



**REQUEST FOR COMMISSION ACTION**  
**CITY OF INDEPENDENCE**  
**January 23, 2020**

**Department** Safety & Code Enforcement

**Director Approval** David Cowan

**AGENDA ITEM** Participation in the (CRS) program

**SUMMARY RECOMMENDATION** City staff recommends participation in the CRS discounted flood insurance program.

**BACKGROUND** The City of Independence was contacted by Steve Samuelson, Kansas Department of Agriculture, Division of Water Resources/Floodplain Management that the City is now eligible to join the CRS program. The City of Independence floodplain program was audited by the State of Kansas this past summer 2019. The audit results found that we had one property that was not in compliance. City Staff worked with the property owner and was able to resolve the violation and issue a permit for the property on January 03, 2020, that was approved by the State of Kansas. Since the City of Independence is now in compliance with our floodplain ordinance we are now eligible for the CRS program that will provide discounts to flood insurance for 64 households in Independence. In discussions with the State of Kansas and reviewing our floodplain management program, the State feels like we have enough points to make our citizens eligible for a 10% discount and possibly higher as we administrate the CRS program. The CRS program has different activities that the City will be required to participate in and make us eligible for points towards the discount levels. An example of some of the activities that provide us points towards the discount levels:

- Updated floodplain ordinance - City is update with an Ordinance in 2019
- Letters to lenders, insurance agencies and realtors
- Maintaining a log of all floodplain inquiries
- ¼ publication of floodplain rules – would utilize the quarterly news letter
- Placing brochures throughout the community – (state provides information)
- Information in Public Library
- Documenting floodplain issues – neighbor complaints about flooding
- Maintaining all documents, inquiries etc in regards to the floodplain
- Administer the ordinance and documenting review of all floodplain with all building permit applications
- Maintaining maps and GIS data on our floodplain program

If the Council approves participating in the CRS program, I will submit the attached letter, signed by the Mayor, to Steve Samuelson and the State of Kansas will then schedule an initial

visit by Steve Samuelson followed by a meeting with Melissa Mitchell with David Cowan to start the program and provide guidance and assistance in starting.

**BUDGET IMPACT** The budget impact would consist of staff time to administer the program, postage, and printing of material.

**SUGGESTED MOTION** I move that the Mayor sign a letter of intent to participate in the CRS program.

**SUPPORTING DOCUMENTS**

1. CRS – Letter of Intent
2. CRS Starter Kit



January 23, 2020

Todd Tucker  
FEMA Region VII  
11224 Holmes Road  
Kansas City, MO 64131

Dear Mr. Tucker,

The City/County of **Independence Kansas** is interested in participating in the Community Rating System (CRS) so that our residents will qualify for discounted flood insurance premiums.

Our CRS Coordinator is **David Cowan**, who can be reached at **620.332.2528** or [davidc@independencesks.gov](mailto:davidc@independencesks.gov)

We will cooperate with FEMA, the Insurance Services Office, Inc. (ISO), and the CRS verification process to ensure that our credited activities are fully earned and warranted.

Please ask ISO to visit us to review our program in depth and verify the creditable activities. We understand that approval from the FEMA Regional Office is needed for the ISO/CRS Specialist to visit the community.

Sincerely,

Leonhard Caflisch  
Mayor – City of Independence, Kansas

cc: Melissa Mitchell, ISO/CRS Specialist, [mmitchell@iso.com](mailto:mmitchell@iso.com)  
Steve Samuelson, KS NFIP Coordinator, [steve.samuelson@ks.gov](mailto:steve.samuelson@ks.gov)  
Sherry Harper, ISO/Senior Technical Coordinator, [sharper@verisk.com](mailto:sharper@verisk.com)

# COMMUNITY RATING SYSTEM (CRS) STARTER KIT

Step 1—Fill out the “Letter of Interest” on page 2, then have it signed by the Mayor or City Manager. Next, you’ll need to fill out the Program Data Table on page 3 and the CC-230 on page 4.

## Program Data Table Tips:

Fill out lines 6, 13, 14, 15 and 16.

- Line 6 asks how many buildings are in the floodplain. A GIS file of building footprints in the floodplain would be the easiest way to estimate this count for a larger community. I can put one together for you if you need it. For a smaller community, you can estimate using water bills, counting rooftops in Google Earth, etc.
- Line 13 is a GIS calculation of the area in acres in your city in the floodplain.
- Line 14 asks for the source of the building data. You very briefly explain how you derived the number.
- Line 15 could be answered by something like, “GIS calculation provided by City of \_\_\_\_, State of Kansas, etc.”
- Line 16 for period covered I would write “New application 20XX”

The rest of the form stays blank. In a year CRS may ask for an update, so it is good idea to keep track of any new building permits in the floodplain and any annexations that would change the floodplain acreage.

The CC-230 has spaces for your Mayor’s information and your CRS Coordinator. This form should be signed by your Mayor prior to meeting with Melissa Mitchell to formally turn in your CRS application. Someone on staff gets assigned the role of CRS Coordinator. The Coordinator does not have to do everything by themselves. Coordinators collaborate with other City Departments on many of the potential CRS activities. There are a list of activities on the form and you check the boxes for the activities you want to apply for. You’ll have a good idea what activities those will be after you consult the:

**Coordinator’s Manual** ([https://www.fema.gov/media-library-data/1493905477815-d794671adeed5beab6a6304d8ba0b207/633300\\_2017\\_CRS\\_Coordinators\\_Manual\\_508.pdf](https://www.fema.gov/media-library-data/1493905477815-d794671adeed5beab6a6304d8ba0b207/633300_2017_CRS_Coordinators_Manual_508.pdf))

**CRS Resources website** (<https://crsresources.org/>).

There are four categories: 300 series (Public Information Activities), 400 series (Mapping and Regulations), 500 series (Flood Damage Reduction), and 600 series (Warning and Response).

# Community Letter of Interest to Join the CRS

**{Community letterhead}**

{Date}

Todd Tucker  
FEMA Region VII  
11224 Holmes Road  
Kansas City, MO 64131

Dear Mr. Tucker,

The City/County of \_\_\_\_\_ {name} is interested in participating in the Community Rating System (CRS) so that our residents will qualify for discounted flood insurance premiums.

Our CRS Coordinator is \_\_\_\_\_ {name}, who can be reached at \_\_\_\_\_ {phone} or \_\_\_\_\_ {e-mail address}.

We will cooperate with FEMA, the Insurance Services Office, Inc. (ISO), and the CRS verification process to ensure that our credited activities are fully earned and warranted.

Please ask ISO to visit us to review our program in depth and verify the creditable activities. We understand that approval from the FEMA Regional Office is needed for the ISO/CRS Specialist to visit the community.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ {name}  
\_\_\_\_\_ {title}

*{Note: This letter must be signed the by Chief Executive Officer of the community, such as the mayor or city manager.}*

cc: Melissa Mitchell, ISO/CRS Specialist, [mmitchell@iso.com](mailto:mmitchell@iso.com)  
Steve Samuelson, KS NFIP Coordinator, [steve.samuelson@ks.gov](mailto:steve.samuelson@ks.gov)  
Sherry Harper, ISO/Senior Technical Coordinator, [sharper@verisk.com](mailto:sharper@verisk.com)

Community \_\_\_\_\_

State \_\_\_\_\_

CID \_\_\_\_\_  
(6-digit NFIP Community Identification Number)

**CC-230 Verification**

Date of visit		FIRM Effective Date
Population		Current FIRM Date
County	ISO/CRS Specialist	
<i>Coordinator's Manual Year</i>		
	Chief Executive Officer	CRS Coordinator
Name		
Title		
Address		
Phone		
E-mail		

I hereby certify that \_\_\_\_\_ [community name] is implementing the following activities [check the ones that apply]. We will continue to implement these activities and will advise FEMA if any of them are not being conducted in accordance with this certification. We will cooperate with the ISO/CRS Specialist's verification visit and will submit the documentation and annual recertification needed to validate our program.

- |   |   |
|---|---|
| <input type="checkbox"/> 310 (Elevation Certificates)       | <input type="checkbox"/> 440 (Flood Data Maintenance)         |
| <input type="checkbox"/> 320 (Map Information Service)      | <input type="checkbox"/> 450 (Stormwater Management)          |
| <input type="checkbox"/> 330 (Outreach Projects)            | <input type="checkbox"/> (Repetitive Loss Requirements)       |
| <input type="checkbox"/> 340 (Hazard Disclosure)            | <input type="checkbox"/> 510 (Floodplain Management Planning) |
| <input type="checkbox"/> 350 (Flood Protection Information) | <input type="checkbox"/> 520 (Acquisition and Relocation)     |
| <input type="checkbox"/> 360 (Flood Protection Assistance)  | <input type="checkbox"/> 530 (Flood Protection)               |
| <input type="checkbox"/> 370 (Flood Insurance Promotion)    | <input type="checkbox"/> 540 (Drainage System Maintenance)    |
| <input type="checkbox"/> 410 (Floodplain Mapping)           | <input type="checkbox"/> 610 (Flood Warning and Response)     |
| <input type="checkbox"/> 420 (Open Space Preservation)      | <input type="checkbox"/> 620 (Levees)                         |
| <input type="checkbox"/> 430 (Higher Regulatory Standards)  | <input type="checkbox"/> 630 (Dams)                           |

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 shown on our Flood Insurance Rate Map. I further understand that disaster assistance for any community-owned building located in the Special Flood Hazard Area is reduced by the amount of National Flood Insurance Program flood insurance coverage (structural and contents) that a community should be carrying on the building, regardless of whether the community is carrying a policy.

Signed \_\_\_\_\_ (Chief Executive Officer)



Community \_\_\_\_\_ State \_\_\_\_\_ CID \_\_\_\_\_



<b>CRS Program Data Table</b>	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 the SFHA (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:			
16. Period covered:	Current FIRM date		
<i>If available, the following data would be useful:</i>			
17. Number of new manufactured homes installed since last report			
18. Number of other new 1-4 family buildings constructed since last report			
19. Number of all other buildings constructed/installed since last report			

**Comments:**

*(Please note the number of the line to which the comment refers.)*

*[continued on next page]*

## Instructions

At the first verification visit after the 2013 *CRS Coordinator's Manual* takes effect, ONLY LINES 6 AND 13 NEED TO BE COMPLETED. These lines form the baseline data about the number of buildings and area of the SFHA for when the table is completed as part of the next annual recertification. The "period covered" entered in line 16 is the date that lines 6 and 13 are first completed.

The entire table is completed at all subsequent annual recertifications and cycle verification visits. The information in lines 6 and 13 from the last report is transferred to lines 1 and 10 in the next report.

## Instructions for the Columns

Column A numbers are for the SFHA (the A and V Zones shown on the Flood Insurance Rate Map) (FIRM)). Use the FIRM currently in effect, not a draft or pending revision.

Column B is completed only if the community receives CRS credit for regulating floodplain development outside the SFHA under Activity 410 (Floodplain Mapping) or Activity 430 (Higher Regulatory Standards).

Column C numbers help relate what happens in the floodplain to what is happening in the rest of the community.

Enter "0" if there are no numbers to report for this period. Do not leave a cell blank. Do not fill in the shaded boxes.

## Instructions for the Lines

Lines 1-7 deal with buildings.

- Section 301.a of the *CRS Coordinator's Manual* defines what constitutes a "building" and lists examples of structures that are not counted as "buildings" by the CRS.
- Section 302.a of the *CRS Coordinator's Manual* describes how the CRS counts buildings. For example, accessory structures are not counted.
- As noted in Section 302.a, to determine building counts, communities may use any method that yields reasonably good estimates of the number of buildings. Examples of acceptable methods are listed in Section 302.a. Precision is less important for large numbers. For example, the impact of the numbers will not change much if there are 10,000 buildings or 10,100 buildings.
- If a building is out of the SFHA, but in a parcel that is partly in the SFHA, it is not counted in column A—In the SFHA.
- In line 14, note how the building counts were obtained or estimated. Use the comments area, if needed.

Line 4 refers to map revisions. These include physical map revisions, Letters of Map Revision (LOMR), and Letters of Map Amendment (LOMA). If a building is removed from the SFHA by FEMA through a LOMA, but the community still administers its floodplain management regulations on the property, the building should not be included in the line 4 count in column A—In the SFHA. However, communities that still regulate areas removed by LOMAs can receive credit under Activities 410 or 430. If the community is receiving such credit, the building should be counted under column B—In a regulated floodplain outside the SFHA.

Line 7 is for the total number of buildings that were substantially improved plus the number of buildings that were substantially damaged during the period covered.

[continued on next page]

Community \_\_\_\_\_ State \_\_\_\_\_ CID \_\_\_\_\_

Lines 10–13 deal with areas.

- Section 403.e of the *CRS Coordinator's Manual* discusses calculating areas for CRS purposes.
- Section 403.e notes that communities “should not spend an inordinate amount of time measuring areas.” As with buildings, communities may use any method that yields reasonably good estimates. Examples of acceptable approaches are listed in Section 403.e.
- Line 13 asks for the current acreage of the SFHA. The best source for this number is a GIS layer that shows the SFHA. If the community does not have GIS, the county, regional agency, or state NFIP mapping office may have SFHA layers and may be able to provide the data. If the community has a relatively recent FIRM, the study contractor or consulting engineer may have the data.
- In line 15, note how the area calculations were obtained or estimated. Use the comments area, if needed.

Lines 17–19 are voluntary, if the numbers are readily available.

- Line 17 includes replacing an existing manufactured home with a new one. The newly placed manufactured home is counted as a new, post-FIRM, building.
- The total of lines 17–19 should equal the value entered in line 2.

# COMMUNITY RATING SYSTEM (CRS) STARTER KIT

## “300 Series” CRS Activities:

### CRS Activity 310:

CRS Activity 310 provides 38 points for signing a letter agreeing to review elevation certificates and to keep copies of them on file. It is one of only two activities that is mandatory but is fine for it to be mandatory because it is pretty easy. Along with the letter you’ll need a Standard Operating Procedure (SOP) that explains how you will keep and review elevation certificates.

Refer to the attached documents for examples. The first is a blank template SOP. The second one is an SOP that the City of Silver Lake uses. Silver Lake is relatively small so your system may be a little more involved – feel free to change this to make it fit what you have in your own community. Along with having elevation certificates and a review procedure CRS also requires you to review elevation certificates to make sure they are filled out accurately and completely. The EC checklist is a helpful sheet in checking for errors. If you need a hand, feel free to send us copies of any elevation certificates you get in the next year and we’ll help you review them for errors before you finalize a permit or share them with ISO.

### CRS Activity 320:

CRS Activity 320 provides 90 points for sending letters to realtors, lenders and insurance agencies annually. A ‘320 sample letter’ document is attached. There are six points/topics listed there. Each of those is an item worth points in the CRS manual. If you can provide all six types of information then you could make some simple modifications to this letter and have your new letter ready to send and share with ISO. You’ll need to have a modified log for calls for Activity 320 to reflect each activity you can provide information about. Maybe you can only do four of the six things listed in the letter— in that case you modify the letter and the log to match what you can do.

There is a sample log as an Excel spreadsheet to keep a record of any calls you get. At end of the year CRS will ask you to turn in a copy of your log. Flood depth is one that will require a map as a supporting document. You can use LiDAR and compare ground elevations to BFEs and come up with an estimated depth. Melissa will ask you for a GIS map to support your ability to do that; let me know if you need assistance. At some point, CRS will meet with you and ask you for a copy of the letter you send, a list of who you send it to and a log where you keep track of requests for information from lenders and realtors.

### CRS Activity 330:

CRS provides credit for having brochures and information displays in public buildings. You can print FEMA brochures from the FEMA website or order some directly from FEMA. The order form is attached; please note that the current FAX number for the FEMA Publications Warehouse is 719-948-9724 and the current email address is [femapubs@gpo.gov](mailto:femapubs@gpo.gov)

You can also make up a handout of your own about city permits for work in the floodplain. You’ll need a memo listing the locations of brochures and handouts for public to pick up, what they are and where they are. One point per brochure topic multiplied by the number of buildings the brochures are in. The city of Silver Lake did a memo for that purposes. Melissa accepted it but she has since asked communities to add to the memo and explain how they will periodically verify the brochure racks are not empty and how the brochures will be restocked. For instance, Silver Lake earned one point per brochure but they put the brochures in their city building, community center and library. They earned bonus points for each brochure in each different building.

You can run stories in your City newsletter that cover the key floodplain outreach topics to get points. The key outreach topics are listed in the attached page from the CRS Manual. Valley Center made a PowerPoint presentation that discussed key issues and it ran on the public access cable channel. You can also get points for social media for outreach. For instance, a Tweet about not driving in to flood water is an example for the topic of flood safety. Credit is multiplied by the different types of messages and the number of times repeated.

# COMMUNITY RATING SYSTEM (CRS) STARTER KIT

## “300 Series” CRS Activities:

### CRS Activity 330 (continued):

The same short messages can be repeated in something like a newsletter or on utility bills to help earn more points. Messages in Spanish as well as English can be worth double bonus points. Many of FEMA’s brochures have Spanish versions to download from their website. Activity 330 is a very cost-effective way to earn points but the messages to have to be repeated annually. There are so many different options that it is a good idea to review the Coordinator’s Manual on this one. You can even earn credit for having “No dumping-drains to river” buttons on storm drains.

### CRS Activity 350:

CRS Activity 350 provides credit for having information in your public library and also for having flood information on your city’s website. You may be asked for a memo about how you’ll keep your website current. A good document to review is the 350 website scoring guide.

Check this list of library books attached to this email. You can order those books from FEMA; let me know if there are any books that are back ordered or out of stock. I have copies of some of these in my storage room. Go ahead and order the coastal books also. Do you have any locally pertinent documents in your library? Examples would be copies of your floodplain regulations, hazard mitigation plan or some local history book that has a section on a past flood you may have had. Books about the 1951 flood pop up in some libraries and can be worth points. You can even print out your floodplain management ordinance and put it in a binder with a cover on it and that would be considered points for CRS if your librarian kept it.

The library points are roughly one point per book. The big points are for the website. A good website that covers all of the topics from the scoring guide could score about 70 points. You can compare with your website and figure out some new topics to add to get more points for your website. Here is a quick website tip. Don’t just have a link for a stream gauge on your website. Have an explanation. Something along the lines of: When the USGS gauge on Big River is at a level of 18.0’ sections of Riverview Road will be under water. Then have the link or hyperlink the word ‘gauge’ in the explanation. Many residents may not know how to read a stream gauge.

### CRS Activity 360

Activity 360 provides credit for providing residents with advice about flooding and drainage problems. Examples could include a neighbor who calls you to report that a property next door put in a raised flower bed that pushes water off, or a home with repetitive basement flooding in which the ground slopes toward the structure rather than toward the street. In order to earn points you must advertise the service with some type of outreach method, and keep a record of calls you received or who you gave advice to. ISO will want to see copies of those documents. You may be turn in a blank log book when you first start out; that is fine as long as you have an acceptable log for future calls.

### CRS Activity 370

Activity 370 provides 20 points if you have a person on staff who can answer simple questions about flood insurance using the attached Technical Assistance form.

## City of Silver Lake

CRS Activity 310 - A description of how the community maintains, stores, and provides copies of certificates to inquirers.

The City of Silver Lake requires elevation certificates (EC) for all new or substantially improve structures in the Special Flood Hazard Area (SFHA), as described in the City's Flood Damage Prevention Ordinance, 2174 .

When a property owner requests a permit for building a new structure, remodeling an existing structure, or rebuilding a damaged structure, the City staff will review the flood map. The digital flood map provided by DWR identifies parcels that are within the SFHA. There is also a large wall map showing the floodplain properties in the City Hall. If the parcel is within the SFHA, the counter staff will give the permit applicant a permit form blank elevation certificate.

The permit form states that a final construction EC is due upon completion of the work before final approval of the permit. No occupancy will be approved for work that does not have a final permit.

Each EC submittal is reviewed and approved by the Floodplain Manager. Questions about elevation certificates are directed to staff at Division of Water Resources when issues arise. Approvals for the building permit process are not given until the EC is approved as being complete and correct. The EC is then filed in an office at public works by the Floodplain Manager. All floodplain files are kept together. The ECs will also be scanned to make them available on request to ISO and to citizens who ask for them through open records request.

Completed EC's are available for review upon request and are easy to reference and locate through the EC list and/or through the office filing system with a parcel search.

If an EC is submitted and is not complete or correct, the EC is sent back to the surveyor, engineer, or property owner and corrections are required. The building permit process will not continue until the EC condition is met.

Some ECs that were submitted in the past and contained errors. Those forms are on file and also available upon request. The elevation certificate correction form as provided by ISO is stored with the original elevation certificates and may be used to correct some forms..

Willie Smith, CRS Coordinator

# COMMUNITY LETTERHEAD

DATE

Melissa Mitchell  
ISO/CRS Specialist  
Insurance Services Office, Inc.  
10940 Parallel Parkway, Suite K-274  
Kansas City, Kansas 66109

RE: Development in the Regulatory Floodplain – EC Review

Dear Ms. Mitchell,

For the purposes of applying to the Community Rating System, we certify that when new or substantially improved/damaged structures are permitted, we will require Elevation Certificates as part of our permitting process and will review them for accuracy and completion from this point forward. We will make the elevation certificates available on request to any inquirer.

*Include here a description of how the community maintains, stores, and provides copies of certificates to inquirers.*

Sincerely,

NAME  
TITLE

[Community Letterhead Here]

CRS Activity 310 - A description of how the community maintains, stores, and provides copies of certificates to inquirers.

The [community name here] requires elevation certificates (EC) for all new or substantially improve structures in the Special Flood Hazard Area (SFHA), as described in the County/City's Flood Damage Prevention Ordinance, [title and ordinance number].

When a property owner requests a permit for building a new structure, remodeling an existing structure, or rebuilding a damaged structure, the County/City permit counter staff will review the parcel information. The database identifies parcels that are within the SFHA. If the parcel is within the SFHA, the counter staff will give the permit applicant an elevation certificate and a check list identifying the steps required for submitting the EC.

The check list identifies that an EC is due at the time the building plans are submitted for review, at the time the foundation framing is inspected, and at building completion prior to final occupancy approval.

Each EC submittal is reviewed and approved by the Floodplain Manager who is a CFM. Approvals for the building permit process are not given until the EC is approved as being complete and correct. The EC is then filed in a binder kept by the Floodplain Manager and logged into a computerized database of all completed ECs. They are also scanned in to our database so they are then associated with that parcel for future reference. The database system tracks all past permitting activity and is used to manage current and future permit processing.

Completed EC's are available for review upon request and are easy to reference and locate through the EC list and/or through the database system with a parcel search.

If an EC is submitted and is not complete or correct, the EC is sent back to the surveyor, engineer, or property owner and corrections are requested. The building permit process will not continue until the EC condition is met.

Some ECs that were submitted in the past and contained errors, have been corrected by the Floodplain Manager using the EC correction form. The correction form is stored with the EC in the EC binder as well as scanned into the database with the original EC.

[Name of CRS Coordinator here]

[Signature of CRS Coordinator]

# ELEVATION CERTIFICATE

**IMPORTANT:** Follow the instructions on pages 1-9.

OMB No. 1660-0008  
 Expiration Date: July 31, 2015

## SECTION A – PROPERTY INFORMATION

<b>SECTION A – PROPERTY INFORMATION</b>		FOR INSURANCE COMPANY USE
A1. Building Owner's Name	<b>CRS EC Checklist</b>	Policy Number:
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.		Company NAIC Number:
City	State	ZIP Code
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)		
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) _____		
A5. Latitude/Longitude: Lat. _____ Long. _____ Horizontal Datum: <input type="checkbox"/> NAD 1927 <input type="checkbox"/> NAD 1983		
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.		
A7. Building Diagram Number _____		
A8. For a building with a crawlspace or enclosure(s):		A9. For a building with an attached garage:
a) Square footage of crawlspace or enclosure(s) _____ sq ft		a) Square footage of attached garage _____ sq ft
b) No. of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade _____		b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade _____
c) Total net area of flood openings in A8.b _____ sq in		c) Total net area of flood openings in A9.b _____ sq in
d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No		d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No

## SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1. NFIP Community Name & Community Number		B2. County Name		B3. State	
B4. Map/Panel Number	B5. Suffix	B6. FIRM Index Date	B7. FIRM Panel Effective/ Revised Date	B8. Flood Zone(s)	B9. Base Flood Elevation(s) (Zone AO, use base flood depth)
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9: <input type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other/Source: _____					
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input type="checkbox"/> No Designation Date: ____/____/____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA					

## SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on:  Construction Drawings\*  Building Under Construction\*  **Finished Construction**  
 \*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO. Complete Items C2.a-h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.

Benchmark Utilized: \_\_\_\_\_ Vertical Datum: \_\_\_\_\_

Indicate elevation datum used for the elevations in items a) through h) below.  NGVD 1929  NAVD 1988  Other/Source: \_\_\_\_\_  
 Datum used for building elevations must be the same as that used for the BFE.

Check the measurement used.

a) Top of bottom floor (including basement, crawlspace, or enclosure floor)	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
b) Top of the next higher floor	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
c) Bottom of the lowest horizontal structural member (V Zones only)	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
d) Attached garage (top of slab)	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments)	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
f) Lowest adjacent (finished) grade next to building (LAG)	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
g) Highest adjacent (finished) grade next to building (HAG)	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters

## SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

- Check here if comments are provided on back of form. Were latitude and longitude in Section A provided by a licensed land surveyor?  Yes  No
- Check here if attachments.

Certifier's Name		License Number	
Title	Company Name		
Address	City	State	ZIP Code
Signature	Date	Telephone	



**ELEVATION CERTIFICATE, page 2**

<b>IMPORTANT: In these spaces, copy the corresponding information from Section A.</b>			<b>FOR INSURANCE COMPANY USE</b>
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			Policy Number:
City	State	ZIP Code	Company NAIC Number:

**SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION (CONTINUED)**

Copy both sides of this Elevation Certificate for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments

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Signature

Date

**SECTION E – BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)**

For Zones AO and A (without BFE), complete Items E1–E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For Items E1–E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

- E1.** Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).
- a) Top of bottom floor (including basement, crawlspace, or enclosure) is \_\_\_\_\_ . \_\_\_\_\_     feet     meters     above or     below the HAG.
- b) Top of bottom floor (including basement, crawlspace, or enclosure) is \_\_\_\_\_ . \_\_\_\_\_     feet     meters     above or     below the LAG.
- E2.** For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 8–9 of Instructions), the next higher floor (elevation C2.b in the diagrams) of the building is \_\_\_\_\_ . \_\_\_\_\_     feet     meters     above or     below the HAG.
- E3.** Attached garage (top of slab) is \_\_\_\_\_ . \_\_\_\_\_     feet     meters     above or     below the HAG.
- E4.** Top of platform of machinery and/or equipment servicing the building is \_\_\_\_\_ . \_\_\_\_\_     feet     meters     above or     below the HAG.
- E5.** Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community’s floodplain management ordinance?  Yes     No     Unknown. The local official must certify this information in Section G.

**SECTION F – PROPERTY OWNER (OR OWNER’S REPRESENTATIVE) CERTIFICATION**

The property owner or owner’s authorized representative who completes Sections A, B, and E for **Zone A (without a FEMA-issued or community-issued BFE) or Zone AO** must sign here. The statements in Sections A, B, and E are correct to the best of my knowledge.

**Property Owner or Owner’s Authorized Representative’s Name**    Complete Section F if no BFE and Section E is used

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**Signature** \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_

Comments

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Check here if attachments.

**SECTION G – COMMUNITY INFORMATION (OPTIONAL)**

The local official who is authorized by law or ordinance to administer the community’s floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8–G10. In Puerto Rico only, enter meters.

- G1.  The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2.  A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.
- G3.  The following information (Items G4–G9) is provided for community floodplain management purposes.

G4. Permit Number	G5. Date Permit Issued	G6. Date Certificate Of Compliance/Occupancy Issued
-------------------	------------------------	---

- G7. This permit has been issued for:     New Construction     Substantial Improvement
- G8. Elevation of as-built lowest floor (including basement) of the building: \_\_\_\_\_ . \_\_\_\_\_     feet     meters    Datum \_\_\_\_\_
- G9. BFE or (in Zone AO) depth of flooding at the building site: \_\_\_\_\_ . \_\_\_\_\_     feet     meters    Datum \_\_\_\_\_
- G10. Community’s design flood elevation: \_\_\_\_\_ . \_\_\_\_\_     feet     meters    Datum \_\_\_\_\_

**Local Official’s Name**    If G1, G2, G8 or G9 are checked    Title \_\_\_\_\_

Community Name \_\_\_\_\_ Telephone \_\_\_\_\_

**Signature** \_\_\_\_\_ Date \_\_\_\_\_

Comments

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Check here if attachments.



Notice To: Real Estate Agencies, Lenders and Insurance Agents

Subject: Flood Insurance Rate Maps

This letter is being sent to agencies known to do business in the City of \_\_\_\_\_ (Name of Community). As a public service, the \_\_\_\_\_ (Examples: Floodplain Management, City Clerk's or County Engineer's) office will provide information upon request concerning:

1. Whether a structure is located in or out of the Special Flood Hazard Area as shown on the current Flood Insurance Rate Map for the community.
2. Additional flood data such as the flood zone and if the area is in a floodway.
3. Base flood elevation data when it is available.
4. In some cases LiDAR data can also be made available to indicate potential depths.
5. Information about Letters Of Map Amendment.
6. There may be an elevation certificate on file for some properties.

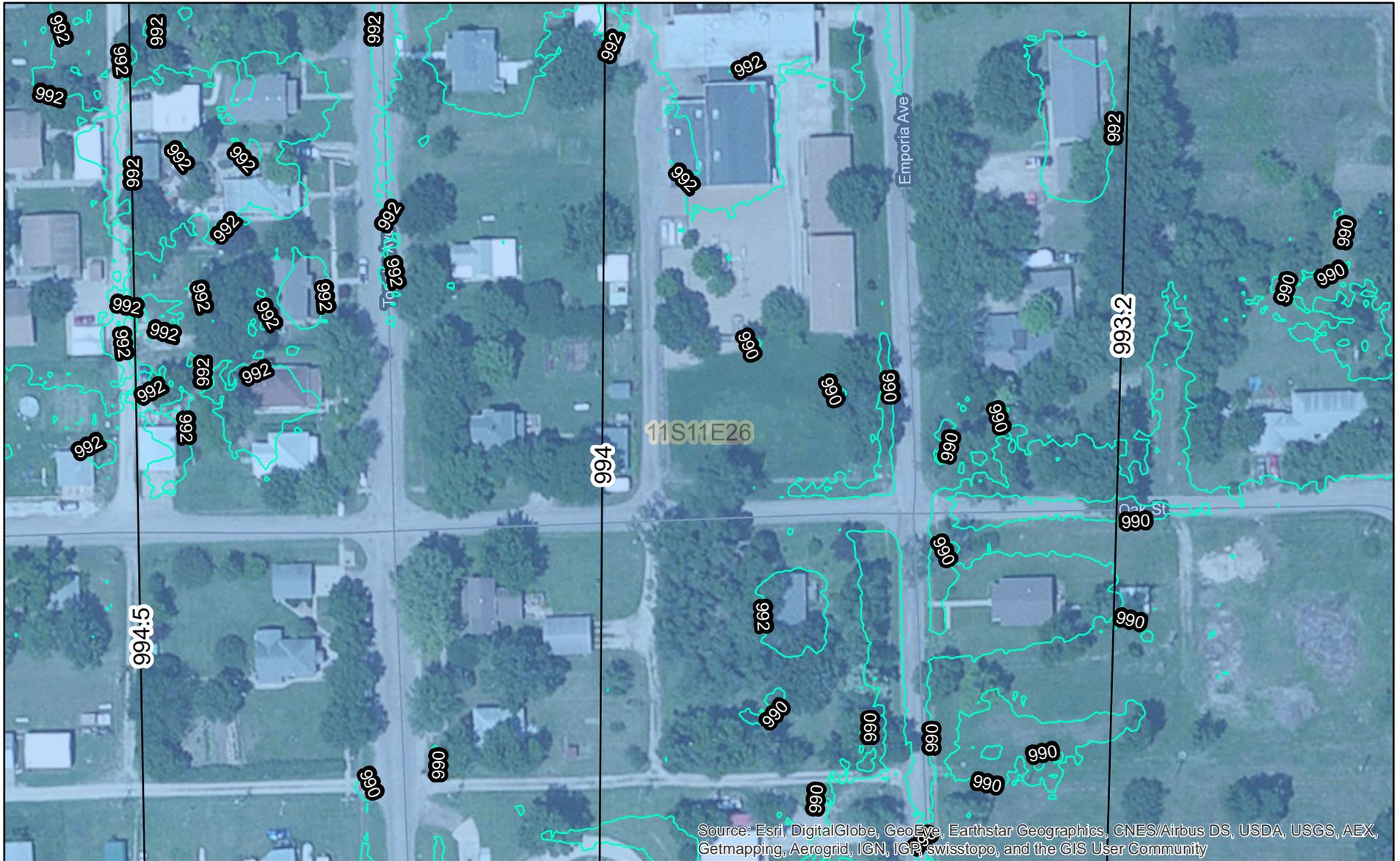
If you would like to make an inquiry, please tell us the address and any other information about the property. The \_\_\_\_\_ (Office) in \_\_\_\_\_ (Community) is open from \_\_\_\_\_ (time to time) p.m., Monday thru Friday. You may call \_\_\_\_\_ (phone number).

Sincerely,

Add name and contact information here.

# City of Paxico Floodplain Map Showing LiDAR Ground Contours and BFEs

CRS Activity 320

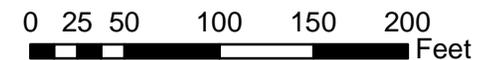


Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

## Special Flood Hazard Area

June 16, 2017

-  Zone A
-  Base Flood Approximate Elevations
-  2 ft contour



<b>Table 330-1. CRS topics and example messages.</b>	
<b>Six Priority Topics</b>	<b>Example Messages</b>
1. Know your flood hazard	Your property is subject to flooding You are in a repetitively flooded area Drive safely: five people died in the 2002 flood
2. Insure your property for your flood hazard <i>Note: at least one project must include a message on this topic</i>	You need flood insurance Renters should buy flood insurance for their contents Take advantage of a low-cost Preferred Risk Policy
3. Protect people from the hazard	Turn around, don't drown Know the flood warning signals: one long blast of the siren means a flash flood along Silver Creek Designate a place where your family can rendezvous after an evacuation order is issued
4. Protect your property from the hazard	Replace your flooded furnace with one elevated above the flood level Keep debris and trash out of the streams and ditches We can help you get a grant to elevate your home. Call us at
5. Build responsibly	Get a permit before you build from .... Know the substantial damage rules (and the ICC benefits). You can see them at www..... All projects should be at least 10 feet from the property line so you don't alter the drainage between homes
6. Protect natural floodplain functions	Don't dump in the storm drains; they drain to the bay Protect our turtle nesting areas: stay off the beach after sunset Report broken silt fences: they help keep our streams clean
<b>Examples of additional topics (selected by a community that has a Program for Public Information)</b>	<b>Example Messages</b>
7. Hurricane preparedness *	Know your evacuation route
8. General preparedness *	Inventory and photograph your home's contents and put important papers and insurance policies in a safe place
9. Basement flooding *	Check your downspout—drain away from the house
10. Flood education *	Teach school children about flooding
* Example topics 7 and 8 could also be listed under CRS topic 3—Protect people from the hazard. By listing them as separate topics in its PPI, the community can receive credit for covering three different topics in each project. Similarly, example topic 9 could be covered under CRS topic 4. All four additional topics (7 through 10) need to be explained in the Program for Public Information.	

- The department also has a FEMA brochure on flood insurance available at the permit counter.
- Information on one or more of the six priority topics is posted on a website. Note that if the website qualifies for credit under Activity 350 (Flood Protection Information), the community would receive more credit there and would not receive double credit under Activity 330.

# *City of Silver Lake*

*P.O. Box 92, 218 W. Railroad*

*Silver Lake, KS 66539*

*Phone: (785) 582-4280*

*Fax: (785) 582-4195*

June 8, 2015

Melissa Mitchell  
ISO/CRS Specialist  
Insurance Services Office, Inc.  
10940 Parallel Parkway, Suite K-274  
Kansas City, Kansas 66109

RE: Activity 330 Outreach Material

Dear Ms. Mitchell,

For the purpose of applying to the Community Rating System, we certify that we are placing brochures and booklets in city owned buildings available to the public. Here is a list of the building locations and below each location is a list of the items that will be available.

First Location:

Silver Lake City Hall

218 W. Railroad

Silver Lake, KS 66539

Second Location:

Public Library

203 W. Railroad

Silver Lake, KS 66539

Third Location:

City Shop

500 E. Lake

Silver Lake, KS 66539

Fourth Location:

Community Building

404 E. Lake

Silver Lake, KS 66539

List of Materials at each Location:

Answers to Questions About the NFIPF-084

Flood Preparation and Safety FEMA F-684

Homeowner's Guide to Retrofitting FEMA L-235

Taking Shelter From the Storm FEMA L-233

Why You Need Flood Insurance FEMA F-683

Flood Preparation and Safety FEMA F-684

Willie Smith, CRS Coordinator

A handwritten signature in black ink, appearing to read "Willie Smith", is written above a solid horizontal line.

September 27, 2011

Christina Groves  
ISO/CRS Specialist  
Insurance Services Office, Inc.  
163 Drury Street  
Graham, Kentucky 42344

**RE: Valley Center Library Information available for public viewing**

Dear Ms. Groves:

We certify that the following documents are available at the Valley Center (Edna Buschow Memorial) Library:

1. FEMA Guide to Flood Maps- How to use a flood map to determine flood risk for a property March 2006
2. Floodplain Maps of the City of Valley Center
3. Elevated Residential Structures - FEMA 54, March 1984
4. Above the Flood: Elevating Your Floodprone House -FEMA P-347 / May 2000
5. Repairing Your Flooded Home - FEMA 234, August, 1992
6. Protecting Floodplain Resources - A Guidebook for Communities - Federal Interagency Floodplain Management Task Force
7. Design Guidelines for Flood Damage Reduction - FEMA 15, December 1981
8. Planning for a Sustainable Future - The Link between Hazard Mitigation and Livability - FEMA 364, September 2006
9. Homeowner's Guide to Retrofitting - Six Ways to Protect Your Home from Flooding - FEMA P-312, Second Edition / December 2009
10. Protecting Manufactured Homes from Floods and Other Hazards - A Multi-Hazard Foundation and Installation Guide - FEMA P-85, Second Edition / November 2009

These documents have been entered into the card catalog for quick and easy access. I and the Community Development Director will certify that the library will maintain adequate numbers of documents to meet the demand and that the FIRM and other materials will be kept up to date.

Sincerely,

Janice Sharp  
Edna Buschow Memorial Library

Warren Utecht  
Community Development Director

## Good Links for CRS Websites

**The following topics are local and need local information.**

- The local flood hazard
- Map of the local flood hazard
- Flood warning system
- Floodplain development permit requirements
- Drainage system maintenance
- Natural/beneficial functions

A link to a state or national website may provide misleading information. For example, a link to a FEMA site for information on floodplain development permit requirements may not mention the local freeboard requirement.

### **Property protection measures**

FEMA's *Homeowner's Guide to Retrofitting: Six Ways to protect Your House from Flooding* (revised in December 2009) is on FEMA's website at <http://www.fema.gov/library/viewRecord.do?id=1420>

FEMA's *Protecting Building Utilities From Flood Damage* is at [www.fema.gov/library/viewRecord.do?id=1750](http://www.fema.gov/library/viewRecord.do?id=1750)

FEMA has a variety of fact sheets on flood protection at [www.fema.gov/library/viewRecord.do?id=3262](http://www.fema.gov/library/viewRecord.do?id=3262)

FEMA's FloodSmart program has an interactive site called "Test the Waters" that invites users to see what kind of flood damage they are exposed to. [www.floodsmart.gov/floodsmart/pages/flooding\\_flood\\_risks/the\\_cost\\_of\\_flooding.jsp](http://www.floodsmart.gov/floodsmart/pages/flooding_flood_risks/the_cost_of_flooding.jsp)

The Institute for Business and Home Safety has flyers on its site:  
On flood protection:  
[www.disastersafety.org/main.asp?id=1051](http://www.disastersafety.org/main.asp?id=1051)

References on protection from other hazards can be found in FEMA's library:  
[www.fema.gov/plan/prevent/howto/index.shtm#4](http://www.fema.gov/plan/prevent/howto/index.shtm#4)

### **Flood safety**

FEMA has some sites on flood safety at [www.fema.gov/hazard/flood/fl\\_during.shtm](http://www.fema.gov/hazard/flood/fl_during.shtm)  
[www.fema.gov/hazard/flood/fl\\_after.shtm](http://www.fema.gov/hazard/flood/fl_after.shtm)

Red Cross flood safety checklist:  
[www.redcross.org/www-files/Documents/pdf/Preparedness/checklists/Flood.pdf](http://www.redcross.org/www-files/Documents/pdf/Preparedness/checklists/Flood.pdf)

## **Flood insurance**

FEMA's FloodSmart program is designed to guide the user through the basics of insurance  
[www.floodsmart.gov/floodsmart/pages/index.jsp](http://www.floodsmart.gov/floodsmart/pages/index.jsp)

A more traditional approach is at  
[www.fema.gov/plan/prevent/floodins/infocon.shtm](http://www.fema.gov/plan/prevent/floodins/infocon.shtm)

## **Other good links:**

The Red Cross/FEMA flyer on recovering from a disaster is at:  
<http://www.redcross.org/portal/site/en/menuitem.d8aaecf214c576bf971e4cfe43181aa0/?vgnnextoid=74e51a53f1c37110VgnVCM1000003481a10aRCRD&vgnnextfmt=default>

The full book, "Repairing Your Flooded Home," is at  
[www.redcross.org/www-files/Documents/pdf/Preparedness/file\\_cont333\\_lang0\\_150.pdf](http://www.redcross.org/www-files/Documents/pdf/Preparedness/file_cont333_lang0_150.pdf)

There is also a version in Spanish at  
[www.redcross.org/www-files/Documents/pdf/Preparedness/repairingFloodedHomeSp.pdf](http://www.redcross.org/www-files/Documents/pdf/Preparedness/repairingFloodedHomeSp.pdf)

OR: Go to [www.redcross.org/](http://www.redcross.org/), select "getting assistance," then select "recover after a disaster."

## **Real time river gage data**

If the community or county emergency manager do not run their own gages, the following instructions can get one to the nearest USGS river gage that provides real time data on a website:

1. Go to <http://waterdata.usgs.gov/nwis/>
2. Select "Real-time data"
3. Select state
4. Identify the nearest gage site on the state map
5. Click on the site to open the page for that gage
6. Copy the site address into the community's website as a link

The National Weather Service's gages can be found at [www.weather.gov/ahps/](http://www.weather.gov/ahps/). Click on the map and zoom into your area of interest. You will see a map of your area. Select the gage you want and copy the site address into the community's website as a link

In both cases, provide some background information, especially to relate flood stage with historical flood levels (e.g., "in 1996, the flood crested at a stage of 14.3 feet") or a local landmark (e.g., "a flood at gage stage of 10 will cover the intersection of Main and First streets and will close the Main Street bridge"). For a good example of this, see <http://southholland.org/index.php?page=FloodProtection/problems> and scroll down to "Little Calumet River Flood Levels."

350 WEB1 SCORING GUIDE

Community Name: \_\_\_\_\_

State: \_\_\_\_\_

CID: \_\_\_\_\_

Enter the point value for each subtopic below:

WEB1 Scoring Guide					
Topic	1 point for each of the following		2 points for each of the following		Full Credit
1. Know your flood hazard		Names of bodies of water		Hazard description (e.g., flash flooding)	Link to a local (not FEMA) site that provides hazard information by address
		Floodplain map		Information on past floods	
		Other information		Detailed floodplain map (e.g., with parcels or buildings identified)	
2. Insure your property for your flood hazard		Homeowners insurance excludes flood		Facts of coverage (structural, contents)	WEB 1 up to 6 points per topic detailed coverage of each of the topics credited under 330
		NFIP is available in the community		Rating information	
		30 day waiting period		Link to FloodSmart or FEMA.gov's NFIP page Names of local insurance agents	
3. Protect people from the hazard  (Note: there must be different messages than those receiving WEB3 credits)		Don't drive in flooded areas		Safety tips for bldgs. (shutting off gas, etc.)	WEB 2 up to 10 points for information on warning, safety, evac and flood threats 15 points for PPI
		Flood warning signals		Evacuation routes and shelters	
		Link to the emergency response plan		Safety tips for evacuation Map or information on areas predicted to flood	
4. Protect your property from the hazard		Discussion only of wind/hurricane damage		Ways to permanently retrofit a building	Detailed discussion of permanent retrofit measures Link to a locally pertinent property protection website or reference (e.g., FEMA's "Six Ways to Protect Your Home")
		Importance of maintaining the drainage system		Emergency floodproofing measures	
				How to report dumping in the drainage system	
5. Build responsibly		All floodplain development needs a local permit		Summary of the rules for new construction	WEB 3 - 10 points real gage data
		Name, address or # of permit office		Substantial improvement rules	
		How to report illegal floodplain development		Substantial damage rules Link to relevant building code sections or the floodplain management ordinance	
6. Protect natural floodplain functions				Description of the area's natural functions	WEB 4 - 20 points for posting all ECs on website
				Regulations that protect natural functions	
				Map of natural areas	

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1. *Above the Flood: Elevating Your Floodprone House*, FEMA-347, 2000
2. *Answers to Questions About the National Flood Insurance Program*, F-084, 2011
3. *Coastal Construction Manual*, FEMA-P-55, 2011
4. *Elevated Residential Structures*, FEMA-54, 1984
5. *Mandatory Purchase of Flood Insurance Guidelines*, F-083, 2007
6. *Protecting Manufactured Homes from Floods and Other Hazards*, FEMA P-85, 2009
7. *Mitigation of Flood and Erosion Damage to Residential Buildings in Coastal Areas*, FEMA-257, 1994
8. *Protecting Building Utilities From Flood Damage*, FEMA-P-348, 1999
9. *Protecting Floodplain Resources*, FEMA-268, 1996
10. *Reducing Damage from Localized Flooding*, FEMA 511, 2005

**Figure 350-1. Publications credited under element LIB.**

## 360 FLOOD PROTECTION ASSISTANCE—Summary

Maximum credit: 110 points

### 362 Elements

- a. **Property protection advice (PPA):** Up to 25 points for providing one-on-one advice about property protection (such as retrofitting techniques and drainage improvements). An additional 15 points are provided if the assistance program is part of a Program for Public Information credited under Activity 330 (Outreach Projects).
- b. **Protection advice provided after a site visit (PPV):** Up to 30 points if the property protection advisor makes a site visit before providing the advice. An additional 15 points are provided if the site visit procedures are part of a Program for Public Information credited under Activity 330 (Outreach Projects).
- c. **Financial assistance advice (FAA):** 10 points for providing advice on financial assistance programs that may be available. An additional 5 points are provided if the financial assistance advisory service is part of a Program for Public Information credited under Activity 330 (Outreach Projects).
- d. **Advisor training (TNG):** 10 points if the person providing the advice has graduated from the EMI courses on retrofitting or grants programs.

### Credit Criteria

Each element has a separate section discussing credit criteria.

### Impact Adjustment

There is no impact adjustment for this activity.

### Documentation Provided by the Community

Each element has a separate section describing needed documentation.



Willie Smith, Community Rating System (CRS) Coordinator, is our community contact person for questions about flood insurance. Mr. Smith can be reached by phone at 582-4280 or by email at willie.smith1562@gmail.com. Citizens can also come by the City Shop but staff may be out on call. Mr. Smith can explain how flood insurance works. You'll need to contact an insurance agent for an actual quote. Mr. Smith can offer information and advice about coverage and how to find an insurance agent. One of best ways to find an agent is to visit [www.floodsmart.gov](http://www.floodsmart.gov) and enter your address on the website. Mr. Smith also has experience with how to retrofit a building for better insurance rating. Mr. Smith is in contact with the Region VII NFIP Bureau and Statistical Agent for the Federal Emergency Management Agency and the Kansas Department of Agriculture's Division of Water Resources when more assistance is needed with insurance questions.

The City of Silver Lake offers information on historical flooding such as site specific past flood locations and high water marks throughout City of Silver Lake and just outside of city limits. A representative from the City of Silver Lake can make site visits to provide one-on-one advice to a property owner regarding flooding and drainage issues on private property. We offer advice and assistance with structural and non-structural flood protection, retrofitting, and mitigation measures; including flood insurance. You can contact the City of Silver Lake Floodplain Manager, Ron Taylor or CRS Coordinator, Willie Smith by calling 582-4280. City of Silver Lake staff have contacts for inquiries on financial assistance through Shawnee County Emergency Management. Shawnee County's Emergency Management Director works with Kansas Division of Emergency Management (KDEM) for grants related to mitigation. Hazard Mitigation Grant Program or HMGP is available after a disaster. Pre Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) are additional sources of grants for projects to mitigate or reduce disaster damages. These grants have application periods and are not always available at all times.

\_\_\_\_\_ (Name and Job Title) is our community contact person for questions about flood insurance. \_\_\_\_\_ (Name and Job Title) can be reached by phone at \_\_\_\_\_ or by email at \_\_\_\_\_ (Fill in blanks with phone and email. This can be modified to include office visits as well.) \_\_\_\_\_ (Name and Job Title) can explain how flood insurance works. You'll need to contact an insurance agent for an actual quote. \_\_\_\_\_ (Name again) can offer advice about coverage and how to find an insurance agent. (If you are comfortable with it then add in here that you can give people advice about how to retrofit a building for better insurance rating or that you know how to contact people at DWR and FEMA who can help with more complicated insurance questions.)

# COMMUNITY RATING SYSTEM (CRS) STARTER KIT

## “400 Series” CRS Activities:

### Activity 420-Open Space Preservation

You have probably received a sample map for this already. This is especially important because there are a total of 1,450 points available (multiplied by a ratio of qualifying open space/SFHA total acreage). Deed-restricted buyout properties and conservation areas can add bonus credit, so let us know if any of those apply in your community.

### Activity 430-Higher Regulatory Standards

You can earn almost 100 points just for having the state minimum 1 ft. freeboard and for having regulations on storage of material and equipment in the SFHA. You could add about 25 bonus points to amend these regulations to say that HVAC equipment must be flood-protected to the same level of freeboard as residential, non-residential and manufactured homes.

This is a very easy CRS activity because you don't have to do anything else if you don't change your regulations. No logs to keep or letters to send. It doesn't end with your floodplain regulations. You may have subdivision regulations that could also be worth points. In the scanned book page look at 432.o for “Regulations Administration.” You get bonus points for anyone on staff who is a Certified Floodplain Manager or has had a four-day FEMA Emergency Management Institute course on floodplain management.

### Activity 440-Flood Data Maintenance

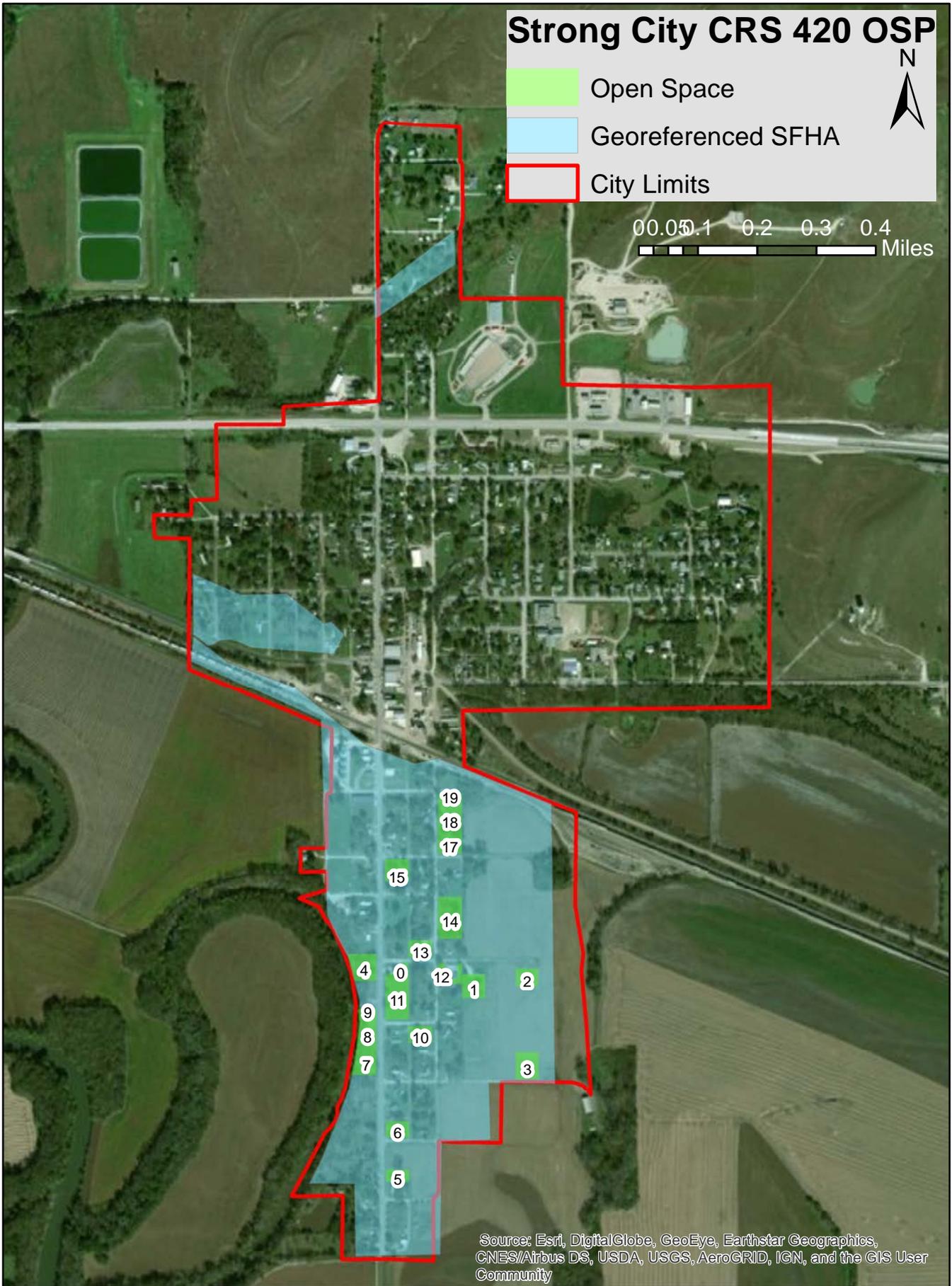
Many County Appraisers have data layers for floodplain, building footprints, elevation contours, etc on their websites. If you take a look at pgs. 342 and 343 in the [Coordinator's Manual](#) and make a sample map with as many of the AMD (Additional Map Data) layers as you can find on AIMS, you should easily earn 50 points. You would have get a short (< 1 pg.) memo from the County GIS office to show that they keep the site updated; I can send an example if they need a template. You'll also qualify for Benchmark Maintenance (BMM) credit if you are within range of the National Geodetic Survey GPS reference stations at the KC or Wichita airports. I could make a simple map of those that would earn 27 points. Examples are attached.

# Strong City CRS 420 OSP

- Open Space
- Georeferenced SFHA
- City Limits



0 0.05 0.1 0.2 0.3 0.4 Miles



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

## 430 Higher Regulatory Standards—Summary

Maximum credit: 2,042 points. Credit for FRB, FDN, ENL and CAZ are not counted toward this total because these elements are mutually exclusive from DL credit.

### 432 Elements

- a. **Development limitations (DL):** Up to 1,330 points for prohibiting fill, buildings, and/or storage of materials in the SFHA.
- b. **Freeboard (FRB):** Up to 500 points for a freeboard requirement.
- c. **Foundation protection (FDN):** Up to 80 points for engineered foundations.
- d. **Cumulative substantial improvements (CSI):** Up to 90 points for counting improvements cumulatively.
- e. **Lower substantial improvements (LSI):** Up to 20 points for a substantial improvement threshold lower than 50%.
- f. **Protection of critical facilities (PCF):** Up to 80 points.
- g. **Enclosure limits (ENL):** 240 points for prohibiting first-floor enclosures.
- h. **Building code (BC):** Up to 100 points for adopting and enforcing the International Code Series.
- i. **Local drainage protection (LDP):** Up to 120 points for ensuring that new buildings are protected from shallow flooding.
- j. **Manufactured home parks (MHP):** Up to 15 points for removing the elevation exemption for manufactured homes placed in existing manufactured home parks.
- k. **Coastal A Zones (CAZ):** Up to 650 points for enforcing V-Zone rules and/or ENL enclosure limits inland from the V-Zone boundary
- l. **Special flood-related hazards regulations (SHR):** Up to 100 points for enforcing appropriate construction standards in areas subject to a special flood-related hazard.
- m. **Other higher standard (OHS):** Up to 100 points for other regulations.
- n. **State-mandated regulatory standards (SMS):** Up to 20 bonus points if a regulatory standard is required by the state.
- o. **Regulations administration (RA):** Up to 67 points for having trained staff and good administrative procedures.

### Credit Criteria

Credit criteria for this activity are described in Section 431.b. Each element has additional criteria specific to that element.

### Impact Adjustment

There is no impact adjustment for BC, LDP, MHP, SMS, or RA. The credit for all other elements are adjusted and explained in Section 431.c. For some elements, additional details are described in separate sections.

### Documentation provided by the Community

Each element has a separate section describing needed documentation.

# COMMUNITY LETTERHEAD

DATE

Melissa Mitchell  
ISO/CRS Specialist  
Insurance Services Office, Inc.  
10940 Parallel Parkway, Suite K-274  
Kansas City, Kansas 66109

RE: Administration of Regulations

Dear Ms. Mitchell,

The \_\_\_\_\_ (Community Name) Floodplain Manager is \_\_\_\_\_ (Name). \_\_\_\_\_ (Name) reviews all permits for floodplain development, has final say on approval of permits and also reviews all supporting documents such as elevation certificates and surveys. (Name) \_\_\_\_\_ is responsible for review of all development in the special flood hazard area. (Name) \_\_\_\_\_ does all final inspections in the special flood hazard area. \_\_\_\_\_ (Describe briefly how inspections are done). \_\_\_\_\_ (Name) has the following qualifications.

- (He/She) \_\_\_\_\_ is a Certified Floodplain Manager
- Is a \_\_\_\_\_ (Professional Engineer, Building Inspector, Licensed Land Surveyor or any other type of a certified professional)
- Has attended the class \_\_\_\_\_ (Name of classes and agency that provided the training.)
- Has also taken webinar training \_\_\_\_\_ (List of courses and dates and who provided the training).

Copies of training certificates can be provided upon your request.

Sincerely,

NAME  
TITLE

### Credit Criteria for AMD

- (1) AMD1 credit is a prerequisite for any other AMD credit.
- (2) The map or data base must be used regularly by the community's regulatory staff. There is no credit for a map system that is used only for planning drainage projects or other non-regulatory purposes. Using the system to provide map determinations for the permit office is considered a regulatory purpose.
- (3) New data, including annexations, new subdivision maps, flood insurance restudies, Letters of Map Revision, Letters of Map Amendment, and studies performed for site-specific analyses must be added at least annually to the data base or overlay map.
- (4) Data from a digitized mapping or parcel system must be made available annually to the Federal Emergency Management Agency (FEMA) at no cost (if requested). A fee may be charged to other requestors based on the actual cost of retrieval or reproduction.

### Credit Points for AMD

---

AMD = the total of the following, based on the types of data included in the data maintenance system

AMD1 = 20 points, for showing the SFHA boundaries, corporate limits, streets, and parcel or lot boundaries (a data base management program must show whether a parcel is in the SFHA)

AMD2 = 26 points, for a GIS layer that shows buildings, building outlines, or building footprints (a data base management program must show whether the primary building on the lot is in the SFHA), and the building information is kept up to date to reflect new construction

AMD3 = 12 points, for showing floodways or coastal high hazard areas (a data base management program must show whether either the parcel or the primary building is in the floodway or coastal high hazard area)

AMD4 = 12 points, for showing base flood elevations

### The Privacy Act

Flood insurance data about private property, including repetitive loss properties, are protected under the Privacy Act. Personally identifiable information such as the names or addresses of specific properties, whether they are covered by flood insurance or not, whether they have received flood insurance claims, or the amounts of such claims MAY NOT be released outside of local government agencies or to the public or used for solicitation or other purposes. Such information should be marked "For internal use only. Protected by the Privacy Act of 1974."

General or aggregated information, such as total claims paid for a community or an area or data not connected to a particular property may be made public.

AMD5 = 10 points, for including FIRM zone attributes (e.g., A3, VE, etc.)

AMD6 = 10 points, for showing the 500-year floodplain elevations or boundaries (a data base management program must show whether the parcel is in the 500-year floodplain)

AMD7 = 12 points, for showing areas of the community subject to other natural hazards, such as landslides, subsidence, stream migration, and soils unsuitable for septic fields (a data base management program would show whether the parcel is subject to another hazard)

AMD8 = EITHER:

(a) 8 points, if the community's GIS includes topographic contour lines,

OR

(b) 10 points, if the system includes topographic contour lines at a smaller contour interval than that provided on available U.S. Geological Survey digital orthophoto quarter quads (DOQQ). In those areas where there are no DOQQs, the credit is provided if the contour interval is smaller than that on the area's USGS quadrangle maps

AMD9 = 6 points, for including updated floodplain data in the tax assessment data base

AMD10 = 6 points, for including overlays or layers for all FIRMs in effect after the date of the community's application to the Community Rating System (CRS)

AMD11 = 8 points, for other overlays or data bases used for regulation or mitigation programs, including incorporating and maintaining layers from Hazus-MH (see Figure 510-2) and the community's repetitive loss areas (see Section 503)

AMD12 = 14 points, for areas with natural floodplain functions (e.g., wetlands, designated riparian habitat)

AMD13 = 14 points, for including building elevation data. The data must be in digital format, not scanned pictures of Elevation Certificates. The points are prorated in the same manner as Elevation Certificates are prorated in WEB4 (Section 352.c)

---

# City of Linwood AMD 1, AMD 2, AMD 3, AMD 4, AMD 5, AMD 6

- Legend**
- Parcels
  - City Limits
  - X (Shaded) - 500-Year Floodplain
  - Lettered Cross Sections
- Special Flood Hazard Area  
100-Year Floodplain**
- A
  - AE
  - AE, FLOODWAY
  - AH
  - AO



Kansas counties, KDOR, Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors, and the GIS user community, Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

# COMMUNITY RATING SYSTEM (CRS) STARTER KIT

## “500 Series” and “600 Series” CRS Activities:

### Activity 510-Floodplain Management Planning

To earn credit for this activity, your governing body can adopt a resolution to participate in the regional hazard mitigation planning process. If your regional Hazard Mitigation Plan is being updated, you can maximize credit by having the floodplain administrator (not just the emergency manager) attend the plan update meetings. Next, you'll need to complete a yearly progress report. To do the progress report you have to answer five basic questions. It is best to note how and when it projects were completed.

(i.e. Don't just say, "Project complete."...Better to say, "New culvert installed in front of building reduced flooding of nearby structure. Funded through general street fund. Completed in November 2017.")

### Activity 540-Drainage System Maintenance

This activity provides credit based on the proportion of your community's open-channel natural drainage system that is maintained by your Public Works department rather than by private owners, an adjacent community, KDOT, etc. The required documentation involves an inspection log and a standard operating procedure for maintenance. There is bonus credit available for problem site identification, "No Dumping" signs, and detention pond inspections.

Also consider:

### Activity 500-Repetitive Loss Outreach

### Activity 520-Acquisition and Relocation

### Activity 610-Flood Warning and Response

— *A Sample outreach project to a repetitive flood loss area* —

Dear Resident:

You have received this letter because your property is in an area that has been flooded several times. Our community is concerned about repetitive flooding and has an active program to help you protect yourself and your property from future flooding, but here are some things you can do:

1. Check with the Building Department on the extent of past flooding in your area. Department staff can tell you about the causes of repetitive flooding, what the City is doing about it, and what would be an appropriate flood protection level. The staff 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 basement contents.
  - Put insurance policies, valuable papers, medicine, etc., in a safe place.
  - Collect and put cleaning supplies, camera, waterproof boots, etc., in a handy place.
  - Develop a disaster response plan. See the Red Cross's website at [www.redcross.org](http://www.redcross.org) for information about preparing your home and family for a disaster.
  - Get a copy of *Repairing Your Flooded Home*. We have copies at the Public Works Department or it can be found on the Red Cross' website, too.
3. Consider some permanent flood protection measures.
  - Mark your fuse or breaker box to show the circuits to the floodable areas. Turning off the power to the basement before a flood can reduce property damage and save lives.
  - Consider elevating your house above flood levels.
  - Check your building for water entry points, such as basement windows, the basement stairwell, doors, and dryer vents. These can be protected with low walls or temporary shields.
  - Install a floor drain plug, standpipe, overhead sewer, or sewer backup valve to prevent sewer backup flooding.
  - More information can be found at FEMA's website, [www.ready.gov/floods](http://www.ready.gov/floods).
  - Note that some flood protection measures may need a building permit and others may not be safe for your type of building, so be sure to talk to the Building Department.
4. Talk to the Building Department for information on financial assistance.
  - The City administers a flood protection rebate program that will pay 25% of approved projects, up to a total of \$2,500. This program has funded low floodwalls, overhead sewers, sewer backup valves, and relocation of utilities to higher levels.
  - If you are interested in elevating your building above the flood level or selling it to the City, we may apply for a Federal grant to cover 75% of the cost.
  - 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.

(continued on next page)

5. Get a flood insurance policy.
  - Homeowner’s insurance policies do not cover damage from floods. However, because our community participates in the National Flood Insurance Program, you can purchase a separate flood insurance policy. This insurance is backed by the Federal government and is available to everyone, even properties that have been flooded. Because our community participates in the Community Rating System, you will receive a reduction in the insurance premium.
  - Because your area is not mapped as a Special Flood Hazard Area, you may qualify for a lower-cost Preferred Risk Policy.
  - Some people have purchased flood insurance because it was required by the bank when they got a mortgage or home improvement loan. Usually these policies just cover the building’s structure and not the contents. During the kind of flooding that happens in your area, there is usually more damage to the furniture and contents than there is to the structure. Be sure you have contents coverage.
  - Don’t wait for the next flood to buy insurance protection. In most cases, there is a 30-day waiting period before National Flood Insurance Program coverage takes effect.
  - Contact your insurance agent for more information on rates and coverage.



## Mapping Repetitive Loss Areas for CRS

— A Handout for the National Flood Insurance Program Community Rating System —

To participate in the Community Rating System, a community with one or more repetitive loss properties must take certain actions that address those properties. A community in the CRS or applying to join is given a file with the addresses of its repetitive loss properties and the dates of the properties' flood insurance claims. The community must review the list for accuracy and other items as explained in Section 501 of the *CRS Coordinator's Manual*.

The community's repetitive loss category is based on the list after it has been updated to reflect the findings of that review. This is explained in Section 502 of the *Coordinator's Manual*. Category B and Category C communities are those that have one or more repetitive loss properties after the update. They must

- (a) Prepare a map of the repetitive loss area(s),
- (b) Review and describe their repetitive loss problems,
- (c) Prepare a list of the addresses of all properties with insurable buildings in those AREAS, and
- (d) Undertake an annual outreach project to those addresses.

In addition, Category C communities (those with 10 or more repetitive loss properties) must prepare plans or area analyses for their repetitive loss AREAS.

### Repetitive Loss Areas

Note the emphasis on repetitive loss "AREAS." Many communities want to address only the individual properties on the updated list. It is important to note that the only reason a property appears on the Federal Emergency Management Agency's list is because the structure had flood insurance and received two or more claims of at least \$1,000 during any given 10-year period. These properties are merely representative of the community's repetitive flooding problem, and indicate the location of most, but perhaps not all, of its repetitively flooded areas.

Other structures near the ones listed by FEMA may have been uninsured during the floods, may have had only one flood insurance claim, or may have had multiple claims under different policies that the system did not recognize as being the same repetitively flooded address.

From a community perspective, it is not fair to single out those properties that happen to be on FEMA's list. All properties with the same exposure to repeated flood damage should be addressed. Therefore, the CRS requirement is for the community to map its repetitive loss AREAS.

A **repetitive loss property** is a property for which two or more flood insurance claims of more than \$1,000 have been paid by the NFIP within any 10-year period since 1978.

A **severe repetitive loss property**, as defined by Congress in the Flood Insurance Reform Act of 2004, is a 1–4 family property that has had four or more claims of more than \$5,000 or two to three claims that cumulatively exceed the building's value. For the CRS, non-residential buildings that meet those same criteria are also considered severe repetitive loss properties.

A **repetitive loss area** is a portion (or portions) of a community that includes buildings on FEMA's list of repetitive losses and also any nearby properties that are subject to the same or similar flooding conditions.

Repetitive loss areas consist of neighboring buildings (including uninsured ones) that were subject to the same flood as those on the FEMA list. When mapping repetitive loss areas, communities must abide by the Privacy Act.

## The Privacy Act of 1974

Flood insurance data about private property, including repetitive loss properties, are protected under the Privacy Act. Personally identifiable information—such as the names or addresses of specific properties, whether they are covered by flood insurance, whether they have received flood insurance claims, and/or the amounts of such claims—may not be released outside of local government agencies or to the public or used for solicitation or other purposes.

Such information should be marked “For internal use only. Protected by the Privacy Act of 1974.” FEMA has a cover sheet that is helpful in reminding users about how to handle this sensitive information.

General or aggregated information, such as total claims paid for a community or an area, or data not connected to a particular property, may be made public. For example, a community may publish a map showing a repetitive loss area or a list of addresses in that area, provided that it does not show which individual addresses or parcels received flood insurance claim payments.

This handout shows specific repetitive loss properties or properties with flood insurance claims using fictitious community names or addresses. Where real community names are used, the examples comply with the Privacy Act.



**NOTE:** Maps that show plotted addresses on the repetitive loss list or a list of insured properties may not be published in a plan or report, or shared with committees, councils, the public or the media, or mailed to property owners.

Making such maps and lists of insurance properties public violates the Privacy Act by showing personally identifiable information. Only the repetitive loss area maps or lists of all the addresses in the entire repetitive loss area may be made public.

## Mapping Repetitive Loss Areas

In some cases, the building on the list will be the only structure exposed to repetitive flooding. However, in most cases there will be other properties in the repetitive loss area besides those on FEMA’s list. The important thing is to check out the neighborhood and make sure that all appropriate properties are included. Here is some step-by-step guidance.

- (1) Locate each of the repetitive loss properties on the updated list on a map. The properties are listed in the AW-501 file and a spreadsheet (Microsoft Excel) file provided by FEMA or the Insurance Services Office (ISO).
- (2) [Optional] If FEMA or ISO has provided a list of addresses in your community with single flood insurance claims, then locate these properties on the map, also. These properties are listed in the “historical claims” Excel file. This will show other properties with a history of flooding. Double-check the dates of the flooding (“Dt of loss”) to see if they coincide with the dates for the properties on the repetitive loss list.

- (3) If you have the capability, overlay a topographic map or geographic information system (GIS) layer to identify areas that are obviously lower in elevation than areas that do not have repetitive claims. If the properties are in the floodplain, 100-year and 500-year floodplain boundaries show lower areas. See Example 1 on the next page.
- (4) Draw lines around those areas with similarly situated properties, i.e., subject to flooding and lower-lying than the surrounding properties. These are your repetitive loss AREAS.
- (5) Check the area(s) in the field to confirm the boundaries. If the mapping doesn't make sense, it may be that the repetitive loss buildings are unique. For example, they may be the only buildings in the neighborhood on slab foundations, so they are lower than the others. See Examples 4 and 6.
- (6) In every case, a visit to the site helps confirm that the boundary makes sense. See Example 5.
- (7) If these "remote" ways to determine the repetitive loss area boundary don't explain why an area is flooded repeatedly, you should contact the property owners. See Example 6.
- (8) If you conclude that there is only one building in a repetitive loss area, be sure to document the reasons for your conclusion. Single-property repetitive loss areas can be described in a short narrative about the general area in which it is located. If you need to make the map public, make sure the location of the single parcel is not shown. Also see Example 4.
- (9) If you have a lot of repetitive loss properties spread throughout your community or floodplain, you can declare your entire community or floodplain to be a repetitive loss area.

## The Map the Public Sees

After you have settled on the boundaries of your repetitive loss AREAS, prepare a map that shows the AREA boundaries THAT DOES NOT SHOW ANY INDIVIDUAL BUILDINGS (CIRCLED OR PLOTTED) FROM FEMA'S LISTS. This map can be published or otherwise made public. "Public" includes members of a planning committee and city council members.



To comply with the Privacy Act, make sure your list(s) of properties on FEMA's lists and all maps showing plots of those properties are EITHER DELETED OR STORED IN A SECURE PLACE. You may want to keep your work maps, but keep them in a secure location, not accessible to the public. Paper copies need the orange Privacy Act cover sheet or other notice that the information is sensitive. Digital files can be password protected.

## The Address List

After the repetitive loss areas are identified, you must prepare a list of the addresses of all improved parcels in those areas. An improved parcel is one with an INSURABLE BUILDING on it. For CRS purposes, an insurable building is a walled and roofed structure, principally above ground and affixed to a permanent site, including a manufactured (mobile) home on a foundation. When in doubt, refer to Section 301 of the *Coordinator's Manual*.

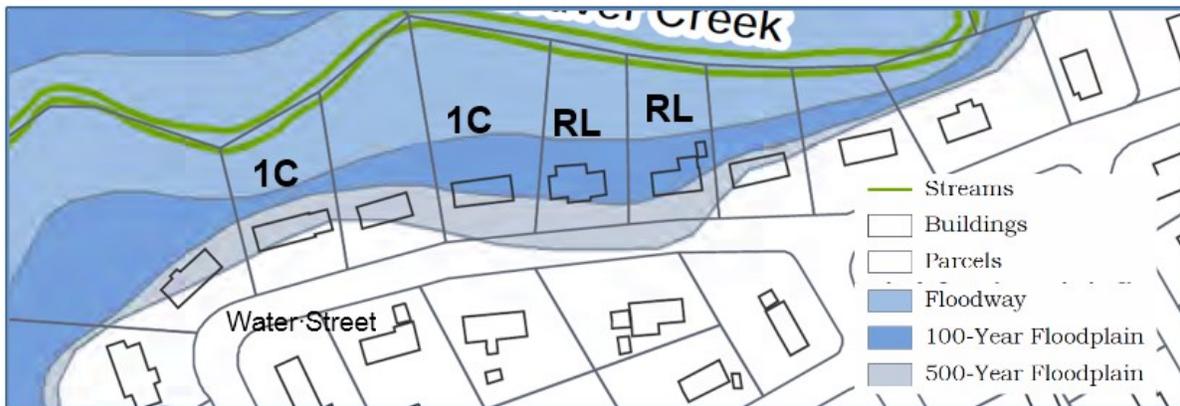
## For More Information

See the *Coordinator's Manual*, Sections 501 through 503, or contact your ISO/CRS Specialist.

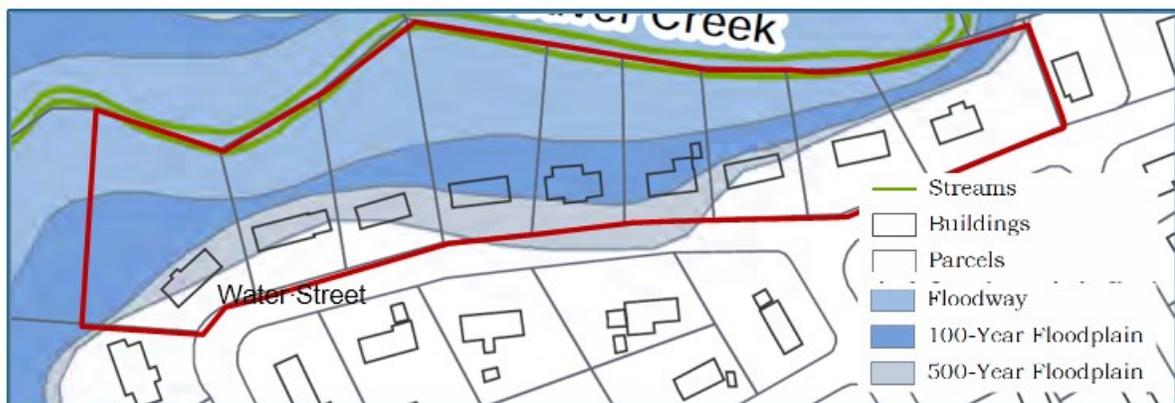
## Example 1. Insurance Data and Contour Data

This community has two properties on its updated repetitive loss list, both with addresses on Water Street. These are marked with an “RL” on the map below. They had claim payments in March 2005 and April 2011. Both dates coincide with overbank flooding on Water Creek.

Two other properties had one claim payment for the same April 2011 flood. These are marked with a “1C” on the map.



All of the houses along Water Street are of similar construction. The community concludes that all properties on Water Creek with buildings in or near the 500-year floodplain (shaded in grey) are exposed to the repetitive flooding hazard, even those with no record of flood insurance claims. The staff thought it was better to be safe and give all nearby property owners a heads-up about the potential for repetitive flood damage. The resulting repetitive loss area line is drawn in the map below. There are nine properties in the area.



The work map at the top of this page must be kept in a secure location (the name of the community and the true names of the streets are not shown here). However, the community can make the lower map public. The lower map can be used in mitigation plans, area analyses, and other documents that can be given to planning committee members, the media, and residents of the area. Even though the lower map shows individual houses, it does not identify which ones received a flood insurance claim.

**Resolution of \_\_\_\_ (Community Name) Support and Participation in the  
Region \_\_ (Region Letter) Mitigation Plan's Five Year Update  
\_\_\_\_\_(Date)**

**Whereas**, in \_\_\_\_\_ (Year of Previous Plan), the \_\_\_\_\_(Name of County) County Multi-Hazard Mitigation Plan was adopted by the County Board, with participation from \_\_\_\_\_ (Name of Community), and

**Whereas**, \_\_\_\_\_ (number of counties) counties are in the process of conducting a five year update of the Hazard Mitigation Plans combined in a Multi-Jurisdictional Regional Hazard Mitigation Plan, and is asking communities in the region \_\_\_\_ (letter for region) to participate, and

**Whereas**, the \_\_\_\_ (City or County) of \_\_\_\_\_ (community name) recognizes its susceptibility to hazards, the importance of mitigation planning, and pursuit of grant monies to mitigate local hazards, and

**Whereas**, The \_\_\_\_\_ (community name) recognizes that the data collection guide, the hazard work sheet, and the mitigation action implementation worksheet must be submitted to the Kansas Division of Emergency Management by \_\_\_\_\_ (date), and the City's representative will attend a planning committee meetings scheduled for \_\_\_\_\_ (date), and

**Whereas**, the \_\_\_\_\_ (community name) will assist Kansas Division of Emergency Management in preparing the region \_\_\_\_ (letter for your region) Mitigation Plan update to be completed by \_\_\_\_\_ (Plan completion date).

**Therefore**, the \_\_\_\_\_ (City or County) of \_\_\_\_\_ (name) Council authorizes Mayor \_\_\_\_\_ (Name of CEO, Change to Chairman of BOCC in County) to sign a resolution authorizing the \_\_\_\_\_ (job title of first staff member) and \_\_\_\_\_ (job titles of other staff members, must have at least two people attend meetings) to attend all mitigation planning meetings. \_\_\_\_\_ (job title) shall act as chair of the \_\_\_\_\_ (community name) mitigation planning team, to assist in the update of the Region \_\_\_\_ (letter) Multi-Hazard Mitigation Plan by collecting and submitting all relevant \_\_\_\_\_ (community name) data on hazards and completing multi-hazard mitigation forms in a timely manner. Information such as code citations, resolutions, ordinances and copies of maps will be provided to the Kansas Division of Emergency Management. \_\_\_\_\_ (job title for chairperson) will update the \_\_\_\_\_ (governing body) of its progress.

**ADOPTED** by the governing body on \_\_\_\_\_ date.

(SEAL)

ATTEST:

\_\_\_\_\_  
(Name, title of CEO)

\_\_\_\_\_  
(City or County Clerk)

Resolution of Support for Mitigation Plan

1. Preventive activities keep problems from getting worse. The use and development of floodprone areas is limited through planning, land acquisition, or regulation. They are usually administered by building, zoning, planning, and/or code enforcement offices.
  - Floodplain mapping and data
  - Open space preservation
  - Floodplain regulations
  - Building codes
  - Planning and zoning
  - Stormwater management
  - Drainage system maintenance
  - Dune and beach maintenance
2. Property protection activities are usually undertaken by property owners on a building-by-building or parcel basis. They include:
  - Relocation
  - Acquisition
  - Building elevation
  - Retrofitting
  - Sewer backup protection
  - Insurance
3. Natural resource protection activities preserve or restore natural areas or the natural functions of floodplain and watershed areas. They are implemented by a variety of agencies, primarily parks, recreation, or conservation agencies or organizations.
  - Wetlands protection
  - Erosion and sediment control
  - Natural area preservation
  - Natural area restoration
  - Water quality improvement
  - Coastal barrier protection
  - Environmental corridors
  - Natural functions protection
4. Emergency services measures are taken during an emergency to minimize its impact. These measures are usually the responsibility of city or county emergency management staff and the owners or operators of major or critical facilities.
  - Hazard threat recognition
  - Hazard warning
  - Hazard response operations
  - Critical facilities protection
  - Health and safety maintenance
  - Post-disaster mitigation actions
5. Structural projects keep floodwaters away from an area with a levee, reservoir, or other flood control measure. They are usually designed by engineers and managed or maintained by public works staff.
  - Reservoirs
  - Levees/floodwalls/seawalls
  - Diversions
  - Channel modifications
  - Beach nourishment
  - Storm drains
6. Public information activities advise property owners, potential property owners, and visitors about the hazards, ways to protect people and property from the hazards, and the natural and beneficial functions of local floodplains. They are usually implemented by a public information office.
  - Map information
  - Outreach projects
  - Real estate disclosure
  - Library
  - Technical assistance
  - Environmental education

**Figure 510-4. Floodplain management categories and activities.**

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:
2. 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:
3. 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*

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



## **CRS ACTIVITY 510 Progress Report**

September 19, 2013

**Name of Community:** City of Valley Center, Kansas

**Name of Mitigation Plan:** Sedgwick County Multi-Jurisdiction Hazard Mitigation Plan

**Date of Adoption:** July 15, 2009

**CRS Certification Date:** June 17, 2013

**5-Year CRS Expiration Date:** June 17, 2018

**Present Mitigation Plan:** 2009-2014 Sedgwick County Multi-Jurisdiction Hazard Mitigation Plan

**Location where active Mitigation Plan can be found:**

<http://www.sedgwickcounty.org/emergmt/planning/mitigationplan.pdf>

**Status of Mitigation Plan:** Sedgwick County and all communities involved are actively updating the 5 year plan. Two meetings have been held in the past four months with communities who are part of the plan (Valley Center was in attendance at both meetings). All City Department heads were responsible to update their respective areas of the Mitigation Plan and the Community Development Director coordinated the submission of updated information to the Sedgwick County Emergency Manager's Office by the October 1, 2013 deadline. Emergency Contact is Rick Shellenbarger at 316-284-1311.

**Valley Center City Council Action:** The resolution on the next page was passed at a public hearing authorizing City Staff to attend Sedgwick County meetings and participate in the update of the Multi-Jurisdiction Hazard Mitigation Plan.

**RESOLUTION NO. 612-13**

**A RESOLUTION OF THE CITY OF VALLEY CENTER, KANSAS PROVIDING SUPPORT AND PARTICIPATION IN THE SEDGWICK COUNTY, KANSAS MITIGATION PLAN'S FIVE YEAR UPDATE**

**WHEREAS**, in 2009, the Sedgwick County Multi-Hazard Mitigation Plan was adopted by the County Board, with participation from the City of Valley Center; and

**WHEREAS**, Sedgwick County is in the process of conducting a five year update of that Plan, and is asking communities in the County to participate; and

**WHEREAS**, the City of Valley Center recognizes its susceptibility to hazards, the importance of mitigation planning, and pursuit of grant monies to mitigate local hazards; and

**WHEREAS**, the City of Valley Center recognizes the data collection guide, the hazard work sheet, and the mitigation action implementation worksheet must be submitted to the Kansas Division of Emergency Management by April 12, 2013, and the City's representative will attend an update meeting scheduled for August 10, 2013; and

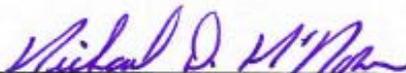
**WHEREAS**, the City will assist Sedgwick County to complete the Sedgwick County Mitigation Plan update by October, 2013.

**THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF VALLEY CENTER, KANSAS:**

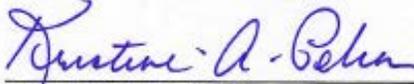
**Section 1.** The Mayor is hereby authorized to sign a resolution authorizing the Community Development Director to attend all mitigation planning meetings to assist in the update of the Sedgwick County Multi-Hazard Mitigation Plan in 2014 by collecting and submitting all relevant Valley Center data on hazards and multi-hazard mitigation forms in a timely manner to the Kansas Division of Emergency Management, and update the City Council of its progress.

**ADOPTED AND APPROVED** by the governing body of the City of Valley Center, Kansas, on April 2, 2013.



  
Michael McNown, Mayor

ATTEST:

  
Kristine Polian, Clerk

Resolution of Support for Mitigation Plan

**Review of Valley Center’s Action Items:** (as identified in the 2009-2014 Sedgwick County Multi-Jurisdiction Hazard Mitigation Plan):

Goal #	Project Title	Project Description	Status of Project
1	Mini-fire station west of railroad tracks	Construction with safe room, mitigation of tornado, wind impacts.	Plans for a separate mini-fire station were deleted from the Capital Improvement Plan due to downturn of the economy. The City is no longer pursuing this goal.
2	Ford Expansion Phase 1	Floodway bridge Replacement, drainage improvements to mitigate flooding	In 2011, the City completed the reconstruction of the Ford Street Bridge. The bridge was raised to a higher point above the training levee (West Chisholm Creek) and embankment improvements were made to mitigate flooding.
3	Drainage and retention ponds	Drainage and retention ponds. Drainage control of flooding	In 2013, the City Council improved the construction of an underground stormwater project on S. Meridian, Ramsey Drive, and Ford Street, directing stormwater to a 40 acre detention pond. The City Engineer is in the midst of designing the facility. Construction on this stormwater detention pond will begin the middle of 2014.
4	Library Construction	New Facility with Saferoom	The Library Board is in the process of raising funds to build a new Library which would include a saferoom. Once funds are raised, construction will begin.
5	Public Safety Building addition/renovation	Saferoom addition/shelter	A safe room is in the City’s 2013-2015 Capital Improvement Plan for an expansion of the courtroom built to “Saferoom” standards. Even though money is not presently available through the Kansas Department of Emergency Management Safe Room Program, the City filed a “Saferoom” application with KDEM in September, 2013.

**Source of information:** 2009-2014 Sedgwick County Multi-Jurisdiction Hazard Mitigation Plan, pages 360-362, and Valley Center staff

## COMMUNITY NAME

### DRAINAGE SYSTEM MAINTENANCE SOP

#### 1. OBJECTIVE

This standard operating procedure (SOP) specifies responsibilities and procedures for inspecting and cleaning the streams, ditches and storage basins in the city.

#### 2. RESPONSIBILITIES

- A. The (Department Head) is responsible for the administration of this SOP and the performance of the city staff identified herein.
- B. The (Person or Position) is responsible for:
  - 1) Inspecting the streams, ditches and storage basins in accordance with this SOP and in response to complaints and inquiries received by the city,
  - 2) Forwarding drainage problem reports to the appropriate office for action,
  - 3) Enforcing (Community ordinance or code) of the city (ordinance or code) and related regulations on dumping or depositing material in the drainage system, and
  - 4) Serving maintenance notices to private property owners.
- C. The (Department Head) is responsible for cleaning the streams, ditches and storage basins on public property, rights of way and easements in accordance with this SOP.
- D. The Director of Parks and Recreation Department is responsible for cleaning the streams, ditches and storage basins in city parks in accordance with this SOP
- E. All work on (state, county or railroad) property shall be coordinated with the appropriate (state, county and railroad) offices.
- F. Property owners are responsible for maintaining the streams, ditches and detention basins on their properties.

#### 3. JURISDICTION

This SOP covers the following public and private surface facilities delineated on the drainage system map, provided as Attachment 1.

(NAME OF CREEKS, DITCHES, RIVER , DETENTION, RETENTION)

#### 4. IDENTIFICATION OF PROBLEMS

- A. The Flood Coordinator or his/her designee, shall inspect all the watercourses and basins in the (trouble spots in drainage system frequency should be at least semi-annual and during storm season)
- B. Within 24 hours of a major storm, the Flood Coordinator or his or her

Designee shall inspect the “choke points” where debris has been know to accumulate:

(List problem areas)

- C. The Flood Coordinator or his/her designee shall complete the Drainage Inspection Report after each inspection. If an inspection finds a problem, a Drainage Problem Report shall be completed and forwarded to the appropriate office. A copy of the report shall be kept in an appropriate file.
- D. The Flood Coordinator or his/her designee shall inspect all complaints submitted by residents, community officials or other community offices. Such complaints shall be recorded on the Drainage Problem Report form.

**540 ACTIVITY CHECKLIST**

**Community Name:** \_\_\_\_\_

**State:** \_\_\_\_\_

**CID:** \_\_\_\_\_

Activity 540 (Drainage System Maintenance) Max. 570 points		
Credit Criteria	Documentation	
(1) Credit for this activity is dependent upon annual or regular inspection of the conveyance system and/or storage basins. The community (or other non-federal agency) must have a program to inspect its drainage facilities annually, upon receiving a complaint, and after each major storm.		
(2) The operations and maintenance of the drainage system can be provided by the community, another non-federal agency, or private property owners. Whether the operations and maintenance are performed by the community; a county, regional or state agency; or a private property owner, the CRS community is responsible for providing all the documentation needed to verify credit.		
(3) No credit is provided for projects that rely on unsecured outside funding, such as a special appropriation from the state legislature or approval of a U.S. Army Corps of Engineers clearing-and-snagging project. Secure outside funding, such as an annual state distribution of gasoline tax receipts, is acceptable.		
(4) Environmental compliance—The community’s program for drainage system maintenance must be compliant with applicable federal environmental and historic preservation laws and executive orders. The community must complete a CC-540EHP. Credit is not provided if local drainage system maintenance procedures are not compliant with applicable federal laws and executive orders.	CDR and SBM (e) A completed Certification of Compliance with Environmental and Historic Preservation Requirements for Drainage System Maintenance (CC-540EHP).	
(5) There may be special restrictions on drainage system components or facilities, or requirements to obtain a federal or state permit before certain work can proceed. Often, a “general” or “statewide” permit or other permission can be granted in advance for projects that are specifically described in the permit. Such laws and regulations usually do not preclude all maintenance work, but they may place restrictions on activities that disturb natural or protected areas. These restrictions must be included in the community’s procedures		
<b>Channel debris removal (CDR) (200 points)</b>		
(2) The community (or other non-federal agency) must have a program to inspect and maintain its drainage facilities, and inspections must be conducted (a) At least once each year, (b) Upon receiving a complaint, and (c) After each major storm. Action must be taken after an inspection identifies a need for maintenance or cleaning.		
(3) The community must provide a map of the conveyance system with components (structures and segments) of the drainage system labeled.	(b) The map of the community’s drainage maintenance area with the conveyance system delineated and its components (structures and segments) labeled.	
(4) The community must provide a complete inventory of its conveyance system components.	(c) A complete inventory of the components of the community’s conveyance system.	

**540 ACTIVITY CHECKLIST**

**Community Name:** \_\_\_\_\_

**State:** \_\_\_\_\_

**CID:** \_\_\_\_\_

	(5) Procedures for inspection and maintenance must be in the form of written procedures or guidelines. These are explained in "Drainage System Inspection and Maintenance Procedures," below.	(a) A copy of the procedures, instructions, or other documents that explain the community's routine inspection and debris removal program.	
	(6) All the inspection and maintenance activities must be recorded and the records must be maintained until the next verification visit.	(d) Copies of the records that show that inspections were conducted and maintenance was performed when inspections revealed problems.	
<b>Problem site maintenance (PSM) (50 points)</b>			
	(2) The community must also be receiving credit for CDR.		
	(3) The community must have written procedures or guidelines that identify each problem site component, what the issues are, and what special inspection and/or maintenance is needed. These are explained in "Maintenance Procedures for Problem Sites," below.	(a) A copy of the procedures, instructions, or other documents that explain the community's problem site inspection and maintenance. These are likely to be part of the procedures submitted for CDR credit. The special problem site inspection and maintenance procedures need to be identified, e.g., marked in the margin as "PSM."	
	(5) The community's maintenance program must require that		
	(a) An inspection be conducted more than once each year, (b) An inspection of each problem site component be conducted after each major storm, and (c) Action be taken after an inspection identifies a need for maintenance or cleaning.		
	(c) Copies of the records showing that inspections were conducted and that maintenance was performed when inspections revealed problems.		
<b>Capital improvement program (CIP) (70 points)</b>			
	(2) The community must also be receiving credit for CDR.		
	(3) Sites that are improved through the program must be in the community's conveyance system as defined in its procedures to document CDR. Projects to improve road drainage or storm drains can only be credited if those sites are identified in the community's procedures and regularly inspected and maintained.		
	(4) There must be a "master list" of problem sites that are planned for improvement projects. The list can be prepared from master watershed plans, complaints, or reports from maintenance crews. Projects do not have to be prioritized or listed in any order.		
	(5) For full credit, an engineering analysis must have been completed that identifies the problem and provides a solution. It must include an estimate of the 1% annual chance (100-year) flood at the problem site and the resulting flood elevations. The design of the "solution" may use a lower design standard, but the community needs to recognize the impact of the 1% flood.		
	(6) The community must spend money on a regular basis on such improvement projects (a one-time-only project would not be credited). This can be documented by a multi-year capital improvements budget or line items in several years' budgets that fund drainage improvement projects.		
	(a) Excerpts from the capital improvement plan or other documentation that shows that the community (or other drainage maintenance agency) has an ongoing program to reduce drainage maintenance problems. The submittal must include		

**540 ACTIVITY CHECKLIST**

**Community Name:** \_\_\_\_\_

**State:** \_\_\_\_\_

**CID:** \_\_\_\_\_

	(i) A master list of the community’s drainage maintenance problem sites that are in need of elimination or correction.		
	(ii) Recommended correction measures for the problem sites.		
	(iii) Documentation that funds are spent on capital improvement projects each year.		
	(iv) If full credit is requested, documentation of the engineering analysis.		
<b>Stream dumping regulations (SDR) (30 points)</b>			
	(2) The community must also be receiving credit for CDR.		
	(3) The regulations that prohibit disposal of debris in the community’s drainage system must be enforced throughout the entire community. The ordinance or law must designate an office or official responsible for receiving complaints and monitoring compliance and it also must include enforcement and abatement provisions.	(a) A copy of the stream dumping ordinance or law prohibiting the disposal of debris in the affected drainage system. The acronym SDR must be marked in the margin of the ordinance sections that pertain to this element, including the responsible office or official.	
	(4) Additional credit is provided if the community publicizes the regulatory requirements that prohibit stream dumping. This may be done through the following outreach projects:	(b) A copy of the notice, outreach project, or other medium through which the service is publicized.	
	(a) A notice sent to all property owners in the community (which may or may not be credited under OP in Activity 330); or		
	(b) Posting “no dumping in the stream” signs at key locations in the drainage system, such as frequent problem spots, schools, or public park; or		
	(c) An outreach project identified in the community’s PPI if the PPI publicizing drainage system maintenance and the regulations that prohibit dumping.		
<b>Storage basin maintenance (SBM) (120 points)</b>			
	(2) The community must also be receiving credit for both SZ and PUB within element SMR under Activity 450.		
	(3) The community must have a program to inspect and maintain its storage basins, and inspections must be conducted  (a) At least once each year, (b) Upon receiving a complaint, and (c) After each storm that could adversely affect the drainage system Action must be taken when an inspection reveals a need for maintenance or cleaning. Procedures for inspection and maintenance must be in the form of written procedures or guidelines.	(a) A copy of the procedures, instructions, or other documents that explain the community’s storage basin inspection and maintenance program.	

**540 ACTIVITY CHECKLIST**

**Community Name:** \_\_\_\_\_

**State:** \_\_\_\_\_

**CID:** \_\_\_\_\_

	(4) The location of all public and private storage basins must be mapped.	(b) The map showing the location of all storage basins in the community.	
	(5) The community must have a complete inventory of storage basins within its jurisdiction.	(c) The inventory of all storage basins located in the community.	
	(6) All the maintenance and inspection activities must be recorded and the records must be maintained until the next verification visit.	(d) Copies of the records that show that inspections were conducted and maintenance was performed when the inspections revealed problems.	
(e) A completed Certification of Compliance with Environmental and Historic Preservation Requirements for Drainage System Maintenance (CC-540EHP).			

Community \_\_\_\_\_ State \_\_\_\_\_ CID \_\_\_\_\_  
(6-digit NFIP Community Identification Number)

## CC-540EHP Drainage System Maintenance

### Compliance with Environmental and Historic Preservation Requirements

(see Section 541.b(4) in the *CRS Coordinator's Manual*).

On each row of the table below, initial to signify that the described steps were (or are) taken. Sign at the end of the certification. More information on these programs can be found in Figure 500-5 in the *Coordinator's Manual*.

**NOTE:** To receive credit under Activity 540, the self-certification of compliance with environmental and historical preservation requirements incorporated in this certification must be submitted with a CRS application, a modification, or a cycle verification.

All Projects	Certification Statement for Drainage System Maintenance
	<b>State and local requirements:</b> In addition to federal laws, implementing regulations, and executive orders, our drainage maintenance activities take into consideration the applicable requirements of all state and local environmental and historic preservation laws, ordinances, and permits.
	<b>Protection of threatened and endangered species (Endangered Species Act):</b> Consideration is given to the protection and preservation of threatened and/or endangered species (including plants and animals and their habitat) whose existence may be threatened by the maintenance activities. Communication takes place with the U.S. Fish and Wildlife Service (or the National Marine Fisheries Service if activity is in a coastal area) and the applicable state agencies for state-protected species and/or their habitat. Any recommendations made by the federal or state agencies are carried out
	<b>Dredge and fill materials (Clean Water Act, Section 404):</b> Consideration is given to all permit requirements for discharging dredge and fill material into waters of the United States, including wetlands, and communication with the U.S. Army Corps of Engineers takes place. Any recommendations made by the Corps are carried out.
	<b>For all activities that involve heavy equipment and result in the disturbance and release of sediment,</b> such as dredging, channel alteration, bank stabilization, debris removal, and other activities, consideration is given to any permit requirements under the <b>Clean Water Act, Section 404</b> . Communication with the U.S. Army Corps of Engineers takes place. Any recommendations made by the Corps are carried out.
<p>I certify that the items initialed above are correct to the best of my knowledge.</p> <p>Name (signed):</p>	
<p>Name (printed):</p>	
<p>Title:</p>	<p>Date:</p>



**City of Wamego CRS 540 Zone 1**

- Ponds
- Open Drainage Channels Maintained**
- Co
- P
- S
- W
- Wamego City Limits
- Normally Dry Detention Facilities
- Wamego Parcels

