

Substantial Damage Administrative Procedures Plan

**[Name of Community]**

## Purpose and Use

The purpose of this document is to outline how [Name of Community] will administer and implement steps to make Substantial Improvement/Substantial Damage (SI/SD) determinations. Communities that participate in the National Flood Insurance Program (NFIP) must adopt and enforce floodplain management regulations that include requirements for SI/SD structures, as defined in 44 CFR 59.1.

Improvements to structures in the regulated floodplain that equal or exceed 50% of the market value, including improvements undertaken after being substantially damaged during a disaster, must comply with local floodplain management regulations. This often means that structures cannot simply be rebuilt to pre-damage conditions. Local officials must ensure that all permits issued for reconstruction comply with local regulations.

This document captures all procedures in one easy, accessible place to make [Name of Community] more prepared if disaster strikes. This includes plans, procedures, and processes for actions taken pre-disaster (“blue skies”), immediately following a disaster event, and post-disaster. This document serves as a plan to be used in both day-to-day SI/SD operations as well as all disaster events, to include all types of hazards (flooding, wind, fire, etc.), small and large events, and presidential-declared or non-declared events.

This plan was compiled and prepared by [Name of Community]. The template for this document was created by the Federal Emergency Management Agency (FEMA).

### Timeline of Substantial Damage Operations

The SDAP Plan follows the graphic below, and has four main sections: Plan Before a Disaster; Post-Disaster: Immediate Coordination; Post-Disaster: Assessments & Determinations; and Post-Disaster: Reintegration. Each section contains procedures, practices, and additional information about critical planning and response tasks to consider in administering and enforcing SI/SD requirements.

The image shows a timeline with three phases, and colored boxes within each. Each box is numbered, and connected by an arrow. The first phase is "Pre-Disaster and Post-Disaster (Immediate)." 
A blue box with a map icon says, "Plan Before a Disaster
- Understand and communicate floodplain requirements. 
- Assess vulnerability to SD. 
- Establish SI/SD Determination Process/Methodology
- Create staffing plan and resource agreements."
Next is a red outlined shape with "Disaster strikes!" in it. The following boxes are darker blue. 
2. Determine SD "Hotspots"
3. Evaluate Staffing Needs and Available Resources. 
4. Gather Materials and Issue Guidance. 
Numbers 2 - 4 are accompanied by "As soon as the water recedes, before residents begin to move back into their homes." 

The next section is "Post-Disaster (Assessments & Determinations). Boxes are dark green. 
5. Proactively assess and document damage. 
6. Make SI/SD determinations and document results. Below box 6 is, "If repair costs are equal to or greater than 50% of market value, then structure is SD."
7. Communicate determinations to property owners and notify them on next steps.

The third section is "Post-Disaster (Reintegration)." These boxes are grey. 
8. Manage determinations appeals. Above this box is "If structure is SD and the owner appeals." An additional arrow goes right from #7 to #9, and says, "If structure is SD and no appeal."
9. Receive, review, and issue permits. Box 9 has "If permit is not approved work with property owner to bring plans into compliance and re-submit permit.
10. Access recovery resources. 11. Improve ahead of the next disaster.


### How To Use This Plan Template

This SDAP Plan belongs to [Name of Community]. It is a “living document”—one that evolves and can be updated over time as regulations, procedures, staff, and experience change. The SDAP Plan is meant to serve [Name of Community] and [Name of Community] only—updates, additions, edits, and more are encouraged! See below for instructions on how to format, fill out, and finalize this document.

#### Getting Started

##### Replace [Name of Community]

Before you go any further, follow these steps to add your community’s name to the document. “[Name of Community]” is found throughout this template. To update this to your community’s name, follow these instructions:

1. On the Home ribbon, select Replace in the Editing menu. Alternately, type Replace in the search bar.
2. In the Find What box, add [Name of Community].
3. In the Replace With box, add the name of your community and state. For example, Atlanta, GA.
4. Click Replace All for the SDAP Plan to be customized throughout. Image shows three screenshots of directions for how to replace [Name of Community] with a community name. 
   First, a screenshot of the "Editing" section of the "Home" ribbon, with "Replace" in a blue rectangle. To the right, a screenshot of typing "Replace" into the "Search" bar in word. The best action shown in the dropdown is "Replace," highlighted grey. Below, a screenshot of the "Replace" window, where "[Name of Community]" has been typed into the "Find What" box, and "Atlanta, GA" has been typed into the "Replace With" box. The "Replace All" button is highlighted by a blue rectangle. 

##### Gather the Right People

Consider who needs to be involved in developing your community’s SI/SD administrative procedure. First, identify the primary individual or office who is responsible for regulating development in the floodplain. Other community staff may be involved, so make sure to include them in this process early, to ensure you capture the right information from the right people and find the integration opportunities between departments.

This might include:

* Floodplain Administrator (FPA)
* Zoning Administrator
* Building Code department staff
* Highest elected official (Chief Elected Officer, Mayor, Town Manager, etc.)
* Emergency management officers
* Law enforcement staff
* CRS Coordinator
* State NFIP Coordinator
* Others? Consider your available staff!

##### Gather the Right Documents

Consider the existing documents to gather prior to filling out this SDAP Plan. Collecting these documents, or at least knowing their location, can assist you as you fill out the SDAP Plan template.

This might include:

* Standard operating procedures (SOPs) related to SI/SD support
* Ordinance/emergency ordinance development, enacting, and enforcement procedure(s)
* Permitting/emergency permitting procedure(s)
* Documentation of pre-and post-flood insurance rate map (FIRM) structures within the regulated floodplain
* Maps of potential SD areas and/or databases and lists of properties located in the regulated floodplain
* Emergency Management Assistance Compact (EMAC) agreements
* Tracking ongoing activities with SI/SD determinations outside of incidents
* State SD Plan, if available
* Other state templates and resources, if available

#### Filling Out the SDAP Plan Template

##### Adding Inputs to the SDAP Plan

The SDAP Plan is a template to help organize and consolidate existing procedures, as well as highlight any gaps or remaining needs. This template uses fill-in-the-blank boxes. These boxes, highlighted in blue, indicate where input is requested and the italicized text in each box explains what should be included. This black instructional text disappears once input is added, but if you remove your input, this instructional text returns.

Once input is added, the text box removes the blue highlight, and the text remains italicized. This is to differentiate inputs from template text.

Remember that inputs are the direct content in the plan—think about what information is useful throughout the timeline of SD operations, and what kinds of details are needed to document instituional knowledge and procedures. Include acronyms, specific steps and procedures, links to documents, and responsible parties as this information is available.

##### Making Updates to the SDAP Plan

You are encouraged to make updates, add, or remove text, and change the formatting so that the document meets your community’s needs.

In the event that once-irrelevant content was removed but may now be needed, many of the sections of this SDAP Plan template follow a similar set of questions:

* [Name of Community] *has/does not have* [item].
* This [item] is maintained by *Add responsible department/POC* and can be found here: *Add resource link or location.*.
* A description of [item] can be found here: *Add description.*.

The above can be copied and pasted anywhere relevant throughout the document.

##### Submitting for Community Rating System Credit

The Community Rating System (CRS) is a voluntary incentive program that recognizes and rewards communities for going above and beyond the minimum requirements of the NFIP with discounted flood insurance premium rates. A variety of items in the SDAP Plan template can contribute to CRS credits. This document can be used to develop a CRS Substantial Damage Management Plan (SDP). Throughout this document, we have flagged items that pertain to CRS SDP 1, 2, and 3 and CRS Activity 430 that go above and beyond a basic substantial damage plan with an orange circle with a black outline:

While these items are not critical to effectively administering and enforcing substantial damage, they may be beneficial to [Name of Community] regardless of CRS status. If interested in applying for these CRS credits, it is necessary to work directly with the [CRS Specialist](https://crsresources.org/100-2/)[[1]](#footnote-2) for the state and/or region. Additional information about the CRS application process, requirements, and expectations can be found here: [Community Rating System](https://www.fema.gov/floodplain-management/community-rating-system?msclkid=c56a9990aee811ecb8dd5589b248f4c0).

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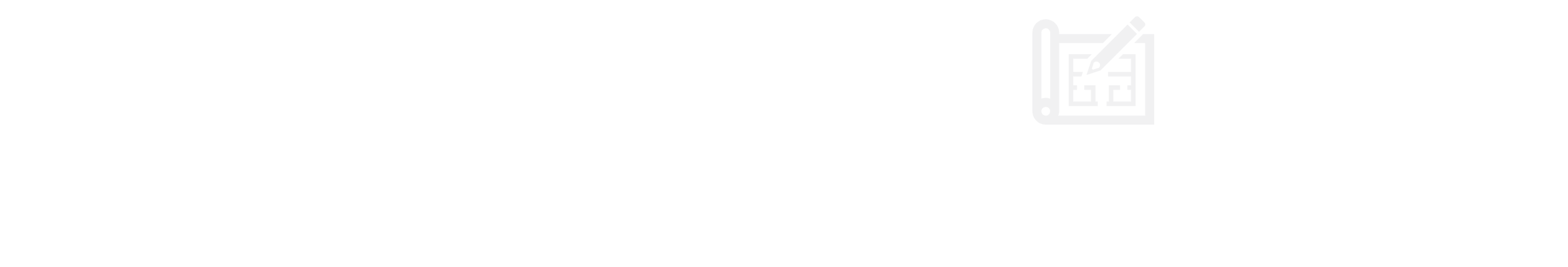
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## **1** Plan Before A Disaster

Before a disaster ever strikes, it is important to understand definitions, requirements, and existing procedures in [Name of Community] that guide our authority and activities after an event.

The items in this section can be done concurrently. Unlike the other sections of this document, these are not in sequence—planning ahead of a disaster can happen at any time.



### Understand Regulations

Communities that participate in the NFIP must adopt and enforce regulations that apply to structures in their regulated floodplains and, at a minimum, meet the NFIP definitions of substantial improvement and substantial damage. These standards outline the exact definition of SI/SD and any legal requirements pertaining to post-disaster permitting in [Name of Community]—understanding these regulations are part of a strong foundation of floodplain management.

#### SI/SD Definition

Community definition of Substantial Improvement and Substantial Damage: *Add the community’s definition of Substantial Improvement and Substantial Damage.*

#### Regulations and Legislation

SI/SD structures in [Name of Community] are defined and regulated according to the following regulations and legislation. These should be referenced to determine the definition of SI/SD and any legal requirements pertaining to post-disaster permitting.

| Code/Ordinance | Title of Regulation(s) | Document location or link | Responsible Department/POC | Effective Date |
| --- | --- | --- | --- | --- |
| Building Codes | *Add Title of Regulations* | *Add Document Location or Link* | *Responsible Department/POC* | *Effective Date* |
| Floodplain Ordinance | *Add Title of Regulations* | *Add Document Location or Link* | *Responsible Department/POC* | *Effective Date* |
| Zoning/Land Use Ordinance | *Add Title of Regulations* | *Add Document Location or Link* | *Responsible Department/POC* | *Effective Date* |
| Other | *Add Title of Regulations* | *Add Document Location or Link* | *Responsible Department/POC* | *Effective Date* |

#### Higher Standards

[Higher standards](https://www.fema.gov/floodplain-management/manage-risk/local) for substantial damage and substantial improvement, meaning regulations adopted by [Name of Community] that go beyond the minimum NFIP standards, can be found in *Add title of regulations* and include the following provisions: *Add SI/SD higher standards language from regulations*.

#### Appeals Regulations

[Name of Community] *has/does not have* provisions that regulate the appeals process for *development in the floodplain and/or SI/SD* in its regulations. This can be found in *Add title of regulation(s)* as described here: *Add appeals language from regulations.*.

#### Post-Disaster Permitting Regulations

[Name of Community] *has/does not have* post-disaster permitting. These are established and regulated in *Add title(s) of regulation(s)*, maintained by *Add responsible department/POC* and was last updated on *Add effective date.*. This includes the following provisions: *Add post-disaster permitting language from regulations.*

### Communicate Requirements

While floodplain management staff may be familiar with SI/SD requirements, it is important that other members of the community are, too. This includes communicating with community officials, including elected officials and those in charge of community management, and property owners and residents in the community. This ensures that the community members know what to expect when a disaster strikes.

#### Communicate SI/SD Requirements with Local Officials

The staff person responsible for communicating the importance of SI/SD requirements to community officials in [Name of Community] is *Add name and title.*. This person can be reached at *Add contact information*.

[Name of Community] staff engage local officials in the following ways to ensure they understand and prioritize SI/SD compliance requirements before a disaster happens: *Add description of methods*.

#### Communicate SI/SD Requirements with the Public

[Name of Community] *has/does not have* a strategy and associated products (a communications plan, social media strategy, website update schedule, etc.) for pre-disaster public communications. The strategy and associated products can be found here: *Add resource location(s) or link(s)*. It is maintained by *Add responsible department/POC.* and was last updated on *Add last update date*.

The following describes practices and/or steps for pre-disaster public communications, such as approaches, inputs (e.g., data, resources), outputs, roles, responsibilities, and timelines: *Add description of practices and/or steps*.

* The following communications methods are used for pre-disaster communication to the public:

Social media (such as Facebook, Twitter, NextDoor, etc.)

Community website

Town hall meetings

Handouts, newsletters, brochures, mailers, info kiosks available to residents

Coordination with local/regional builder groups

Public Service Announcements (PSAs) on TV and/or radio

Disaster hotline

Disaster field office

Disaster Recovery Information Packets

* Information is provided to using the following methods to ensure that the right audiences are receiving and understanding this material:

Using different languages

Targeting relevant populations

By phone

In print

Online

### Assess Vulnerability to SD

There are pre-disaster steps to take to determine what parts of [Name of Community] may be at risk of experiencing SD. This begins with knowing where your regulated floodplain is, and what structures are within this area. Obtaining data about these at-risk properties can help identify vulnerable places ahead of a disaster.

#### Identify the Regulated Floodplain

To locate the regulated floodplain within [Name of Community], [Name of Community] uses *Add name of floodplain map or data.*, which is maintained by *Add responsible department/POC.* as of *Add last update date.* and can be found here: *Add resource location or link.*.

* [Name of Community] *has/does not have* the following higher standards that extend the regulated floodplain beyond the SFHA: *Add description.*.
* The following describes any additional details which may be useful in identifying the regulated floodplain: *Add additional details.*.

#### Property Database/List of Structures

Having a pre-defined list or database of structures in the regulated floodplain and the attributes of those structures, especially those that are pre-FIRM or otherwise non-conforming, is useful in knowing where to prioritize efforts after a disaster. It can also save time immediately following a disaster if it includes information needed to conduct an SD assessment. [Name of Community] *has/does not have* a property database or list of structures to help identify which structures are vulnerable to SD within the regulated floodplain. [Name of Community] uses a *Add either “pre-populated SDE Tool” or name of the community’s property database or list* to track properties/structures, which is maintained by *Add responsible department/POC* as of *Add last update date.*. This is a *Add resource type (e.g., map, database, GIS layer, SDE Tool, etc.* that can be found here: *Add resource location or link*.

* The property database includes the following attributes, which may be useful in identifying potential SD or assisting with making determinations.

Building ownership and address

Building and foundation types

General description of buildings and flood factors

Property identification

Square footage

Building value

Market value

Properties with buildings that are (or are suspected to be) below the base flood elevation

Properties for which substantial damage estimates have previously been provided to the community after a federally declared disaster

Any buildings that could meet the cumulative substantial improvement definition

* The following describes additional details about the property database/list of structures and its elements: *Add additional details.*

Making sure the property database/list of structures is up to date is important in ensuring it accurately reflects current reality. The process for updating *Add name of resource* can be found here: *Add resource link or location.*. The following describes practices and/or steps for tracking SD properties and keeping [Name of Community]’s property database/list of structures up to date: *Add practices and/or steps.*.

#### Leverage Data Available through Information Sharing Access Agreements

An Information Sharing Access Agreement (ISAA) can be used to request data from FEMA that may be valuable in assessing vulnerability to SD and previously impacted areas. Before a disaster, requesting data about repetitive loss, severe repetitive loss, and previous claims may help identify structures vulnerable to SD. [Name of Community] *has/has requested/plans to request/does not plan to request* an Information Sharing Access Agreement (ISAA) with FEMA in place to request data before or following a disaster event.

* This ISAA is maintained by *Add responsible department/POC* and was last updated on *Add last update date.*. It can be found here *Add resource link or location.* .
* It includes the following types of data *Add general data types, not specific items subject to privacy considerations.*.

#### Prior Substantial Damage Data and Other Data

[Name of Community] *has/does not have* records of prior substantial damage. These records are maintained by *Add responsible department/POC* and can be found here: *Add resource link or location.*. A description of previous substantial damage and substantial improvement determinations made by [Name of Community] can be found here: *Add description.*.

Other data sources that are used to assess structure vulnerability to SD prior to a disaster are: *Add other data sources.*.

#### Identify and Communicate Pre-Disaster Mitigation Alternatives

The following practices are conducted to identify and plan for mitigation alternatives.

Mitigation alternatives are developed for all structures in the property database

Outreach is conducted to SD property owners and local officials

Potential funding sources for mitigation options are identified

Communication of pre-disaster mitigation alternatives to the public is led by *Add responsible department/POC*. Resources and plans to assist with this communication can be found here: *Add resource link or location* and were last updated *Add last update date.*. Additional details about how mitigation alternatives are communicated to the public are described here: *Add additional details.* Reference resources available to fund pre-disaster mitigation, which are described in the [Help Structure Owners Access Other Recovery Funding](#_Help_Structure_Owners) section.

### Establish an SI/SD Determination Process and Methodology

Having a consistent process and methodology for SI/SD determinations is crucial to ensuring that determinations are reliable, accurate, and defensible in case of an appeal. More information on determining market value and estimating cost of repair/improvement can be found in the [FEMA SI/SD Desk Reference](https://www.fema.gov/sites/default/files/documents/fema_nfip_substantial-improvement-substantial-damage-desk-reference.pdf). While SI and SD determination methodologies may differ, costs of repair and improvement must be combined in the case of a structure with damage, where improvements are also being done.

#### Establish a Process and Method for Determining Market Value for Substantial Improvement

[Name of Community] *has/does not have* a process and methodology for determining the market value of substantially improved structures. The primary method used for determining market value of substantially improved structures is: *Add description of method.* The methodology can be found here: *Add resource location or link.*, is maintained by *Add responsible department/POC* and was last updated on *Add last update date..*

#### Establish Process and Method for Estimating Cost of Improvement for Substantial Improvement

[Name of Community] *has/does not have* a process and methodology for estimating the cost of improvement of structures. The primary method used for estimating cost of improvement is: *Add description of method*. The process and methodology can be found here: *Add resource location or link* is maintained by *Add responsible department/POC.* and was last updated on *Add last update date.*.

#### Establish Process and Method for Determining Market Value for Substantial Damage

[Name of Community] *has/does not have* a process and methodology, separate from that outlined above for substantial improvement, for determining the market value of substantially damaged structures. The primary method used for determining market value of SD structures is: *has/does not have* The methodology can be found here: *Add resource location or link*, is maintained by *has/does not have* and was last updated on *Add last update date.*

#### Establish Process and Method for Estimating Cost of Damage for Substantial Damage

[Name of Community] *has/does not have* a process and methodology, separate from that outlined above for substantial improvement, for estimating the cost of damage of structures. The primary method used for estimating cost of repair/improvement is: *Add description of method*. The process and methodology can be found *here* *Add resource location or link*, is maintained by *Add responsible department/POC.* and was last updated on *Add last update date.*.

### Create a Staffing Plan and Resource Agreements

Having available resources and staff are crucial when disaster strikes. Identifying which staff people are trained and available to conduct various SD tasks helps the community to be better prepared for action following a disaster. Staffing lists and contact information should be updated regularly to ensure the below information is accurate.

#### Central Point of Contact

The local official responsible for regulating/enforcing the floodplain management program in [Name of Community] is *Add name, title*. This person can be reached at *Add contact information.*.

#### Staff Roster

[Name of Community] *has/does not have* a roster of staff that are available to conduct SI/SD activities during day-to-day (blue skies) operations. The roster can be found here: *Add resource location or link.*, is maintained by *Add responsible department/POC.* and was last updated on *Add last update date.*. These additional resources can assist in identifying available staff: *Add additional resources.*

[Name of Community] *has/does not have* a roster of staff that are available to conduct SI/SD activities during disaster operations. The roster can be found here: *Add resource location or link.*, is maintained by *Add responsible department/POC.* and was last updated on *Add last update date.*. These additional resources can assist in identifying available staff: *Add additional resources.*

Methods and/or steps to plan staffing and staffing structure during a disaster, including how [Name of Community] changes organizational structure and/or staffing plans based on the scale of the event, are described here: *Add practices and/or steps.*.

#### Responsibility Table

The following table describes which officials and offices/departments are responsible for SI/SD activities.

| Responsibility | Title(s) of Staff | Office or Department | Before/Immediately After/ After Event |
| --- | --- | --- | --- |
| Maintaining SD administrative procedures | *Add Title(s) of Staff* | *Add Office or Department* | BEFORE |
| Determining SD hotspots | *Add Title(s) of Staff* | *Add Office or Department* | IMMEDIATELY AFTER |
| Evaluating staffing needs and available resources | *Add Title(s) of Staff* | *Add Office or Department* | IMMEDIATELY AFTER |
| Gathering materials and issuing guidance | *Add Title(s) of Staff* | *Add Office or Department* | IMMEDIATELY AFTER |
| Proactively assessing and documenting damage | *Add Title(s) of Staff* | *Add Office or Department* | AFTER |
| Making SI/SD determinations and documenting results | *Add Title(s) of Staff* | *Add Office or Department* | AFTER |
| Communicating determinations to property owners and notifying them on next steps | *Add Title(s) of Staff* | *Add Office or Department* | AFTER |
| Managing determination appeals | *Add Title(s) of Staff* | *Add Office or Department* | AFTER |
| Receiving, reviewing, and issuing permits | *Add Title(s) of Staff* | *Add Office or Department* | AFTER |
| Accessing recovery resources | *Add Title(s) of Staff* | *Add Office or Department* | AFTER |
| Improving ahead of the next disaster | *Add Title(s) of Staff* | *Add Office or Department* | BEFORE AND AFTER |

#### Provide Pre-Disaster Training

Providing pre-disaster training ensures staff know what to do after an event. [Name of Community] *offers/does not offer/has access to/does not have access to* pre-disaster SI/SD training. Applicable training can be delivered by the community, state, or FEMA, and include, but are not limited to [Independent Study (IS)-284: Using the SDE Tool](https://training.fema.gov/is/courseoverview.aspx?code=IS-284.a&lang=en); [IS-285: SDE for Floodplain Administrators](https://training.fema.gov/is/courseoverview.aspx?code=IS-285&lang=en); E/L/G273: Managing Floodplain Development Through NFIP; E/L/G 284: Advanced Floodplain Management Concepts SI/SD Module; and E/L/G 194: Advanced Floodplain Management Concepts; E/L/G 285: Providing Post-Disaster SD Technical Assistance to Communities. Information on classroom and field courses offered by FEMA can be found here: [FEMA - Emergency Management Institute (EMI)](https://training.fema.gov/emi.aspx).

Trainings provided include:

* *Add name of training.*, offered by *Add name of community, state, or Region.*, trained *Add percent value of staff trained.* percent of staff.
* *Add name of training.*, offered by *Add name of community, state, or Region.*, trained *Add percent value of staff trained.* percent of staff.
* *Add name of training.*, offered by *Add name of community, state, or Region.*, trained *Add percent value of staff trained.* percent of staff.

[Name of Community] *has/does not have* a plan for pre-disaster SI/SD training. The plan can be found here: *Add resource location or link.*, is maintained by *Add responsible department/POC.* and was last updated on *Add last update date.*. The following provides additional detail about pre-disaster SI/SD training: *Add additional detail.*

* The plan *includes/does not include*annual substantial damage training for substantial damage management team members.

#### Establish Mutual Aid Relationships/Agreements

[Name of Community] has existing mutual aid relationships and/or contracts or agreements with the following types of external sources that can provide SI/SD assistance immediately following a disaster:

Neighboring community

County

State

State Association of Floodplain Managers

Building professional organizations

Third party contractors

Community Emergency Response Teams (CERTs)

Voluntary Organizations Active in Disaster (VOAD) inspection staff

The following describes existing relationships and/or contracts or agreements with external sources that can be used to provide SI/SD assistance immediately following a disaster:

* *Add name of support, Add contact information, Add type of support, Add resource location or link to contract or agreement, Add POC contact information*
* *Add name of support, Add contact information, Add type of support, Add resource location or link to contract or agreement, Add POC contact information*
* *Add name of support, Add contact information, Add type of support, Add resource location or link to contract or agreement, Add POC contact information*

*Additional post-disaster (other than for SI/SD support) existing relationships and/or contracts or agreements with external sources that should be considered when planning for SD operations are described here:*

* *Add name of support, Add contact information, Add type of support, Add resource location or link to contract or agreement, Add POC contact information*
* *Add name of support, Add contact information, Add type of support, Add resource location or link to contract or agreement, Add POC contact information*
* *Add name of support, Add contact information, Add type of support, Add resource location or link to contract or agreement, Add POC contact information*

## Post-Disaster: Immediate Coordination



The community has just experienced a disaster. While we may be helping the community in other ways, getting organized immediately following a disaster can ensure post-disaster permitting processes are executed most efficiently. Following is all of the information and procedures [Name of Community] has in place for floodplain management that are relevant immediately following a disaster.

### 2 Determine SD Hotspots

Assessing vulnerability to substantial damage pre-disaster will equip [Name of Community] with the information, such as the property database and maps, needed to make monitoring the impact area straightforward because we will already know where to look. Monitoring the impact of the disaster, through emergency managers, on-the-ground updates, and other data sources can help prioritize where to focus efforts, staff, and resources and begin outreach and communication.

#### Monitor Impact and Prioritize Efforts

[Name of Community] *has/does not have* a process for monitoring impact areas and determining where to prioritize efforts immediately following a disaster. The methods for monitoring impact areas and determining where to prioritize efforts immediately following a disaster are: *Add description of methods*. The process can be found here: *Add resource location or link.*, is maintained by *Add responsible department/POC.* and was last updated on *Add last update date.*

#### Communicate with the Public Post-Disaster

[Name of Community] *has/does not have* a strategy and associated products (a communications plan, social media strategy, press releases, website update schedule, etc.) for immediate post-disaster public communications. Having these documents prepared prior to an event will avoid confusion and stress immediately following an event and in the days following. The strategy and associated products can be found here: *Add link(s) or describe the location(s)*. It is maintained by *Add responsible department/POC.* and was last updated on *Add last update date*.

The following describes practices for post-disaster public communications, such as approaches, steps, inputs (data, resources), outputs, roles, responsibilities, and timelines: *Add description of practices*.

* The following communications methods are used for immediate post-disaster communication to the public:

Town hall meetings

Community website

Social media (such as Facebook, Twitter, NextDoor, etc.)

Public Service Announcements (PSAs) on TV and/or radio

Coordination with local/regional builder groups

Handouts, newsletters, brochures, mailers, info kiosks available to residents

Disaster hotline

Disaster field office

Disaster Recovery Information Packets

* Information is provided to using the following methods to ensure that the right audiences are receiving and understanding this material:

Using different languages

Targeting relevant populations

By phone

In print

Online

### 3 Evaluate Staffing Needs and Available Resources

Having sufficient staff ready and trained to respond immediately following a disaster is key to ensuring floodplain management requirements are met. Review the staffing plan developed in blue skies and remember that staff are likely also experiencing this disaster. Reach out to identified contacts to leverage existing relationships, agreements, and support from local, regional, and federal partners or to request training for staff.

#### Reference the Staffing Plan/Structure

[Name of Community] *has/does not have* a staffing plan/structure for organizing staff immediately following a disaster, which can be found here: *Add link or resource location to staffing plan/structure.*. It is maintained by *Add responsible Department/POC.* and was last updated on *Add last update date.*. The following provides additional details about the staffing plan/structure: *Add additional details.*.

The method for calculating the number of staff/resources needed to collect SI/SD data (based on the number of structures to inspect within our target timeline) is described here: *Add link or resource location to staffing plan/structure.*.

#### Review Other Disaster Roles

The following table describes the titles of staff that conduct SI/SD determinations, who are also involved in other disaster response and recovery operations.

| Responsibility | Title(s) of Staff |
| --- | --- |
| Staffing the Emergency Operations Center | *Add Department/Title(s) of Staff* |
| Staffing/monitoring disaster field office | *Add Department/Title(s) of Staff* |
| Processing and hanging written notices for safety inspections | *Add Department/Title(s) of Staff* |
| Conducting Preliminary Damage Assessments (PDAs) | *Add Department/Title(s) of Staff* |
| Other (please specify) | *Add Department/Title(s) of Staff* |

#### Identify Training Needs

Just-In-Time Training (JITT) is training that can be accessed immediately following a disaster when it is most needed. [Name of Community] anticipates needing the following types of JITT related to SI/SD: *Add description of anticipated training needs.*

#### Get Just-In-Time Training

Points of contact for accessing state and federal SI/SD JITT can be found below:

| Source of Support | Name(s) of Contact | Contact Information | Training(s) Offered |
| --- | --- | --- | --- |
| FEMA Floodplain Management | *Add Name(s) of Contact* | *Add Contact Information* | *Add Training(s) Offered* |
| State NFIP Office | *Add Name(s) of Contact* | *Add Contact Information* | *Add Training(s) Offered* |
| Other (please specify) | *Add Contact Information* | *Add Contact Information* | *Add Training(s) Offered* |

#### Access Mutual Aid Existing Relationships/Agreements

Existing mutual aid relationships and/or contracts or agreements with external sources that can be leveraged immediately following a disaster for SI/SD support, as well as other post-disaster support that should be considered for SD operations planning, are described here: [Establish Relationships/Agreements](#_Establish_Mutual_Aid).

A plan(s) or procedure(s) for accessing these relationships and/or contracts or agreements with external sources immediately following a disaster can be found here: *Add link or resource location to plans and procedures.*. The community point of contact responsible for accessing existing relationships/agreements is: *Add responsible Department/POC.*. The following describes additional practices and/or steps for accessing existing relationships/agreements: *Add practices and/or steps.*.

#### Access Public Assistance Resources

When a Presidential Disaster Declaration is declared, Public Assistance (PA) becomes available. Contacting the local or state PA point of contact is an important step in accessing [Disaster Recovery Reform Act (DRRA) Section 1206 reimbursement](https://www.fema.gov/assistance/public/policy-guidance-fact-sheets/section-1206-building-code-and-floodplain-management-administration-and) for applicable SI/SD activities. *Note: the FEMA PA point of contact may vary disaster-to-disaster.*

Points of contact for accessing PA resources can be found below.

| Point of Contact | Name and/or Titles of Contact | Contact Information |
| --- | --- | --- |
| Community POC or person responsible for coordinating PA sub-applications | *Add name and/or title of contact* | *Add contact information* |
| State POC or person responsible for coordinating PA Applications | *Add name and/or title of contact* | *Add contact information* |
| Other, (please specify) | *Add name and/or title of contact* | *Add contact information* |

#### Access State and Federal Support

State and federal agency officials that are involved in [Name of Community]’s damage assessment process or providing technical assistance immediately following an event are described below, including contact information, name of official, title, office, and description of involvement and role. Reach out for assistance.

| Name of Official | Title and/or Office | Contact Information | Involvement/Role |
| --- | --- | --- | --- |
| *Add name of official* | *Add title and/or office* | *Add contact information* | *Add involvement/role* |
| *Add name of official* | *Add title and/or office* | *Add contact information* | *Add involvement/role* |
| *Add name of official* | *Add title and/or office* | *Add contact information* | *Add involvement/role* |

#### Plan to Access State/Federal Reimbursement

[Name of Community] *has/does not have* a plan for accessing state and federal funding resources or reimbursement for conducting SD determination activities, which can be found here: *Add resource location or link to plan*. It is maintained by *Add responsible department/POC* and was last updated on *Add last update date*.

[Name of Community] plans to pursue the following reimbursement sources:

Public Assistance (PA) for Floodplain Administration and Enforcement or Building Code Administration and enforcement.

Other (e.g., state-specific funding)

Additional details about plans to access state and federal funding resources or reimbursement for conducting SI/SD determination activities are described here: *Add description.*

#### Record Costs and Track SD Activities

Recording costs and tracking SD activities may be necessary to obtain resources or reimbursement for disaster response, such as through FEMA Public Assistance reimbursement for activities made eligible by DRRA Section 1206 or other grants and funding sources.

[Name of Community] *has/does not have* a process for recording costs associated with SI/SD activities, which can be found here: *Add resource location or link to process*. It is maintained by *Add responsible department/POC* and was last updated on *Add last update date*. Additional details on how costs are recorded and tracked can be found here *Add additional details*.

### 4 Gather Materials and Issue Guidance

Once staff are identified to assist with conducting SD activities, it is important to ensure they have the appropriate materials, tools, and guidance to collect data and make determinations. Equipping teams with the tools and guidance to conduct inspections and assessments safely and the same way every time is key to bringing credibility and consistency to determinations. Some items are listed in the below table, and a full list of field preparation items and procedures can be found in the [SDE Tool Manual and Field Workbook](https://www.fema.gov/sites/default/files/2020-07/sde_3.0_user_manual_field_workbook_0.pdf?id=4166).

| Item Type | Items | Item Locations or Links |
| --- | --- | --- |
| Safety equipment | *Boots*  *Hard hats*  *Hi-vis vests*  *Other (Please Specify)* | *Add item locations* |
| Technology | *Cameras*  *Tablets*  *Other (Please Specify)* | *Add item locations* |
| Guidance | *Determining market value*  *Conducting inspections and assessments*  *Safety information*  *Other (Please Specify)* | *Add item locations or links* |

#### Preparing to Conduct Assessments

[Name of Community] *has/does not have* a process for collecting substantial damage data, including the tools and equipment that should be used. The process can be found here: *Add resource link or location*, it is maintained by *Add responsible department/POC.* and was last updated on *Add last update date*. Details about collecting substantial damage data, including the tools and equipment that should be used, can be found here: *Add details.*.

## Post-Disaster: Assessments & Determinations

Following a disaster, structure owners will be eager to rebuild. Most structure owners start rebuilding 7-10 days after the water recedes following a flood event. Taking action quickly and efficiently helps ensure that SI/SD determinations are made in a timely and organized manner so compliant rebuilding can begin. Remember, SI/SD requirements apply to all hazards, such as wind, fire, earthquakes, not just flooding. Below is all information and procedures [Name of Community] has in place relevant to post-disaster recovery and reintegration.

### 5 Proactively Assess and Document Damage

Taking proactive steps to assess the areas of [Name of Community] most impacted can help inform where SD is likely, especially by referencing pre-identified vulnerable structures first (see [Determine SD Hotspots](#_2_Determine_SD)). Going out into the community—when safe—to assess damage and collect initial SD data through assessments is important to making sound and defensible SD determinations. For more information on conducting inspections and assessments reference the [FEMA SI/SD Desk Reference](https://www.fema.gov/sites/default/files/documents/fema_nfip_substantial-improvement-substantial-damage-desk-reference.pdf) and [SDE Tool Manual and Field Workbook](https://www.fema.gov/sites/default/files/2020-07/sde_3.0_user_manual_field_workbook_0.pdf?id=4166). Remember, there are a variety of distinct post-disaster inspections other than SD, and other teams should be coordinated as needed.

#### Determine the Impact Area

A process for determining the impact area post-disaster can be found here: *Add resource link or location*. It is maintained by *Add responsible department/POC* and was last updated on *Add last update date*. Additional details about determining the impact area post-disaster can be found here: *Add details*.

#### Use the Following Data Resources to Determine the Impact Area

The following are used to determine the potential impact area after a disaster.

* High water marks: *Add resource location or link*, *Add resource type*, *Add responsible department/POC*, *Add effective date*.
* Preliminary Damage Assessment Data: *Add resource location or link*, *Add resource type*, *Add responsible department/POC*, *Add effective date*.
* Impact maps (showing rainfall or other flood-related data, or other hazards data): *Add resource location or link*, *Add resource type*, *Add responsible department/POC*, *Add effective date*.
* Flood insurance claims information: *Add resource location or link*, *Add resource type*, *Add responsible department/POC*, *Add effective date*.
* *Add other item*: *Add resource location or link*, *Add resource type*, *Add responsible department/POC*, *Add effective date*.

#### Provide Information and Assessment Guidance to SI/SD Staff

Once the impact area is determined, information should be provided to SI/SD staff to guide and inform assessments. A process for providing information and assessment guidance can be found here: *Add resource link or location*. It is maintained by *Add responsible department/POC* and was last updated on *Add last update date*. Additional details about providing information and guidance can be found here: *Add details*.

* The following items are provided to SI/SD staff before they go into the field to conduct assessments:

Numbers and locations of structures to be inspected

Delineation of inspection boundaries on a FIRM/map

Sequence of inspections

Inspection team assignments by area

Guidance materials for inspectors

Guidance materials for resident interaction

Instructions for obtaining photos and GPS coordinates

#### Conduct Assessments

[Name of Community] *has/does not have* a process for conducting assessments. The process can be found here: *Add resource location or link*, it is maintained by *Add responsible department/POC* and was last updated on *Add last update date*. Additional details about conducting assessments can be found here: *Add details*.

For technical guidance and additional details about how to conduct building assessments, reference the [Substantial Improvement/Substantial Damage Desk Reference](https://www.fema.gov/sites/default/files/documents/fema_nfip_substantial-improvement-substantial-damage-desk-reference.pdf) and the [Substantial Damage Estimator (SDE) User Manual and Field Workbook](https://www.fema.gov/sites/default/files/2020-07/sde_3.0_user_manual_field_workbook_0.pdf?id=4166).

### 6 Make SI/SD Determinations and Document Results

After staff have conducted assessments and collected data, it’s time to make SI/SD determinations. Use the methods below for finding the market value and estimating the cost of repair and improvement to decide if a structure is substantially damaged. As a reminder, SI/SD properties are damaged or are being improved by 50% or more of the value of the structure, unless higher standards are adopted. It is important to document and store this data, for reference in case of appeals or future disasters. In a large disaster, a FEMA POC at the Joint Field Office (JFO) may coordinate with [Name of Community] to request updates on structure-specific and other SD data to assist with providing technical assistance, so good documentation practices are useful. The following definitions of market value and cost estimates are the same as listed in [Establish an SI/SD Determination Process and Methodology.](#_Establish_an_SI/SD)

#### Determine Market Value for Substantial Damage

[Name of Community] *has/does not have* a process and methodology for determining the market value of substantially damaged structures. The primary method used for determining market value of SD structures is: *Add description of method..* The methodology can be found here: *Add resource location or link.*, is maintained by *Add responsible department/POC* and was last updated on *Add last update date.*

#### Estimate Cost of Repair for Substantial Damage

[Name of Community] *has/does not have* a process and methodology for estimating the cost of repair of structures. The primary method used for estimating cost of repair/improvement is: *Add description of method*. The process and methodology can be found here: *Add resource location or link* is maintained by *Add responsible department/POC.* and was last updated on *Add last update date.*.

#### Document and Store SI/SD Determination Data

A process for documenting and storing SI/SD determination data can be found here: *Add resource location or link*. The database/data storage location can be found here: *Add database/data storage location or link.*. It is maintained by *Add responsible department/POC* and was last updated on *Add last update date.*. Additional details about documenting and storing SI/SD determination data can be found here: *Add details.*

### 7 Communicate Determinations to Property Owners and Notify them of Next Steps

Now comes the tough part: telling structure owners the results of determinations. It is important to do so kindly, but with authority. Communicating SI/SD requirements with the public before and after a disaster can help alleviate confusion and frustration when delivering determinations. It may be necessary to communicate with local officials and the community attorney to assist with defending determinations. Remember: determinations are a necessary step to issuing permits for compliant rebuilding and are a requirement for administering a compliant floodplain management program in [Name of Community].

#### Notify Structure Owners of SI/SD Determinations

[Name of Community] *has/does not have* a procedure for communicating the results of the SI/SD determinations to structure owners. The procedure can be found here: *Add resource location or link*, it is maintained by *Add responsible department/POC* and was last updated on *Add last update date*.

Letter templates and documents used to notify residents of determinations can be found here: *Add resource location or link*, it is maintained by *Add responsible department/POC* and was last updated on *Add last update date*.

Additional details about communicating the results of the SI/SD determinations to structure owners can be found here: *Add detail.*

The following methods are utilized:

Letter or email to structure owners/residents

Paper handed directly to the structure owner/resident

Post the determination at a physical or virtual community site

*Other (Please specify)*

#### Continue to Communicate with the Public on SI/SD Determination Information and Next Steps

[Name of Community] *has/does not have* a procedure for communicating additional information about SI/SD determinations to structure owners. The procedure can be found here: *Add resource location or link*, it is maintained by *Add responsible department/POC* and was last updated on *Add last update date*.

Materials used to communicate additional information about SI/SD determinations can be found here: *Add resource location or link*, it is maintained by *Add responsible department/POC* and was last updated on *Add last update date*.

Additional details about communicating additional information about SI/SD determinations are: *Add detail.*

The following methods are utilized:

Instructional videos or guidance

Town hall meetings or other discussion forums

Disaster Hotline

Community website, social media (i.e., Facebook, Twitter, NextDoor, etc.), or other publications

*Other (Please specify)*

## Post-Disaster: Reintegration

Following a disaster, structure owners will be eager to rebuild. At this point, we have conducted assessments and delivered determinations. Residents can apply for permits to begin rebuilding. All information and procedures our community has in place relevant to post-disaster recovery and reintegration are included below. Remember: to help our residents, our community can choose to waive permit *fees*—but not permits.

### 8 Manage Determination Appeals

There will be structure owners who do not agree with the determination they have received. Having an appeals process in place provides guidance for quickly and efficiently handling these cases. Determining what methods and alternate data sources are acceptable can also provide guidance to structure owners, as well as staff who may not typically process permits.

#### Receive, Review, and Make Decisions on Appeals

[Name of Community] *has/does not have* a process and other supporting materials for receiving, reviewing, and making decisions on appeals. The process and materials can be found here: *Add resource location or link*, it is maintained by *Add responsible department/POC* and was last updated on *Add last update date*. Additional detail about practices for receiving, reviewing, and making decisions on appeals can be found here: *Add detail*.

#### Use Acceptable Appeals Sources/Methods

The following describes the acceptable sources and methods used for appealing estimated market value and estimated cost of repair/improvement, as well as other considerations.

| Appeal Market Value Sources/Methods | Appeal Estimated Cost Sources/Methods | Other Inputs/ Factors |
| --- | --- | --- |
| *Add appeal market value sources/methods* | *Add appeal estimated cost sources/methods* | *Add other inputs/factors* |

### 9 Receive, Review, and Issue Permits

Issuing permits is a regular part of floodplain management but is especially important following a disaster. Repairing and rebuilding substantially damaged structures in compliance with local regulations is critical to maintaining good standing in the NFIP and protecting structure owners from future disasters. Below is [Name of Community]’s permitting procedures during blue skies, applicable to substantial improvement projects, and post-disaster/ emergency permitting procedures. For more information on permitting, reference the [FEMA SI/SD Desk Reference.](https://www.fema.gov/sites/default/files/documents/fema_nfip_substantial-improvement-substantial-damage-desk-reference.pdf)

#### Leverage the Day-to-Day Permitting Process

A process for day-to-day (blue skies) permitting, including substantial improvement or individual/small scale substantial damage cases, can be found here: *Add resource location or link*. It is maintained by *Add responsible department/POC* and was last updated on *Add last update date*. Additional details about practices for day-to-day (blue skies) permitting can be found here: *Add detail*.

This process *includes/does not include* ordinance and permit enforcement procedure. Additional details on ordinance and permit enforcement procedures can be found here: *Add detail*.

#### Leverage the Post-Disaster/ Emergency Permitting Process

A process for post-disaster/emergency permitting can be found here: *Add resource location or link*. It is maintained by *Add responsible department/POC* and was last updated on *Add last update date*. Additional details about practices for post-disaster/emergency permitting can be found here: *Add details*.

This process *includes/does not include*  ordinance and permit enforcement procedures. Additional details on ordinance and permit enforcement procedures can be found here: *Add detail*.

### 10 Access Recovery Resources

There are a variety of resources available to [Name of Community] and its residents. Having plans in place to access the resources below can ensure deadlines and expectations are met, and resources are maximized. Keep in mind that some federal funding sources require a major disaster declaration in the state before being made available, but there may be local and state funding sources relevant to [Name of Community].

#### Finalize Recording Costs and Tracking SD Activities to Access Reimbursement Funds

[Name of Community] *has/does not have* a process for recording costs associated with SI/SD activities. The process for recording costs can be found here: *Add resource location or link*, is maintained by *Add responsible department/POC* and was last updated on *Add last update date*. Additional details about recording costs associated with floodplain management administration and enforcement activities can be found here: *Add detail*. *Note: Accessing reimbursement through FEMA DRRA 1206 requires a Presidential Disaster Declaration.*

#### Help Insured Structure Owners Access Increased Cost of Compliance Funding

[Name of Community] *has/does not have* a plan(s) to help structure owners access Increased Cost of Compliance (ICC) funding for repairs. The plan(s) can be found here: *Add resource location or link*, is maintained by *Add responsible department/POC* and was last updated on *Add last update date*. Additional details about helping structure owners access ICC funding for repairs can be found here: *Add details.*

#### Help Structure Owners Access Other Recovery Funding

[Name of Community] *has/does not have* plans to apply for FEMA Hazard Mitigation Assistance or other funding for resilient repairs of SD structures. The plans can be found here: *Add resource location or link*, are maintained by *Add responsible department/POC* and were last updated on *Add last update date*. Additional details about funding resilient repairs through mitigation programs can be found here: *Add details. Note: Accessing FEMA Hazard Mitigation Grant Funding requires a Presidential Disaster Declaration.*

### 11 Improve Ahead of the Next Disaster

Finally, as [Name of Community] returns to blue sky operations, it is important to reflect on what went well and what could be improved. Tracking best practices and evaluating things like response times, staff needs, and more can highlight opportunities to respond faster and stronger next time.

#### Track Best Practices

A process for best practice tracking can be found here: *Add resource location or link*. It is maintained by *Add responsible department/POC* and was last updated on *Add last update date*. Additional details about best practice tracking can be found here: *Add detail*.

#### Evaluate and Continually Improve

A process for (i.e., implementation plan) for evaluating and continuously improving these substantial damage administrative procedures can be found here: *Add resource location or link*. It is maintained by *Add responsible department/POC* and was last updated on *Add last update date*. Additional detail about evaluating and continuously improving these substantial damage administrative procedures can be found here: *Add resource location or link*.

This implementation plan includes the following elements:

Plan to develop an annual evaluation report with a description of who will prepare an annual evaluation report and when.

Steps for sharing the implementation plan, annual evaluation report, and SD management plan with elected officials.

Update process and/or schedule for the SD management plan

Steps that must be taken to adhere to the Privacy Act or any state or community privacy requirements.

## Additional Information

More about Substantial Damage and Substantial Improvement:

* [Information on the NFIP can be found online: http://www.fema.gov/flood-insurance](https://www.fema.gov/flood-insurance)
* [FEMA 758: Substantial Improvement/Substantial Damage Desk Reference](https://www.fema.gov/sites/default/files/documents/fema_nfip_substantial-improvement-substantial-damage-desk-reference.pdf) is the principal source of guidance for how to define and regulate SI/SD and provides detailed information about inspections and determinations.
* Information about adopting higher standards into local floodplain ordinances, along with relevant tools and resources, can be found here: <https://www.fema.gov/floodplain-management/manage-risk/local>.

More about the SDE Tool:

* [FEMA 784: Substantial Damage Estimator (SDE) User Manual and Field Workbook](https://www.fema.gov/media-library/assets/documents/18692) provides a standardized approach to data collection management and the determination of substantially damaged structures for local officials. This tool also includes template determination letters communities can utilize.
* An overview of the SDE Tool, the SDE Tool download link and installation instructions, SDE Tool job aid, and frequently asked questions can be found online: <https://www.fema.gov/emergency-managers/risk-management/building-science/substantial-damage-estimator-tool>.
* Training opportunities about the SDE Tool include [Independent Study (IS)-284: Using the SDE Tool](https://training.fema.gov/is/courseoverview.aspx?code=IS-284.a&lang=en) and [IS-285: SDE for Floodplain Administrators](https://training.fema.gov/is/courseoverview.aspx?code=IS-285&lang=en).
* Instructions on pre-populating the SDE Tool can be found online: <https://crsresources.org/files/500/importing_data_into_sde.pdf>.
* The SDE Tool important template can be found online: <https://crsresources.org/files/500/sde_fields_template.xlsx>.

More about CRS:

* An overview of the CRS Program, application forms, a list of CRS Communities, case studies and fact sheets, and discount information can be found online: <https://www.fema.gov/floodplain-management/community-rating-system>.
* The [CRS Manual](https://www.fema.gov/sites/default/files/documents/fema_community-rating-system_coordinators-manual_2017.pdf) and [CRS Manual Addendum](https://www.fema.gov/sites/default/files/documents/fema_community-rating-system_coordinator-manual_addendum-2021.pdf) provide additional guidance and information about the CRS program, requirements, and specific credits. These should be referenced if applying for CRS credits.
* [Developing a Substantial Damage Management Plan for Credit Under the Community Rating System of the National Flood Insurance Program](https://crsresources.org/files/500/developing_subst_damge_mgmt_plan.pdf) provides information on the requirements to receive CRS Substantial Damage Management Plan credit, specifically.

Other Useful Links:

* The [FEMA Map Service Center](https://msc.fema.gov/portal/home) provides Flood Insurance Rate Maps for communities nationwide. Instructions for printing a FIRMette and downloading a FIRM Panel can be found here: <https://www.fema.gov/sites/default/files/documents/fema_how-find-your-firm-make-firmette.pdf>
* Current training opportunities, both in-person and virtual, can be accessed through FEMA’s [Emergency Management Institute](https://training.fema.gov/emi.aspx). Relevant trainings include: L273: Managing Floodplain Development Through NFIP; L/G 284: Advanced Floodplain Management Concepts SI/SD Module; and EO-194: Advanced Floodplain Management Concepts; EO-285: Providing Post-Disaster SD Technical Assistance to Communities.
* Information about Section 1206: Building Code and Floodplain Management Administration and Enforcement (FP 204-079-01) of the Disaster Reform Recovery Act (DRRA) and frequently asked questions can be found online: <https://www.fema.gov/assistance/public/policy-guidance-fact-sheets/section-1206-building-code-and-floodplain-management-administration-and>. A video overview of the DRRA 1206 reimbursement program can be found here: <https://www.youtube.com/watch?v=rMHz85943gg>.
* Information about FEMA Hazard Mitigation Assistance Grants, including the Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), and HMGP Post-Fire Assistance can be found here: <https://www.fema.gov/grants/mitigation>.

1. Note that <https://www.crsresources.org> is a stand-alone website separate from FEMA.gov. At the time of this document’s publication, the list of CRS Specialists by state and FEMA Region along with contact information are not available on FEMA.gov. [↑](#footnote-ref-2)