

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 2 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0023). Please do not send your completed survey to the above address.

**INSTRUCTIONS**

A community Visit Report indicating the findings must be completed after each community contact. The report should not be completed during the meeting with the local officials or provided to the local officials to complete. The Community Contact Report and any other relevant documentation should be completed and on file in the FEMA regional office within 30 days from the date of the contact.

**Section I and Section III - Part A and Part B - Self-explanatory**

**Section II - "Name of Local Official"** is the name of the designated local official with the responsibility, authority, and means to implement the NFIP requirements. "Address" and "Telephone Number" is the address and telephone number of the local official. Attach list of all attendees.

**Section IV -** This section indicates the date that the CAC is closed. A CAC can be considered closed when all program deficiencies have been corrected and violations identified have been remedied to the maximum extent possible, and all follow-up action(s) has/have been completed. The date the CAC is closed shall be completed and initialed by the FEMA regional office ONLY.

**Attach any other documentation related to the contact, e.g., chronology of contacts, correspondence, resolution of issues, community ordinance.**

**SECTION I**

1. NAME OF COMMUNITY	2. STATE	3. COMMUNITY ID NUMBER	4. COUNTY
5. CONTACT CONDUCTED BY	6. AGENCY		7. DATE

**SECTION II**

8. NAME OF LOCAL OFFICIAL	9. TELEPHONE NUMBER	<b>ATTACH LIST OF THE ATTENDEES</b>
10. ADDRESS OF LOCAL OFFICIAL		

**SECTION III**

**PART A:** Refer to subparagraph 3-4b in the NFIP Guidance for Conducting CAC's and CAV's for guidance in completing questions 1-4. Check appropriate response.

1. Are there any problems with the communities floodplain management regulations?	<input type="checkbox"/> SERIOUS	<input type="checkbox"/> MINOR	<input type="checkbox"/> NONE
2. Are there problems with the communities administrative and enforcement procedures?	<input type="checkbox"/> SERIOUS	<input type="checkbox"/> MINOR	<input type="checkbox"/> NONE
3. Are there engineering or other problems with the maps or flood insurance study?	<input type="checkbox"/> SERIOUS	<input type="checkbox"/> MINOR	<input type="checkbox"/> NONE
4. Are there any problems in the community's floodplain management program?	<input type="checkbox"/> SERIOUS	<input type="checkbox"/> MINOR	<input type="checkbox"/> NONE
5. Are there any problems with the Biennial Report data? (Attach a copy showing updated Biennial report information)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
6. Are there any programmatic issues or problems identified? (Programmatic problems may relate to the nation or region as a whole, not merely to an individual community)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

**SECTION III (Continued)**

7. Are there any potential violations of the communities floodplain management regulations (Check appropriate category)

- A potential violation or violations has/have been identified
- No violations has/have been identified
- Actions are being taken on the part of the community to remedy the violation(s) identified during the CAV

For each structure identified as a potential violation, attach appropriate documentation per the guidance provided in subparagraph 5-2d of the NFIP Guide for Conducting Community Assistance Contacts and Community Assistance Visits.

**PART B: (Narrative)** - Attach a narrative statement address each of the following. Identify each page of the narrative with the following:  
**Name of community, date of CAV, and name of person conducting the CAV.**

**1. Background.** Include in this section a brief statement on the reasons the community was selected for the CAV. Also, include in this section and relevant background information such as the history of the community's floodplain management program, history of flooding in the community, a general description of the charcter of the flood hazard and floodplain development, availability of sites for development outside the SFHA.

**2. Reference Part A questions 1-4.** Provide a narrative statement of the findings for a serious or minor answer in questions 1-4.

**3. Programmatic Issues.** Describe any programmatic issues or problems identified as a result of this CAV or as a result of a number of CAV's conducted over a period of time. Indicate whether the program or issues supports the need for a rule change, the development of a manual or guidance document, a statement of policy by FEMA, or whether the problem or issue can be resolved through the issuance of guidance memorandum from FEMA or by provision of technical assistance

**4. Section 1362, NFIP Flood Damage Property Purchase Program.** If properties have been acquired under Section 1362, provide a brief description of each of the following:

- a. Is the use of the land consistent with the community's Land Reuse Plan for open space or for recreational use?
- b. Are structures or other improvements located on the land, except rest rooms, open on all sides and functionally related to the open space recreational use or are properly elevated or floodproofed?
- c. Is the property maintained in good condition and all debris or other improvements such as concerte slabs or foundations which are not part of the reuse plan removed?

**5. E.O. 11988 Floodplain Management.** Describe any known or parable Federally funded actions which have taken place in the SFHA which appear to be inconsistent with E.O. 11988-Floodplain Management.

**6. Other Findings.** Describe in this section any other issues related to the community's floodplain management program. Examples of these activities include: post-flood mitigation programs, disaster prepardness efforts, relocation programs other than those related to Section 1362, a description of any unique or innovative floodplain management procedure or programs along with any recommendation related to transferability to other communities.

**7. Follow - up.** Provide a narrative statement as to the type of follow - up assistance provided at the time of the CAV or any additional follow - up which is needed to assist the community in resolving or perventing any future program deficiencies or violations, e.g., community needs assistance in revising its floodpalin management regulations, local officials need workshop to provide detailed information on the NFIP and its requirements, local officials need floodproofing workshop, local officials need assistance in updating the community's permit procedures. Include a schedule for completing any follow - up promised to the community, e.g., recommended date for conducting a workshop.

**8. Community Action Needed.** Provide a narrative statement as to the appropriate community actions that should take place to resolve the particular issue or proble, e.g., revise floodplain management permit form, update floodplain management regulations, require elevation certificates. Include a schedule setting out the expected time for the community to resolve the problem or issue, or for which some type of action is expected, e.g., expected date of adoption of the local floodplain management regulation.

**SECTION IV - Completed by the FEMA Regional Office.**

DATE CAV CLOSED

INITIALS