

**National Flood Insurance Program  
Community Rating System**

# **COMMUNITY CERTIFICATIONS**



**FEMA**

Public reporting burden for this form is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. This collection of information is required to obtain a benefit. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0022) NOTE: Do not send your completed form to this address.

## CRS COMMUNITY CERTIFICATIONS

The following community certifications are part of the documentation needed to obtain credit for certain activities under the National Flood Insurance Program's Community Rating System (CRS). These certifications are designed to be used in conjunction with the 2013 *CRS Coordinator's Manual*.

Sections in each certification correspond to the same numbered sections in the *Coordinator's Manual*. If a section appears to be missing, it is because that section does not call for the submission of a specific item.

It is recommended that these certifications be photocopied before they are used. They are also available in Microsoft Word® at [www.CRResources.org/200](http://www.CRResources.org/200).

The "CID" at the top of each page signifies the six digit National Flood Insurance Program (NFIP) community identification number, which can be found on the community's Flood Insurance Rate Map and other NFIP documents.

### Attaching Documentation

Some certifications require documentation to be attached. In these cases, check the blanks to denote that all of the required documentation is provided.

Digital documentation is preferred. Digital documentation may be provided on an attached CD or on a website. The following is an example of how to listing documentation that resides on a CD.

Attachment Mitigation\_plan.docx pages 1-3—1-5 section \_\_\_\_\_

If the documentation (all of it, including appendices) can be found on a website, use this format:

Attachment www.Floodville.ci.ST.gov/planning/mitigation pages 1-3—1-5 section \_\_\_\_\_

Documents may also be submitted in paper form. Only the relevant pages need to be included, not entire plans or ordinances. If the item is not marked to show where the credit appears, enter the page and/or section number in the space provided.

Attachment 2011 Mitigation Plan pages 12—13 section 2.B

Section 231 of the *Coordinator's Manual* has additional information about submitting digital documentation and ordinances.

## **FEMA Form Number 086-0-35A**

### **Contents**

- CC-213 Recertification Cover Page
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- CC-503 Repetitive Loss Requirements

The AW-501 (Repetitive Loss Update Certification) and the AW-501 Transmittal Sheet are not included here. Those two certifications are generated separately by the Federal Emergency Management Agency (FEMA) and provided to the community when needed.

**213 Recertification Cover Page**

Date		
If there are any changes or corrections to the information below, please cross out the old item and write in the correction.		
	Chief Executive Officer	CRS Coordinator
Name		
Title		
Address		
Phone		
E-mail		

I hereby certify that \_\_\_\_\_ [community name] is continuing to implement the activities on the attached pages as credited under the Community Rating System and described in our original application to the CRS and subsequent modifications.

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

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

## 213 Program Data Table

<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 area(s) (aSFHA) as of the last report (line 13, last report)			
11. Acreage of area(s) affected by map revisions since last report (+ or -)			
12. Acreage of area(s) affected by corporate limits changes (+ or -)			
13. Current acreage of the SFHA (aSFHA) (total lines 10-12)			
14. Primary source for building data:			
15. Primary source for area data:			
Period covered:	Current FIRM date		
<i>If available, the following data would be useful:</i>			
Number of new manufactured homes installed since last report			
Number of other new 1-4 family buildings constructed since last report			
Number of all other buildings constructed/installed since last report			

### Instructions

Column A numbers are for the SFHA (the A and V Zones shown on the Flood Insurance Rate Map).

Column B is completed only if the community receives CRS credit for regulating floodplain development outside the SFHA.

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

Lines 1-9 deal with "buildings." Section 301 of the *CRS Coordinator's Manual* has more information on what qualifies as "buildings" and how they are counted for CRS purposes. Line 1 is taken from the last data table submitted. Data for lines 2-4 and 7 should be available from building department or permit office records. The last three lines are optional, if the numbers are not readily available.

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.

*[continued on next page]*

## Special instructions for completing the table the first time

1. 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 on the number of buildings and area of the SFHA for future forms.

2. Line 6. Current total number of buildings in the SFHA. Definition of "building:"

For CRS purposes, the definition of what constitutes a building is based on whether the structure is insurable. It must meet the following criteria, which are taken from the definition in the NFIP's Flood Insurance Manual for insurance agents. A "building" is

- A structure with two or more outside rigid walls and a fully secured roof, that is affixed to a permanent site; or
- A manufactured home (a "manufactured home," also known as a mobile home, is a structure built on a permanent chassis, transported to its site in 1 or more sections, and affixed to a permanent foundation); or
- A travel trailer without wheels, built on a chassis and affixed to a permanent foundation, that is regulated under the community's floodplain management and building ordinances or laws.
- "Building" does not mean a gas or liquid storage tank or a recreational vehicle, a park trailer, or other similar vehicle, except as described above.

Examples of structures that are not counted as buildings include open pavilions for picnic tables; bleachers; carports with open sides; underground pumping stations; and sheds on skids that are moved to different construction sites.

3. Counting buildings: Accessory structures are not included when counting buildings for calculating impact adjustments. For example, a house with a detached garage and shed is counted as one building. The flood insurance policy is based on the elevation of the house. However, if a lot has several principal buildings, each is counted separately because each is normally insured under a separate policy. For example, a motel with three principal buildings counts as three buildings. If one of the three buildings is an unheated bathhouse for the swimming pool and houses only showers and supplies, the motel would be counted as two buildings.

4. Accuracy: To determine the building count, communities may use any method that yields reasonably good estimates of the number of buildings. The building count should be accurate so it will provide the most useful information for both CRS impact adjustments and community planning. Acceptable methods include

- Using geographic information system (GIS) based building footprints,
- Reviewing aerial photographs (how to use Google Earth with an SFHA layer is explained at [www.CRS2012.org](http://www.CRS2012.org)),
- Using U.S. Census tract data, and
- Using the number of utility connections.

Precision is less important for large numbers. For example, the impact adjustment will not change much if there are 10,000 buildings or 10,100 buildings. Note how the building counts were obtained or estimated in line 15.

5. Line 13, Current acreage of the SFHA. The best source for this number is from 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 there has been a recent new Flood Insurance Rate Map (FIRM) or DFIRM, the study contractor or consulting engineer may have the data.

## 230 Verification Cover Page

Date of visit		FIRM Effective Date	
Population		Current FIRM Date	
County		ISO/CRS Specialist	
Manual Year			
	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 verification visit and will submit the documentation and annual recertification needed to validate our program.

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

### 503 Repetitive Loss Requirements

**The repetitive loss list** (See Section 501 in the *CRS Coordinator's Manual*)

- We have reviewed the repetitive loss list dated \_\_\_\_\_, 20\_\_\_\_, and  
 Attached are updated Repetitive Loss Update Certifications, AW-501; OR  
 There are no changes to FEMA's repetitive loss list.

As the current CRS Coordinator for \_\_\_\_\_ [community name], I have examined the repetitive loss data provided for each of our \_\_\_\_\_ [number] assigned repetitive loss properties. For each property in need of update, I have attached an AW-501 that reflects the current and accurate address, the correct National Flood Insurance Program (NFIP) community identification number, and all known mitigation actions with the primary source of funding noted. In addition, to the best of my knowledge and belief, any AW-501 not updated and submitted as part of this application has been checked and is not in need of update at this time.

Signature: \_\_\_\_\_ (Community CRS Coordinator)

**Repetitive loss category** (See Section 502 in the *Coordinator's Manual*)

After updating, the number of properties counted for CRS purposes is: \_\_\_\_\_ This community is a

- Category A community because it has removed all properties from being counted as repetitive loss properties for CRS purposes; OR  
 Category B community with 1 to 9 properties counted for CRS purposes; OR  
 Category C community with 10 or more properties counted for CRS purposes.

**NOTE:** All Category B and C repetitive loss communities must complete Sections 503–504, below, and submit the accompanying documentation. Category C communities must also receive credit for a floodplain management plan or repetitive loss area analysis under Activity 510 (*Floodplain Management Planning*). A category C community will revert to Class 10 if it fails to submit a credited plan or area analysis.

**Repetitive loss areas** (See Section 503 in the *Coordinator's Manual*)

Attached are

- a. A map with the repetitive loss areas identified.  
Attachment \_\_\_\_\_ pages \_\_\_\_\_ section \_\_\_\_\_
- b. A description of the causes of the repetitive flooding.  
Attachment \_\_\_\_\_ pages \_\_\_\_\_ section \_\_\_\_\_
- c. The addresses for all the properties with insurable buildings in the repetitive loss areas.  
Attachment \_\_\_\_\_ pages \_\_\_\_\_ section \_\_\_\_\_
- The number of buildings in the repetitive loss areas is: \_\_\_\_\_ (= bRLA).

[continued on next page]



**Repetitive loss area outreach project** (See Section 504 in the *Coordinator's Manual*)

\_\_\_ Attached is the outreach project sent to all properties in the repetitive loss areas.

Attachment \_\_\_\_\_ pages \_\_\_\_\_ section \_\_\_\_\_

**NOTE:** A copy of each year's outreach project sent to all properties in the repetitive loss areas is needed with each annual recertification.

To facilitate verification of this activity, please provide the names of the CRS Coordinator and local repetitive loss contact person, if other than the CRS Coordinator

	<b>CRS Coordinator</b>	<b>Repetitive Loss Contact</b>
Name		
Title		
Phone		
Fax		
Address		
E-mail		

Comments:

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