



Guidance for Flood Risk Analysis and Mapping

Federal Register Notices

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

The following summary of changes details revisions to this document subsequent to its most recent version in February 2019.

Affected Section or Subsection	Date	Description
1, 3, and 5	Nov. 2023	Updated to reflect a change in SID 411 about the publication of the notice of community eligibility to purchase flood insurance on FEMA.gov rather than in the Federal Register.
3	Nov. 2023	Minor updates to roles defined in the routing, concurrence and publication process.
4	Nov. 2023	Added detail about populating CFR Parts 65 and 67 dockets.
4.1.1, 4.1.2, 4.1.3, 4.1.4	Nov. 2023	Updated CFR Parts 65 and 67 docket examples.
4.1.5	Nov. 2023	New section that includes Federal Register standards and guidance for quality and formatting.
4.2	Nov. 2023	Minor updates to routing workflow diagram.
4.3	Nov. 2023	Updated to accurately describe procedures and circumstances associated with Corrections and Withdrawals of Federal Register notices.
All	Nov. 2023	Minor updates to web links, references to RMD SharePoint, and other Risk MAP guidance documents.

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1. Introduction

The Federal Register is the document, published daily by the U.S. Government Printing Office (GPO), (<https://www.gpo.gov>), that presents regulation changes and legal notices issued by federal agencies. The codification of the general and permanent notices published in the Federal Register by the executive departments and agencies of the federal government makes up the Code of Federal Regulations (CFR). National Flood Insurance Program (NFIP) regulations are in Parts 59 through 77 of Title 44 of the CFR.

This document provides the standard procedures and guidance to be used by the FEMA, its designated Mapping Partners, and Production and Technical Services (PTS) contractors to process Federal Register notices as part of Flood Risk Projects and Letters of Map Revision (LOMRs). It includes preparation, submittal, concurrence, routing, and publication procedures.

This guidance focuses on the FEMA publications in the Federal Register that are required to meet Post-Preliminary Processing (PPP) Due Process requirements and finalize LOMRs and Flood Risk Projects. The notices addressed, which publish new or modified Flood Hazard Determinations (FHDs) in the Federal Register, as described in Title 44, Part 65 and Part 67 of the CFR, include:

- Title 44, Part 65 Interim Notices
- Title 44, Part 67 Proposed Notices
- Title 44, Part 65 and Part 67 Final Notices
- Title 44, Part 65 and Part 67 Correction and Withdrawal Notices

2. Post-Preliminary Processing Timeline

Figure 1 depicts the overall PPP timeline of Flood Risk Projects to show where Federal Register notice actions occur.

Users should note that LOMRs have a modified timeline related to Federal Register publication. That is discussed in more detail in the Part 65 section of this guidance.

Detailed guidance on Key Decision Points (KDPs) and Quality Reviews (QRs) is contained in the [Key Decision Point Process Guidance](#) and [Quality Management for Flood Risk Projects Guidance](#) documents.

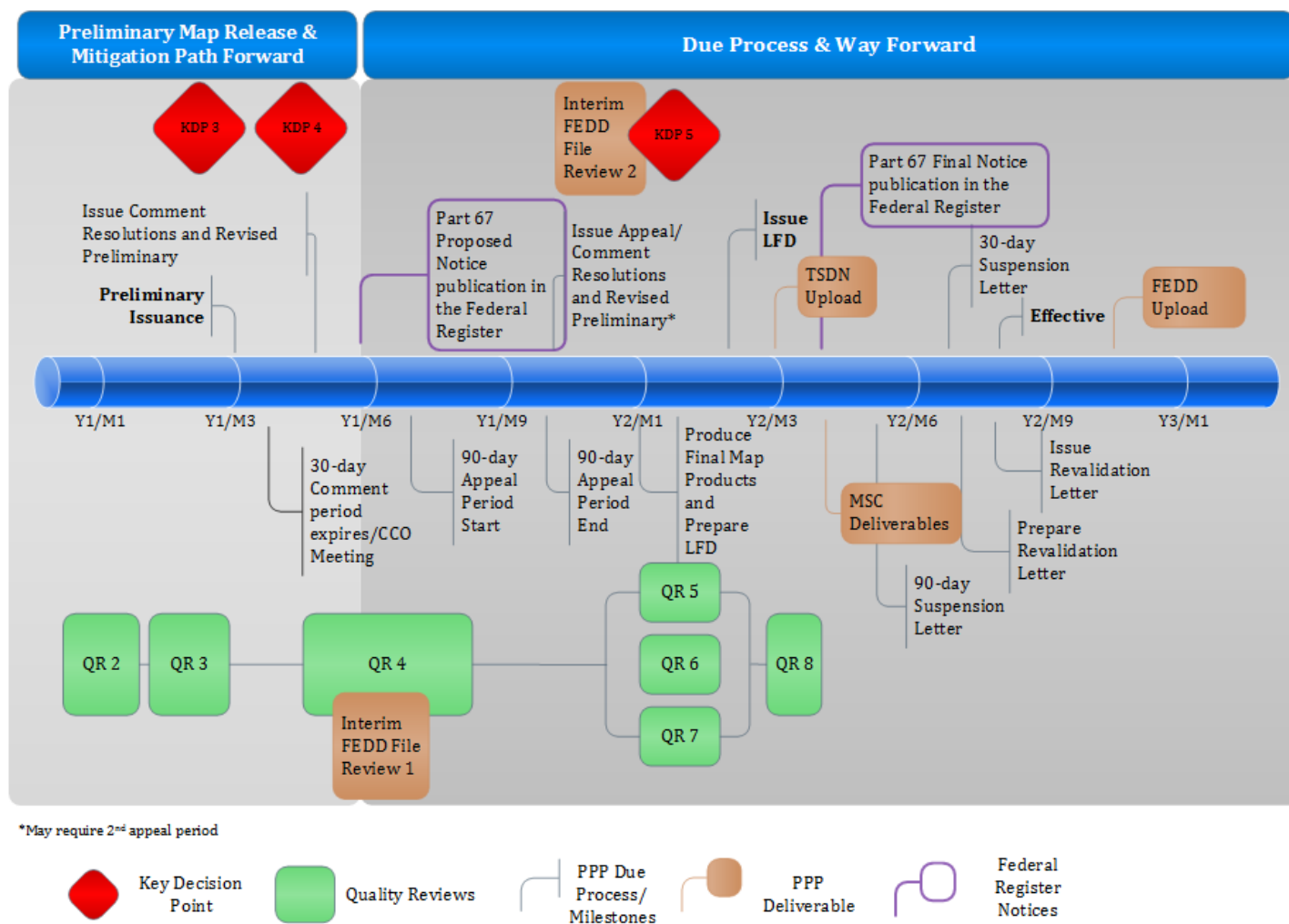


Figure 1: PPP Timeline

3. Federal Register Stakeholder Roles and Responsibilities

The following table identifies the stakeholders and their roles and responsibilities related to Federal Register notice and docket preparation, concurrence, routing, and publication.

Table 1: Federal Register Stakeholder Roles and Responsibilities

Federal Register Stakeholder Role	Responsibility
Mapping Partners and processing PTS	<ul style="list-style-type: none"> Populate FHDs on the Web tool with information related to communities eligible to appeal under Part 65 requirements. Populate FHD information on the Mapping Information Platform (MIP) related to communities eligible to appeal under Part 67 requirements.
PTS PPP Leads (or designated PTS Federal Register Coordinator)	<ul style="list-style-type: none"> Prepare and submit dockets to FEMA's Risk Management Directorate (RMD) SharePoint site. Coordinate with FEMA headquarters Due Process Lead and PTS On-site Support Federal Register Coordinator on dockets.
FEMA headquarters Due Process Lead	<ul style="list-style-type: none"> Approve and make final decisions on draft Part 65 and Part 67 Federal Register docket actions.
PTS On-site Support Federal Register Coordinator	<ul style="list-style-type: none"> Complete consolidation and final formatting quality review of all Part 65 and Part 67 dockets submitted by PTS PPP Leads. Coordinate routing of all dockets. Provide email notifications of the advancements of all dockets throughout the following stages of the concurrence process: <ul style="list-style-type: none"> Concurrence to Office of Chief Counsel (OCC) Processing of dockets to the Federal Register Publication of dockets to the Federal Register
Engineering Services Branch Chief	<ul style="list-style-type: none"> Review and provide concurrence on Part 65 and Part 67 dockets.
Deputy Associate Administrator for Insurance and Mitigation or Delegate	<ul style="list-style-type: none"> Review and provide final concurrence on Part 65 and Part 67 dockets.
FEMA headquarters OCC	<ul style="list-style-type: none"> Coordinate with FEMA headquarters Due Process Lead and PTS On-site Support Federal Register Coordinator on any Part 65 and Part 67 dockets sent to the Federal Register for publication.

4. Flood Risk Projects and Letters of Map Revision Federal Register Notices

This section describes the process for preparation, concurrence, routing, and publication of Part 65 and Part 67 notices in the Federal Register. The tracking processes and docket templates that are discussed in this guidance use information and tracking systems on FEMA's RMD SharePoint Portal (<https://rmd.msc.fema.gov>). This site has access restrictions, and access requests must be submitted and processed through the Risk Analysis Management (RAM) Access Portal. Contact rmdportalsupport@fema.dhs.gov for more information. Templates are available upon request from FEMA headquarters or its designee (PTS provider).

NFIP regulations require the publication of an FHD notice for every Flood Risk Project, including Physical Map Revisions (PMRs), and LOMRs that include new and/or modified FHDs. The notice must be published twice in the affected community's local newspaper(s). It must also be published in the Federal Register as an interim notice (Part 65 for LOMRs) or proposed notice (Part 67 for Flood Risk Projects). After the 90-day statutory appeal period has lapsed and all appeals have been resolved, it must be announced again in the Federal Register as a final Part 65 or final Part 67 notice, if applicable.

As per FEMA Program Standard ID (SID) 387, the appropriate Federal Register notice proposing changes to flood hazard information must be compiled for all communities affected by the addition or modification of flood hazards. This information includes the proposed FHD notice for Flood Risk Projects and the interim notice for LOMRs. The notice includes a hyperlink for the official FEMA website through which stakeholders can access the products depicting the proposed flood hazard changes. The notice is submitted to the processing PTS provider to route for FEMA headquarters concurrence and signature. FEMA headquarters coordinates with the Office of the Federal Register (OFR) to ensure timely publication of the notice in the Federal Register. The processing PTS and Mapping Partner must review the published Federal Register notice to ensure accuracy. If needed, they must make corrections and notify FEMA headquarters, the Mapping Partner, PTS, and applicable Region of the corrections.

The FHDs on the Web tool allows the processing Mapping Partner staff to create FHD notices quickly and consistently for LOMRs. Users enter information specific to a LOMR to create the notice. This information then generates the appropriately formatted html notices for FEMA's FHD Notices Website (https://www.floodmaps.fema.gov/fhm/bfe_status/bfe_main.asp).

The MIP allows the processing Mapping Partner staff to create FHD notices quickly and consistently for Flood Risk Projects. The Mapping Partner enters information specific to a Flood Risk Project into the *Populate FHD* MIP task. This information feeds the proposed Part 67 Federal Register docket template that the processing PTS populates, and that FEMA headquarters approves for Federal Register publication. The data in the *Populate FHD* MIP task for proposed FHD notices also auto-publishes to FHD online (https://www.floodmaps.fema.gov/fhm/bfe_status/bfe_main.asp) when FEMA headquarters approves the *Appeal Start Docket Approval* MIP task.

The [User Guide: Flood Hazard Determinations on the Web and MIP User Care for Flood Risk Projects](#) contains additional information on the FHDs on the Web tool for LOMRs. The [Post-Preliminary Due Process Guidance](#) document contains additional information on due process for this mapping phase.

4.1. Docket Preparation

The general workflow for docket preparation is depicted for Parts 65 and 67 in Figure 2 and Figure 3, respectively.

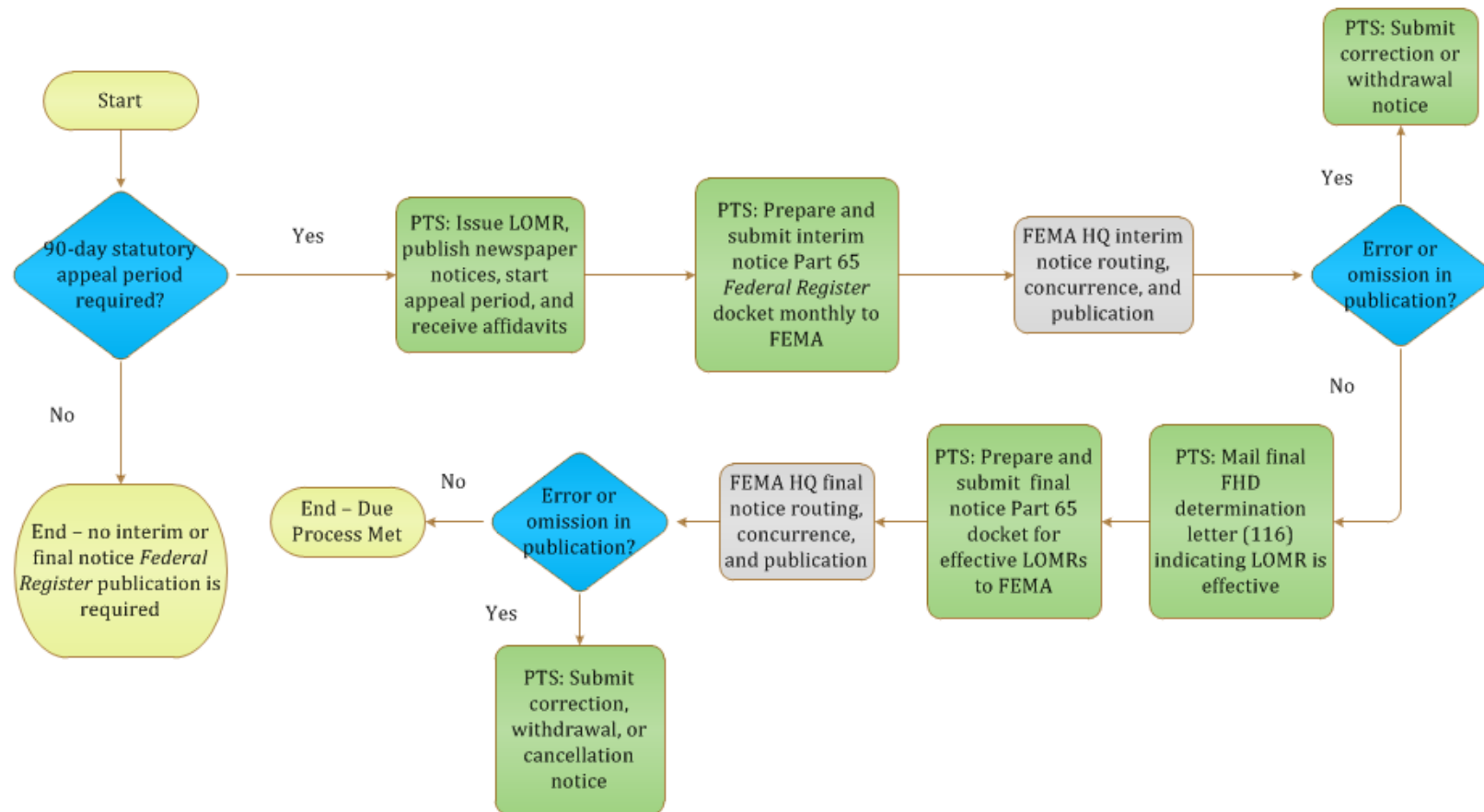


Figure 2: Part 65 Docket Preparation Workflow

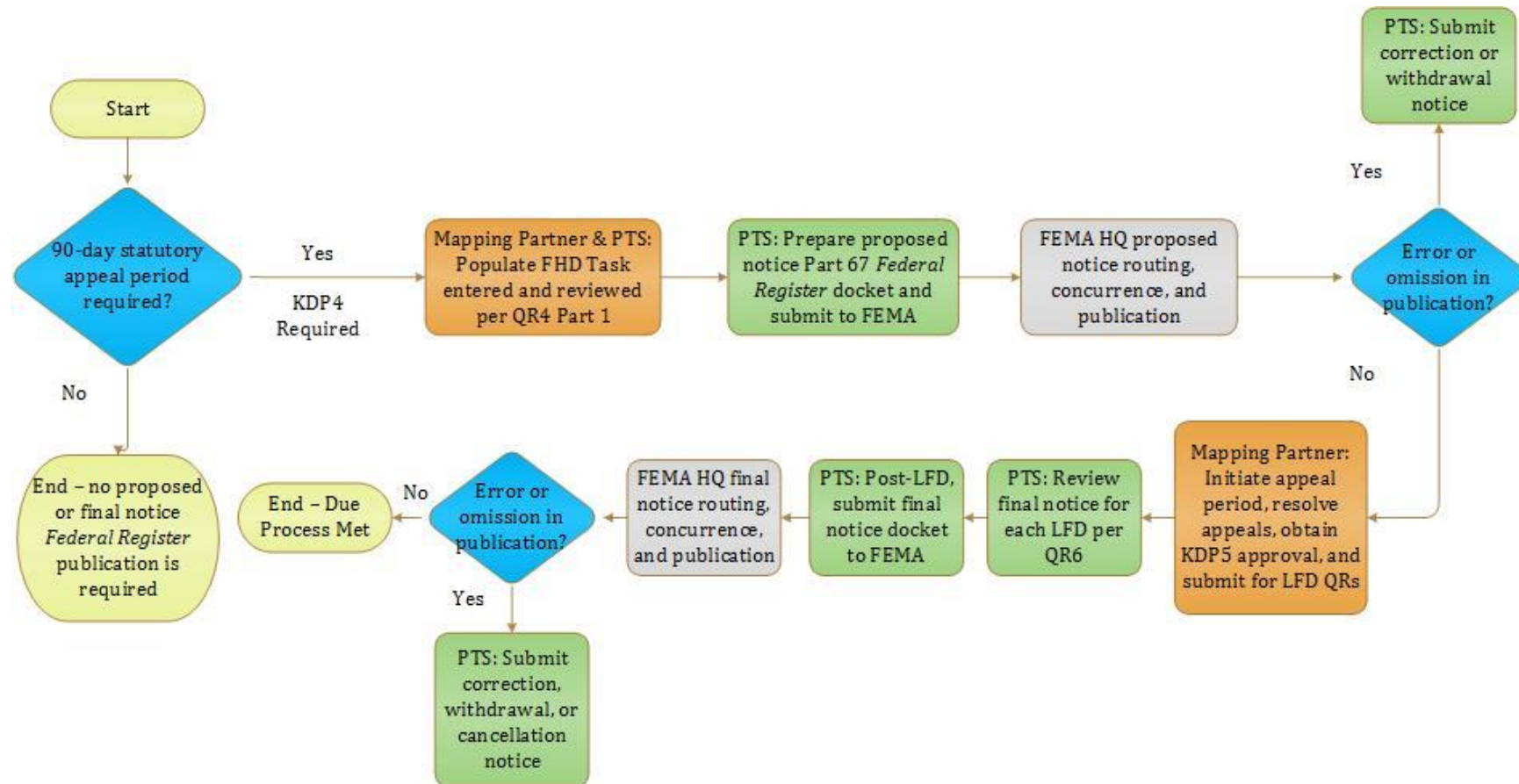


Figure 3: Part 67 Docket Preparation Workflow

Guidance to prepare notices for Part 65 and Part 67 dockets is described in more detail in the following sections.

4.1.1. INTERIM PART 65 DOCKET FOR LOMRS

When a 90-day statutory appeal period is required for a LOMR, the processing PTS will prepare and process the correspondence to start the appeal period for the new or modified FHDs, as well as the Federal Register notices.

For each LOMR, the processing PTS enters data into the FHDs on the Web tool by following guidance in FEMA's User Guide: Flood Hazard Determinations on the Web. The processing PTS reviews and verifies data entered into the tool, including where the LOMR can be viewed online (<https://msc.fema.gov/portal/advanceSearch>), the Chief Elected Official (CEO) address, and each Community Map Repository (CMR) address. The processing PTS updates FEMA's Community Information System (CIS) at <https://portal.fema.gov/famsVuWeb/home> with community information if they find an update is needed. This site has access restrictions. Access requests should be coordinated through the appropriate PTS PPP Lead.

The processing PTS next arranges to have a newspaper notice published twice, one week apart, in a widely read local newspaper (or newspapers). They have the LOMR issued with an effective date 120 days from the second newspaper notice publication date. They have the FHDs on the Web notice published online. Once affidavits for newspaper publications have been received, the processing PTS will prepare an interim Federal Register notice for each LOMR case. The interim notices are combined into a Part 65 docket for all LOMRs processed in the same period.

The interim notice Part 65 docket template that the processing PTS must use is on FEMA's RMD SharePoint site. The processing PTS updates the template with the relevant LOMR case tables and a unique docket number. The processing PTS is responsible for identifying the unique docket number, using the Assigned Docket Number tracker on FEMA's RMD SharePoint.

Interim Part 65 notices are combined into a Part 65 docket for all LOMRs processed in the same period. Interim Part 65 notice dockets are typically generated once a month, but the processing PTS may issue them more frequently, if needed. Interim notices are generated after the 90-day statutory appeal period has started and well before the LOMR effective date, to ensure the interim notice is published in the Federal Register during the 90-day statutory appeal period.

Figure 4 is an example of an interim notice Part 65 docket table.

State and county	Location and case No.	Chief executive officer of community	Community map repository	Online location of letter of map revision	Date of modification	Community No.
Arizona: Maricopa.	City of Peoria (22-09-0532P).	The Honorable Cathy Carlat Mayor, City of Peoria 8401 West Monroe Street Peoria, AZ 85345.	City Hall 8401 West Monroe Street Peoria, AZ 85345.	https://msc.fema.gov/portal/advanceSearch .	Mar. 24, 2023	040050
Arizona: Maricopa.	Unincorporated Areas of Maricopa County (22-09-0532P).	The Honorable Bill Gates Chair, Board of Supervisors Maricopa County 301 West Jefferson Street, 10th Floor Phoenix, AZ 85003.	Flood Control District of Maricopa County 2801 West Durango Street Phoenix, AZ 85009.	https://msc.fema.gov/portal/advanceSearch .	Mar. 24, 2023	040037
California: Los Angeles.	City of Palmdale (20-09-1309P).	The Honorable Steven D. Hofbauer Mayor, City of Palmdale 38300 Sierra Highway Palmdale, CA 93550.	Public Works Department 38250 North Sierra Highway Palmdale, CA 93550.	https://msc.fema.gov/portal/advanceSearch .	Feb. 15, 2023	060144

Figure 4: Sample Table from Interim Notice Part 65 Docket

The processing PTS performs a quality review on the docket and submits it to FEMA headquarters for routing, concurrence, and publication in the Federal Register through use of RMD SharePoint PTS Federal Register docket submittal folders and the Federal Register Consolidated Tracking Sheet. Submitting the docket and updating the tracking sheet on FEMA RMD SharePoint alerts the PTS On-Site Support Federal Register Coordinator and FEMA headquarters Due Process Lead that the docket is ready for routing, concurrence, and publication in the Federal Register.

The processing PTS should monitor to see if the interim Federal Register notices are published prior to the LOMR effective date. After publication in the Federal Register, the processing PTS must review the interim notice publication to ensure that the docket was published correctly. If it was not, please refer to the Correction, Withdrawal, and Cancellations of Federal Register Notices section of this guidance document. The processing PTS should include all published notices in the LOMR case Flood Elevation Determination Docket (FEDD) file.

4.1.2. FINAL PART 65 DOCKET FOR LOMRS

The processing PTS prepares and processes the final FHD determination letters (letter type 116) that will be sent to the CEO of the community, the FEMA region, the State NFIP Coordinator, and all appellants. They also prepare the final notice Part 65 docket for publication in the Federal Register.

Each month, or more frequently as needed, the processing PTS compiles all LOMR cases for which the 90-day statutory appeal period has ended and the LOMR has become effective and develops the final notice Part 65 docket for Federal Register publication. The final notice Part 65 docket will, therefore, be published after the LOMR effective date.

The final notice Part 65 docket template that the processing PTS must use is on FEMA's RMD SharePoint site. The processing PTS will update the template with the relevant LOMR case tables. The processing PTS should ensure the information matches the data presented in the interim notice that was published and/or verify if updates are needed for the final notice publication. The interim docket number that was published previously in the Federal Register should be referenced for each LOMR case. CIS should be updated if changes in community information have been identified.

Figure 5 is an example of an interim notice Part 65 docket table.

The processing PTS performs a quality review on the docket and submits it to FEMA headquarters for routing, concurrence, and publication in the Federal Register through use of FEMA's RMD SharePoint PTS Federal Register docket submittal folders and the Federal Register Consolidated Tracking Sheet. Submitting the docket and updating the tracking sheet on FEMA's RMD SharePoint alerts the PTS On-Site Support Federal Register Coordinator and FEMA headquarters Due Process Lead that the docket is ready for routing, concurrence, and publication in the Federal Register.

After the final notice is published in the Federal Register, the processing PTS must review the final publication to ensure that the final notice is published correctly. If it was not published correctly, please refer to the Correction, Withdrawal, and Cancellations of Federal Register Notices section. The processing PTS should include all published notices in the LOMR case FEDD file.

State and county	Location and case No.	Chief executive officer of community	Community map repository	Date of modification	Community No.
Utah: Washington (FEMA Docket No.: B-2274).	City of Washington City (22-08-0088P).	The Honorable Kress Staheli Mayor, City of Washington City 111 North 100 East Washington City, UT 84780.	Public Works Department 1305 East Washington Dam Road Washington City, UT 84780.	Dec. 7, 2022	490182
Utah: Washington (FEMA Docket No.: B-2274).	Unincorporated areas of Washington County (22-08-0088P).	The Honorable Victor Iverson Chair, Washington County Commission 197 East Tabernacle Street St. George, UT 84770.	Washington County Administration Building 197 East Tabernacle Street St. George, UT 84770.	Dec. 7, 2022	490224
Virginia: Fairfax (FEMA Docket No.: B-2274).	Unincorporated areas of Fairfax County (22-03-0497P).	The Honorable Jeffrey C. McKay Chair, Fairfax County Board of Supervisors 12000 Government Center Parkway Fairfax, VA 22035.	Fairfax County Planning Division 12000 Government Center Parkway, Suite 449 Fairfax, VA 22035.	Dec. 7, 2022	510054
Virginia: Independent City (FEMA Docket No.: B-2274).	City of Falls Church (22-03-0497P).	The Honorable P. David Tarter Mayor, City of Falls Church 300 Park Avenue Falls Church, VA 22046.	Public Works Department 300 Park Avenue, Suite 103E Falls Church, VA 22046.	Dec. 7, 2022	515525

Figure 5: Sample Table from Final Notice Part 65 Docket

4.1.3. PROPOSED PART 67 FOR FLOOD RISK PROJECTS

The proposed notice for Part 67 studies should only be generated once the Region and Mapping Partner have indicated the study is ready to start a 90-day statutory appeal period, which is only after KDP 4 has been approved. Guidance on KDPs is contained in FEMA's Key Decision Point Process Guidance document. The processing PTS should prepare proposed notice Part 67 dockets weekly and as proposed notices are reviewed and approved via QR4 Part 1. This ensures studies continue to move forward. Proposed notice Part 67 dockets must be published in the Federal Register before starting an appeal period for a Flood Risk Project.

FEMA Program Standard 385 (44 CFR 67.4) requires the Proposed FHD Notice and corresponding newspaper notice to include all communities affected by new or modified flood hazard information. When a 90-day statutory appeal period is required for a Flood Risk Project, the processing PTS must prepare and process the required notices and dockets.

For each Flood Risk Project that has new or modified FHDs, the processing Mapping Partner will enter data into the *Populate FHD Task* in the MIP by following guidance in MIP User Care. Data entered into the MIP is reviewed and verified as part of the QR4 Part 1 review that the processing PTS performs, as described in FEMA's Quality Management Guidance document. This review includes verification of the online location where the study products can be viewed (<https://hazards.fema.gov/femaportal/prelimdownload/>), the CEO address, and each CMR address (per SID 601). The Mapping Partner and/or processing PTS must update CIS with community information if they find an update is needed during the QR4 Part 1 review. Once data populated in the MIP has been reviewed and approved as part of QR4 Part 1, the processing PTS will prepare a proposed notice for each Part 67 Flood Risk Project via the *Consolidate FHD* MIP task. If multiple projects require Federal Register proposed notice publications, those projects are combined into a single docket.

The proposed notice Part 67 docket template that the processing PTS must use is on FEMA's RMD SharePoint site. The processing PTS will update the template with the relevant Flood Risk Project tables and a unique docket number. The processing PTS is responsible for identifying the unique docket number, using the Assigned Docket Number tracker on FEMA's RMD SharePoint.

Figure 6 is an example of a proposed notice Part 67 docket table.

Racine County, Wisconsin and Incorporated Areas	
Project: 12-05-2816S Preliminary Date: December 23, 2021	
Community	Community map repository address
City of Burlington	City Hall, 300 North Pine Street, Burlington, WI 53105.
City of Racine	City Hall, 730 Washington Avenue, Racine, WI 53403.
Unincorporated Areas of Racine County	Racine County Ives Grove Office Complex, 14200 Washington Avenue, Sturtevant, WI 53177.
Village of Caledonia	Caledonia Village Hall, 5043 Chester Lane, Racine, WI 53402.
Village of Mount Pleasant	Village Hall, 8811 Campus Drive, Mount Pleasant, WI 53406.
Village of North Bay	North Bay Village Hall, 3615 Hennepin Place, Racine, WI 53402.
Village of Rochester	Village Hall, 300 West Spring Street, Rochester, WI 53167.

Figure 6: Sample Table from Proposed Notice Part 67 Docket

The processing PTS performs a quality review on the docket and submits it to FEMA headquarters for routing, concurrence, and publication in the Federal Register, using FEMA's RMD SharePoint PTS docket submittal folders and the Federal Register Consolidated Tracking Sheet. Submitting the docket and updating the tracking sheet on FEMA's RMD SharePoint alerts the PTS On-Site Support Federal Register Coordinator and FEMA headquarters Due Process Lead that the docket is ready for routing, concurrence, and publication in the Federal Register.

After publication in the Federal Register, the processing PTS must review the proposed notice publication to ensure that the docket was published correctly. If it was not, please refer to Section 4.3: Correction and Withdrawal of Federal Register Notices of this guidance document. Mapping Partners must include all published notices in the Flood Risk Project FEDD file.

4.1.4. FINAL PART 67 FOR FLOOD RISK PROJECTS

When the 90-day statutory appeal period has elapsed and all appeals have been resolved, the processing Mapping Partner prepares a Letter of Final Determination (LFD) and a final FHD notice for publication in the Federal Register. The processing Mapping Partner submits the final notice Part 67 as part of QR6 to the processing PTS for inclusion in the docket for that particular LFD date.

Immediately after each LFD date, but no later than two weeks after LFD, the processing PTS will compile all Part 67 final notices within their corresponding zone that require publication in the Federal Register and prepare the final notice Part 67 docket. Each study on the LFD docket should

be included on one final notice Part 67 docket. Per SID 403, FEMA publishes a final Part 67 FHD notice in the Federal Register no later than three months (90 days) after the LFD is issued.

The final notice Part 67 docket template that the processing PTS must use is on FEMA's RMD SharePoint site. The processing PTS will update the template with the relevant projects that were issued an LFD. The processing PTS should ensure the information matches the data presented in the proposed notice that was published and/or verify if updates are needed for the final notice publication. The proposed notice docket number that was published previously in the Federal Register should be referenced for each project. CIS should be updated if changes in community information have been identified.

Figure 7 is an example of a final notice Part 67 docket table:

Windham County, Connecticut (All Jurisdictions) Docket No.: FEMA-B-2180	
Community	Community map repository address
Borough of Danielson	Killingly Town Hall, 172 Main Street, 1st Floor, Killingly, CT 06239.
Town of Brooklyn	Town Hall, 4 Wolf Den Road, Brooklyn, CT 06234.
Town of Killingly	Town Hall, 172 Main Street, 1st Floor, Killingly, CT 06239.
Town of Plainfield	Town Hall, 8 Community Avenue, Plainfield, CT 06374.
Town of Pomfret	Town of Pomfret Emergency Management Department, 5 Haven Road, Pomfret Center, CT 06259.
Town of Putnam	Town Hall, 200 School Street, Putnam, CT 06260.
Town of Sterling	Town of Sterling Land Use Department, 1183 Plainfield Pike, Oneco, CT 06373.
Town of Thompson	Thompson Town Clerk's Office, 815 Riverside Drive, North Grosvenordale, CT 06255.

Figure 7: Sample Table from Final Notice Part 67 Docket

The processing PTS performs a quality review on the docket (see Section 4.1.5, Quality Management Considerations) and submits it to FEMA headquarters for routing, concurrence, and publication in the Federal Register. The PTS uses FEMA's RMD SharePoint PTS docket submittal folders and the Federal Register Consolidated Tracking Sheet. Submitting the docket and updating the tracking sheet on FEMA's RMD SharePoint alerts the PTS On-Site Support Federal Register Coordinator and FEMA headquarters Due Process Lead that the docket is ready for routing, concurrence, and publication in the Federal Register.

After publication in the Federal Register, the processing PTS must review the final publication to ensure that the final notice was published correctly. If it was not, please refer to Section 4.3: Correction and Withdrawal of Federal Register Notices in this guidance document. Mapping Partners must include all published notices in the Flood Risk Project FEDD file.

4.1.5. QUALITY MANAGEMENT CONSIDERATIONS

It is important that the CMR address published in the interim, proposed, and final notices is accurate and formatted correctly. The CMR address is the location where property owners and the public can physically go to review their community's Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report. SID 601 requires that, for Flood Risk Projects, the CMR address is published correctly and is the same on all preliminary products (FIS or FIRM Index, and FIRM database).

The processing PTS provider will check for consistency across products as part of regulatory (QR4 Part 1 and QR 6) and Federal Register quality reviews. In addition, the processing PTS provider will review the notice for adherence to Federal Register standards and guidance. The following is a list of FHD notice quality management "dos and don'ts" to help the PTS provider collect and format the CMR address information. Applying this guidance to FHD notices will help avoid delays in processing and publication.

- The header of the study on the Federal Register table must be the same as that listed on the FIS/panels/index – that includes county (or independent city) name and type (e.g., All Jurisdictions, Incorporated Areas or Independent City).
- The Preliminary Date in the Federal Register table header should include all preliminary and revised preliminary issuance dates of products included in the appeal period and afforded due process.
- Communities listed in the "Community" column of the Federal Register table must be alphabetized first by community type (e.g., City, Borough, Town, Unincorporated Areas), then by community name.
- The CMR address must be a physical address; it cannot be a P.O. box.
- The CMR address (number, direction, street, city, state, ZIP) in the Federal Register notice must match the CMR address in the FIS or FIRM Index.
- To help the public identify where to find the flood maps in their community, the Mapping Partner is strongly encouraged to include the building name as part of the CMR address.
- The building name should be entered into the "Building Name" field of the *Populate FHD* MIP task, rather than the "Street 1" or "Street 2" fields for each community.
- If the community's map repository address is in the referenced community, do not list the name of the community in the CMR address. Do so only if helps to avoid confusion, such as where

multiple communities of the same name are listed in the FHD notice (e.g., City of Bellomo, Town of Bellomo and Borough of Bellomo in the same Federal Register notice).

- When the CMR address is not within the referenced community, have the name of the community precede the building name (e.g., Community: City of Osseo; CMR Address: Osseo Municipal Building, 13714 8th Street, Stevens Point, WI 5478).
- When referencing a county CMR address, the county name must always precede the building name (e.g., Community: Unincorporated Areas of Door County; CMR Address: Door County Government Center, 421 Nebraska Street, Sturgeon Bay, WI 54235.)
- Do not use street abbreviations in the address (spell out Street, Avenue, Boulevard, Road, etc.).
- The state name must be abbreviated (e.g., AR, MN, RI, WV).
- Compass points (e.g., NE, SE, NW, SW) may be used to indicate the directional ends of a street.
- Numbered streets must always be listed using a numeral, without a superscript (e.g., 8th Street, 1st Avenue)
- ZIP codes must be five digits only. Do not include a four-digit extension.

If the Federal Register docket quality review reveals discrepancies related to the CMR address between the proposed Federal Register notice (Part 67) and the preliminary products (FIS or FIRM Index, and FIRM database), such as a different number, direction, street name/type, city, state or ZIP code, and the preliminary products are determined to be incorrect, the preliminary products should be corrected and posted to FEMA's Mapping Service Center (MSC). Do this before proceeding with the proposed notice publication. If the preliminary products are correct but the proposed Federal Register notice is incorrect, then the Mapping Partner must reopen, correct, and resubmit the *Populate FHD* MIP task, and the processing PTS provider must perform *Consolidate FHD* in the MIP again. CMR address errors related to proposed FHD notices must be corrected in the MIP, rather than manually updated on the Federal Register docket, so that the proposed FHD notice is published correctly to FEMA's FHD Notices website (https://www.floodmaps.fema.gov/fhm/bfe_status/bfe_main.asp).

The CMR address on the final FHD notice (Part 67) must also be correct and match across all final products (FIS or FIRM Index and FIRM database).

4.2. Routing, Concurrence, and Publication

Once the processing PTS PPP Lead adds Flood Risk Projects and LOMRs to the Federal Register Consolidated Tracking Sheet, dockets are concurred upon, routed, and published via coordination with the PTS On-site Support Federal Register Coordinator, FEMA headquarters Due Process Lead, FEMA headquarters Risk Analysis Branch staff, FEMA headquarters' OCC Regulation Office, and GPO.

It typically takes approximately 30 days for a docket to publish once the processing PTS submits it. Figure 8 depicts the overall Federal Register docket concurrence and routing process.

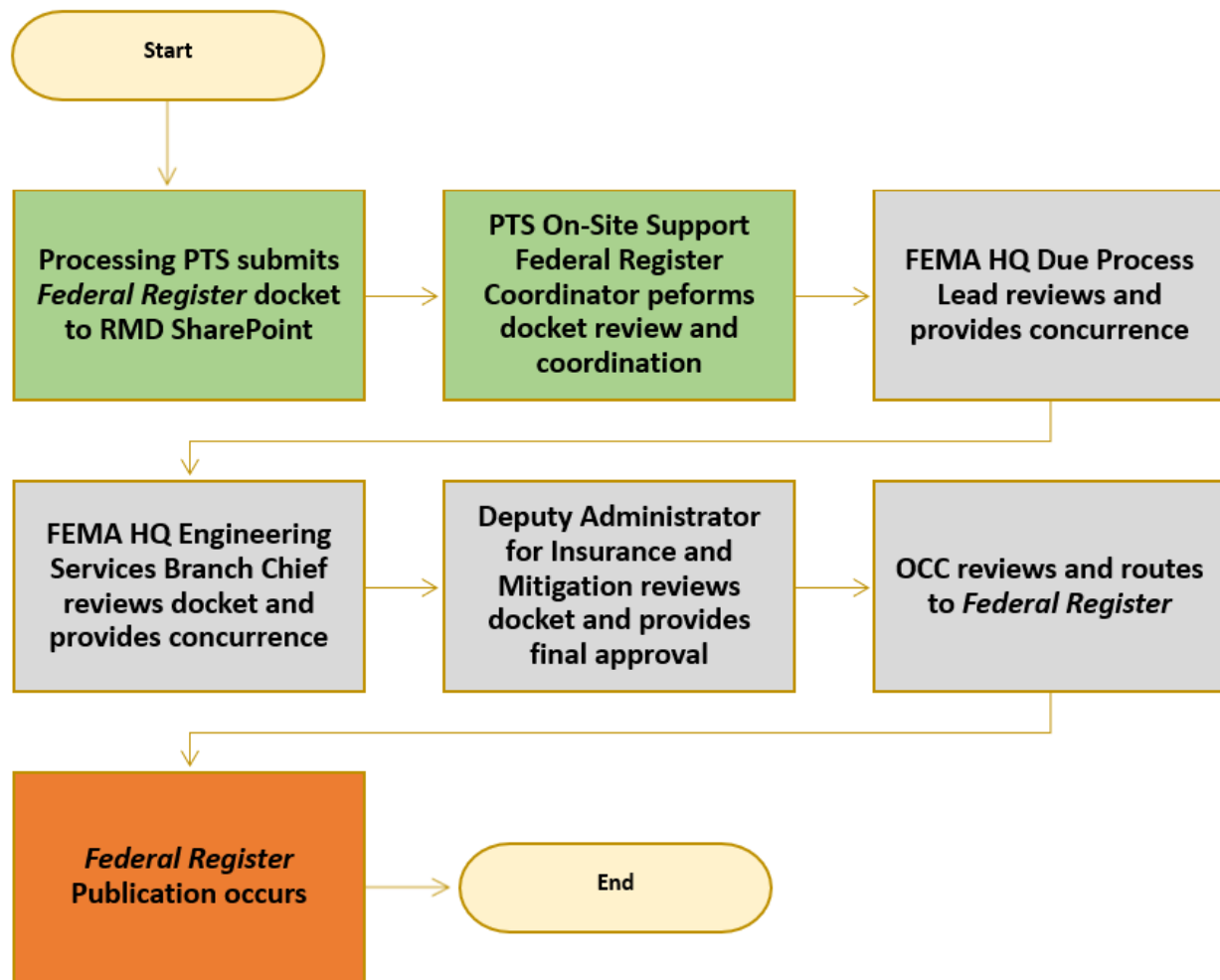


Figure 8: Federal Register Routing, Concurrence, and Publication Overview

The following Federal Register publication timing should occur:

- Interim notices for LOMRs should be published within the 90-day statutory appeal period for the LOMR, before the LOMR effective date.
- Proposed FHD notices for studies must be published before the Appeal Start Letter is sent to the community CEO and before the 90-day statutory appeal period begins.
- Final notices for LOMRs must be published within two months (60 days) after the LOMR effective date.
- Final FHD notices for studies must be published no later than three months (90 days) after the LFD is issued, per SID 403.

Table 2 details the steps to route, concur on, and publish dockets in the Federal Register, as well as the responsible stakeholder(s).

Table 2: Summary of Federal Register Routing, Concurrence, and Publication Steps

Step	Responsible Stakeholder(s)	Description
Federal Register Docket Submission	PTS PPP Leads	<ul style="list-style-type: none"> PTS PPP Leads will update the Federal Register Consolidated Tracking Sheet on FEMA's RMD SharePoint to mark the date the docket was submitted to FEMA headquarters. If the docket requires expedited concurrence processing, PTS will notify FEMA headquarters Due Process Lead and PTS On-site Support Federal Register Coordinator. Expedited concurrence requests may come through FEMA Regional offices to the PTS PPP Lead or directly to FEMA headquarters.
PTS On-site Support Federal Register Coordinator Review	PTS On-site Support Federal Register Coordinator	<ul style="list-style-type: none"> PTS On-site Support Federal Register Coordinator consolidates dockets as needed and performs a formatting quality check.
FEMA headquarters Due Process Lead Review	PTS On-site Support Federal Register Coordinator FEMA headquarters Due Process Lead	<ul style="list-style-type: none"> PTS On-site Support Federal Register Coordinator provides dockets to FEMA headquarters Due Process Lead for review. FEMA headquarters Due Process Lead reviews and concurs on dockets.
Engineering Services Branch Chief Review	PTS On-site Support Federal Register Coordinator FEMA headquarters Due Process Lead	<ul style="list-style-type: none"> PTS On-site Support Federal Register Coordinator or FEMA headquarters Due Process Lead provides dockets to Engineering Services Branch Chief for review. Engineering Services Branch Chief reviews and concurs on dockets.
Deputy Associate Administrator for Insurance and	PTS On-site Support Federal	<ul style="list-style-type: none"> PTS On-site Support Federal Register Coordinator submits dockets to Deputy Associate Administrator for Insurance and Mitigation for review.

Step	Responsible Stakeholder(s)	Description
Mitigation or Delegate	Register Coordinator FEMA headquarters Due Process Lead	<ul style="list-style-type: none"> Deputy Associate Administrator for Insurance and Mitigation reviews and concurs on dockets.
OCC Review	PTS On-site Support Federal Register Coordinator OCC	<ul style="list-style-type: none"> PTS On-site Support Federal Register Coordinator notifies OCC of incoming dockets via email. OCC notifies PTS On-site Support Federal Register Coordinator and FEMA headquarters Due Process Lead via email of dockets that are submitted to the Federal Register for publication.
Federal Register Publication	OCC	<ul style="list-style-type: none"> OCC notifies PTS On-site Support Federal Register Coordinator and FEMA headquarters Due Process Lead via email the date dockets are published to the Federal Register.

4.3. Corrections and Withdrawals of Federal Register Notices

This section provides general guidance as to the Correction and Withdrawal of Federal Register Notices. When an error or omission has been identified in a published Part 65 interim or final notice or a Part 67 proposed or final notice that requires a correction, or when a notice must be withdrawn, the processing PTS should first contact the FEMA headquarters Due Process Lead to verify the appropriate path forward. Depending on the nature of the error or omission, a new 90-day statutory appeal period may need to be initiated. The processing PTS should communicate any political or other community-specific sensitivities associated with the study or LOMR to the FEMA headquarters Due Process Lead as part of correction or withdrawal coordination. The processing PTS and PTS On-site Support Federal Register Coordinator, along with the FEMA headquarters Due Process Lead, should always closely track and monitor such notices to ensure timely correction or withdrawal.

Per SID 386, the community and other affected stakeholders must be notified when corrections to the Federal Register are required. Any correction or withdrawal notice published must also be documented in the FEDD file by the processing Mapping Partner or processing PTS. The FEMA Region and processing Mapping Partner should be involved in all discussions related to corrections and withdrawals. For any correction or withdrawal required, the processing PTS should lead the development and review of the docket, using the approved templates on FEMA's RMD SharePoint.

Examples of when corrections or withdrawals are required, as well as next steps, are outlined below. This option should always be discussed with the FEMA headquarters Due Process Lead on a case-by-case basis.

A **correction notice** is required when a table or information contained in the interim, proposed, or final notice contains inaccurate information as to:

- The communities affected by the proposed flood hazard determinations (i.e., spelling errors, communities missed);
- The online location for the Preliminary FIRM and FIS report or the LOMR; and/or
- The community map repository physical address.

After a correction notice is published, the processing PTS should alert the processing Mapping Partner that it has published, and the study or LOMR should move forward with the 90-day statutory appeal period, as needed.

A **withdrawal notice** is required when:

- No action was taken to formally initiate the appeal period within 90 days of the publication of the proposed notice in the Federal Register. If the 90-day appeal period does not begin prior to the end of the Federal Register 90-day comment period, in coordination with FEMA, the Federal Register publication must be withdrawn and the **proposed FHD notice** must be republished.
- The processing Mapping Partner, in coordination with processing PTS, must withdraw the proposed rule, published prior to the Expanded Appeal Period (EAP) requirements, and republish under the **proposed FHD notice** to provide due process under EAP. This assumes a revised preliminary FIRM and FIS report were issued to trigger this requirement.
- Significant problems with a FEMA-contracted Flood Risk Project or LOMR resulted in FEMA deciding to cancel the LFD or LOMR, and thus the published **final FHD notice**, and restart the six-month compliance period or reissue the LOMR. A cancellation letter (rescission letter) must also accompany this process if an LFD or LOMR is cancelled.

After a **proposed FHD** withdrawal notice has been published, the processing PTS should alert the Mapping Partner that it has published, and the new proposed notice docket should be prepared and submitted for processing, as described in prior sections.

After a **final FHD** withdrawal notice has been published, the processing PTS should alert the processing Mapping Partner it has published. After the issue has been resolved, a new final Federal Register docket should be prepared and submitted for processing, as previously described.

All corrections and withdrawals should follow the previously described preparation, routing, concurrence, and publication procedures. However, a Withdrawal Request Report, documenting the issue and the impacts to funding and timelines, should be submitted to the FEMA headquarters Due Process Lead with all withdrawal dockets. The Mapping Partner and/or the processing PTS provider populate the Withdrawal Request Report.

The processing PTS should also document in detail the reason for correction or withdrawal within the Federal Register Consolidated Tracking Sheet.

Mapping Partners and the processing PTS must include all published notices in the Flood Risk Project or LOMR case FEDD file.

4.4. Templates and Best Practices

The FEMA headquarters OCC Regulations Office must review and approve new or revised Federal Register docket templates prior to use. As such, users should always refer to the approved Federal Register docket templates posted to FEMA's RMD SharePoint. This site has restricted access for FEMA, Mapping Partners, and processing PTS. Templates are available upon request from FEMA headquarters or their designee (PTS provider).