo vation at the property NAVD law requires that a flood determination be done as a grant or loan to deter if the structure is in an SFHA and if so. condition of a federally to require flood insurance etter is not to be dered a flood zone determination. It is up to the lender to determine flood insurag required for a property. IS NOT located in a Special F However, the property may still be subject to local drainage problems or other od hazard. Flood insurance from the National Flood Insurance Program (NFIP at non-floodplain rates. A flood insurance policy can still be required by a lender. A decision about the building's ex annot be made on the FIRM. A copy of the FIRM is attached for your information, Flood insurance from the NFIP is dable for ar ty in this city. More information on flood insurance is attached. This offu as copies of FE ation Certificates for all buildings 90. Questions abo constructed in the SFHA sing tter or about the City's floodplain ome at this office by o management program are NOTE: This information based on the Flood Insurance ap for the City. This letter does not imply that the referes property will or will not be free fr ing or damage. A property not in a Special Flood Haz Area may be damaged by a flood gre that predicted on the FIRM or from a local drag problem not shown on the map. **Building Official**

About the Mandatory Purchase of Flood Insurance

The NFIP: The National Flood Insurance Program (NFIP) is a federal program enabling property owners in participating communities to purchase flood insurance on eligible buildings and contents, whether they are in or out of a floodplain. This community participates in the NFIP, making federally backed flood insurance available to its property owners.

The NFIP insures most walled and roofed buildings that are principally above ground on a permanent foundation, including mobile homes, and buildings in the course of construction. Property owners can purchase building and contents coverage from any local property and casualty insurance agent. To find a local insurance agent that writes flood insurance in your area visit www.floodsmart.cov.

Mandatory Purchase Requirement: Pursuant to the Flood Disaster Protection Act of 1973 and the National Flood Insurance Reform Act of 1994, the purchase of flood insurance is mandatory for all federal or federally related financial assistance for the acquisition and/or construction of buildings in Special Flood Hazard Areas (SFHAs). An SFHA is defined as any A or V flood zone on a Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM).

The mandatory purchase requirement also applies to secured loans from such financial institutions as commercial lenders, savings and loan associations, savings banks, and credit unions that are regulated, supervised, or insured by federal agencies, such as the Federal Reserve, the Federal Deposit Insurance Corporation, the Comptroller of Currency, the Farm Credit Administration, the Office of Thrift Supervision, and the National Credit Union Administration. It further applies to all loans purchased by Fannie Mae or Freddie Mac in the secondary mortgage market.

Federal financial assistance programs affected by the laws include loans and grants from agencies such as the Department of Veterans Affairs, Farmers Home Administration, Federal Housing Administration, Small Business Administration, and FEMA disaster assistance.

How it Works: When making, increasing, renewing, or extending any type of federally backed loan, lenders are required to conduct a flood zone determination using the most current FEMA FIRM to determine if any part of the building is located in an SFHA. If the building is in an SFHA, the federal agency or lender is required by law to provide written notification to the borrower that flood insurance is mandatory as a condition of the loan. Even though a portion of real property on which a building is located may lie within an SFHA, the purchase and notification requirements do not apply unless the building itself, or some part of the building, is in the SFHA. However, lenders, on their own initiative, may require the purchase of flood insurance even if a building is located outside an SFHA. Up to 25% of all NFIP flood losses arise from outside SFHAs (B, C, and X Zones).

Under federal regulations, the required coverage must equal the amount of the loan (excluding appraised value of the land) or the maximum amount of insurance available from the NFIP, whichever is less. The maximum amount of coverage available for a single-family residence is \$250,000 and for non-residential (commercial) buildings is \$500,000. Federal agencies and regulators, including government-sponsored enterprises, such as Freddie Mac and Fannie Mae, may have stricter requirements.

Figure 320-2. A sample map information record for MIL.

Figure 320-3 A handout about the mandatory purchase of flood insurance.

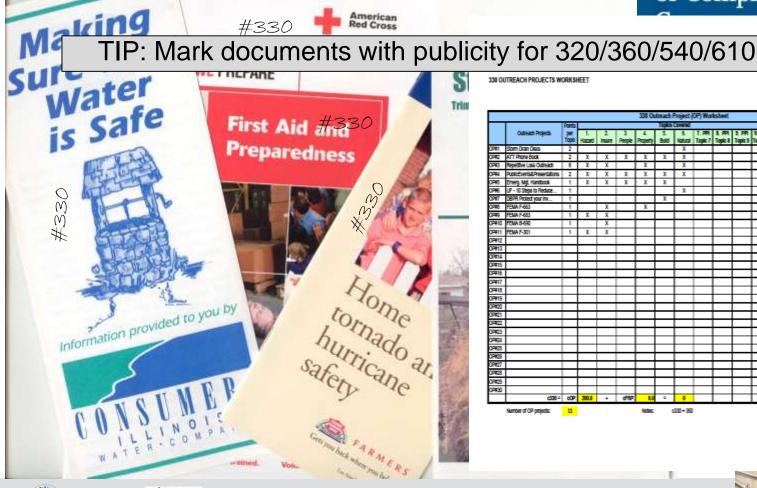


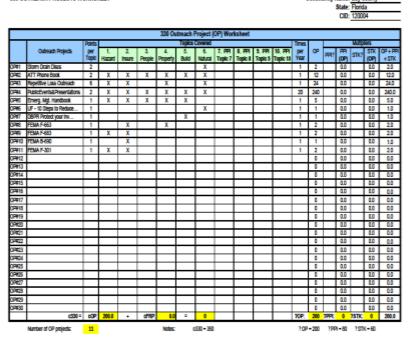




Examples of 330 Documentation

National Flood Insurance Program **Increased Cost** of Compliance





30



Activity 360

Community Name
Community Division
Floodplain Management Program

CRS 360 - Flood Protection Assistance Log

Contact Type: W-walk in T-telephone request L-letter or written request H-gave handout V-told verbally Assistance Type: PPA one-on-one PPV after a site visit FAA financial assistance advice TNG advisor training (TNG is began seried for advisor who have FMI course on retrofitting or grants programs).

Name of Advisor	Date	Contact Type	TYPE OF ASSISTANCE PROVIDED	FAA pre-flood post-	TNG: yes no	DETAILS OF FINDINGS	RECOMMENDATIONS PROVIDED
			(PPA – PPV)	flood			

Use when: Community is available to discuss flooding, drainage, sewer backflow, retrofitting and financial assistance for property protection measures.

 Provide the 1 page log at Recertification showing ongoing contacts from the past year.

TIP: This log is used to record contacts for flooding and drainage problems and should not include activity 320 Map Information contacts.

Activity 430 Statements

li p c r r	We continue to enforce the following regulations in our floodplain: (development imitations, freeboard for new and substantial improvement construction, foundation protection, cumulative substantial improvement, lower substantial improvement, protection of critical facilities, enclosure limits, local drainage protection, elevation of new and replacement homes in existing manufactured home parks, and coastal A Zone structures to meet building and enclosure criteria). [] Initial here if you have amended your loodplain regulations. Attach a copy of the amendment.
	430 We continue to enforce our current building code. [] Initial here if you have amended your building code. Attach a copy of the amendment.
r	430 We continue to employ those staff credited for attaining their CFM, and those who have attended the credited training courses. [] Initial here if your staff has changed and attach a statement as to the staffing changes.
2	430 We continue to maintain storage of our records off site. (2013 Manual statement)
a	430 We continue to conduct 3 detailed inspections during the course of new construction, and re-inspections on a building when renovations are made or new tenant occupies the building. (2013 Manual statement)

Activity 502



Deur Resident

You have received this letter because your property is in an area that has flooded several times. The City of D'herville is concerned about repetitive flooding and has an active program to help you protest yourself and your structure from future flooding. Here are some things you can do:

- Check with the Building Division on the extent of past flooding in your area. Our <u>Floodplain</u>
 Administrator can tell you about the cause of repetitive flooding, what the City is doing about it, and
 what would be an appropriate flood protection level. Our <u>Building Inspectors</u> can visit your property to
 discuss flood protection alternatives.
- 2. Prepare for flooding by doing the following:
 - Know how to shut off the electricity and gas to your house when a flood comes.
 - Make a list of emergency numbers and identify a safe place to go.
 - Make a household inventory, especially of contents.
 - Put insurance policies, valuable papers, medicine, etc. in a safe place.
 - Collect and putcleaning supplies, camera, waterproof boots, etc. is a handy place.
 - Develop a diraster response plan See the Red Cross' website
 - www.redcross.org/services/disaster/ for a copy of the brochure "Your Family Disaster Plan."
 Get a copy of "Repairing Your Mooded Home" available within the <u>Building Division</u>.
- 3. Consider some permanent flood protection measures.
- Mark your fase or breaker box to show the circuits to the floodable areas. Turning off the power
 can reduce property damage and save lives.
 - Consider elevating your house above flood levels.
- . Check your house for water entry points.
- Install a floor drain plug, standpipe, overhead sewer, or sewer backup valve to prevent sewer
 backup flooding.
- More information can be found in the "Homeowner's Guide to Retrofitting: Six Ways to Protect Your House from Flooding" available in the <u>Building Division</u> or visit www.femagov/harards/floods/bb312shtm
- Be aware that some food protection measures may need a building a permit and other flood per botton measures may not be safe for your type of structure, so be sure to check with the Studdens Division.
- Visit the Building Division for information on financial assistance in terms of a flood insurance policy.
 - Get a flood insurance policy it will help pay for repairs after a flood and, in some cases, it will help pay the costs of elevating a substantially damaged building.
- 5. Flood in surance.
 - Homeowner's insurance policies DO BOT cover damage from floods. However, because the City of
 D'herville participates in the National Flood Insurance Program purp, you can purchase a separate
 flood insurance policy. This flood insurance is backed by the Federal government and is available
 to everyone, even properties that have been flooded.
 - Any area that is NOT mapped as a Special Flood Hazard Area group may qualify for a lower-cost Freferred Risk Policy.

- Only category B or C RL communities are required to send this information.
- Repetitive Loss Letters must include all of the information from the Manual.
- Annual notification is required until the RL Structure(s) are mitigated.
- Each community is required by the 1974 Privacy Act to protect the identity of RL address and owner.
- Additional Requirements apply to Category C RL communities (FMP/HMP or RLAA).





The Activity 510 Annual Progress Report must address the following 5 points at a minimum:

- A description of how the evaluation report was prepared and how it is submitted to the governing body, released to the media, and made available to the public.
- 2. How the reader can obtain a copy of the original plan or area analysis report;
- 3. A review of each recommendation or <u>action item</u> in the action plan or area analysis report, including a statement on how much was accomplished during the previous year;
- 4. A discussion of why any objectives were not reached or why implementation is behind schedule;
- 5. Recommendations for new projects or revised recommendations.

The Activity 510 Annual Progress Report

CRS Activity 510 Progress Report

Date this Report was Prepared:

Name of Community:

Name of Plan:

Date of Adoption of Plan:

5 Year CRS Expiration Date:

- 1. How can a copy of the original plan or area analysis report be obtained:
- Describe how this evaluation report was prepared and how it was submitted to the governing body, released to the media, and made available to the public:
- Provide a review of each recommendation or action item in the action plan or area analysis report, including a statement on how much was accomplished during the previous year.

See Attached

- Discuss why any objectives were not reached or why implementation is behind schedule:
- 5. What are the recommendations for new projects or revised recommendations?

TIP: If the form has not yet been customized for your community, ask your Specialist for a copy of the template.

Activity 540

Village of Orlan	d Hills, Illinois	
Drainage Inspection Rep	ort - Public Propo	erties
Date: Inspector:		
Type of inspection: Semi-annual Monthly	y Choke Point Chee	k 🗖 Post-storm
I have inspected the following surface draininge fi and letters refer to locations on the Village's drai has been completed for all problems found on Vi sent to the owners of private property where prob	nage system map. A Bage property. A ne	Complaint/Inquiry Form
Retention basin, 17001 94th Ave (#12)	☐No problem	Problem found
Tinley Creek from 169th Place to 167th Street	No problem	Problem found
Resention basin, 16901 92nd Ave (#1)	No problem	Problem found
Highview Ditch	No problem	Problem found
Tinley Creek from 167th Street to Lake Lorin	No problem	Problem found
Lake Lorin and dam	No problem	Problem found
Retention area, 8901 Elm Place (#14)	No problem	Problem found

Date:	Inspector:
Type of inspection:	Post-storm Complaint Routine
	stream or basin name, downstream and upstream streets or reference of problem. Provide sketch as needed.)
Type of problem:	☐ Tresh ☐ Minor ☐ Obstruction ☐ Structuri
9. 9.	Trash Minor Obstruction Structure
Recommended main	ntenance

TIP: Make sure to include records for both elements (Channel Debris Removal & Storage Basin Maintenance) if receiving these credits.

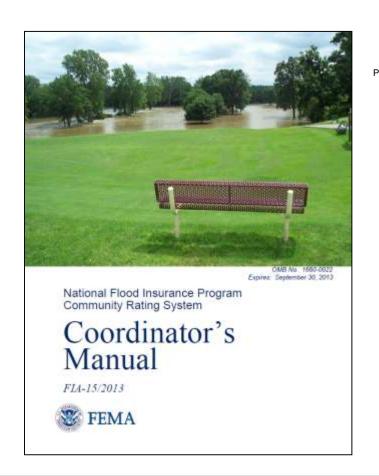


Activity 610

Communities with this credit must provide the following:

- ☐ A copy of the exercise or evaluation of the flood warning and response plan. This exercise can be for a flood, levee failure or dam failure.
- ☐ If the plan is implemented in response to an actual flood or threat of levee failure, there must be an evaluation of the performance of the plan and recommended changes that may be needed (i.e. after-action report).
- ☐ The exercise or evaluation must include a list of who participated, lessons learned and any recommended changes to the Flood Threat Recognition system; lessons learned about the Early Warning Dissemination measures; lessons learned from the Flood Response Operations portion of the plan, and; a page from the latest list of Critical Facilities showing an annual update has occurred.

Questions







Resources

Success with CRS: www.CRSresources.org/success

Webinars: www.CRSresources.org/training

Flood Smart: www.floodsmart/pages/CRS/Community_rating_system.jsp

EMI Classes (CRS 278): FEMA Floodplain 101 (local):

March 20 - 23, 2017

June 26 – 29, 2017

September 11 – 14, 2017

October 6, 2016 - Moscow ID 9:00 to 4:00

Workshops are free

Walk-ins are allowed (R.S.V.P. preferred)

RSVP to: Maureen.OShea@idwr.idaho.gov