

User Guide: Flood Hazard Determinations (FHDs) on the Web Tool

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FEMA

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Role	Name	Phone Ext	Title (CLIN/RMC)	Review Date	Approved Date
Originator					
Tech Review					
CLIN/RMC Proj Mgr					
Editorial Review					
PMO QA					
Exec Reviewer					

Client Distribution

Name	Title/Organization	Location
	FEMA	

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1. Introduction

National Flood Insurance Program (NFIP) regulations require the publication of a flood hazard determination notice for every flood study, Physical Map Revision (PMR), and Letter of Map Revision (LOMR) that includes proposed and modified flood hazard determinations. The notice must be published twice in the affected community's local newspaper(s) and once in the *Federal Register*. The regulatory 90-day appeal period, which allows interested stakeholders to comment on proposed or modified flood hazard determinations, is initiated on the day of the second publication of the notice in the community newspaper(s).

To make these notifications more cost effective, FEMA implemented the Flood Hazard Determinations (FHDs) on the Web initiative to publish flood hazard determination notices on its website, thereby significantly reducing the overall cost of publishing notifications in community newspapers. With this approach, FEMA publishes a standard legal notice in local newspapers to direct interested citizens to the location on FEMA's website where the notice of proposed flood hazard determinations is listed. The result of this initiative is the FHDs on the Web tool, which allows the designated contractor staff to create flood hazard determination notices quickly and consistently, eliminating the manual process of creating these notices in Microsoft Word. Users will only need to enter information specific to a study or LOMR to create the notice—this information will be added to the standard, pre-approved templates in the database to generate the appropriate notices. Once a notice has been generated, reviewed, approved, and published in the *Federal Register*, the designated staff will have the opportunity to automatically publish the notice to the Study Status section of FEMA's Flood Hazard Mapping Web site (https://www.floodmaps.fema.gov/fhm/Scripts/bfe_main.asp) for public viewing. The notices shall remain available to the public for the duration of the 90-day appeal period.

This manual describes how to create and publish flood hazard determination notices using the online posting tool.

The primary purposes of the FHDs on the Web tool are to:

- Provide designated staff with a tool to create, generate, and archive flood hazard determination notices as necessary. The tool has been posted on a password-protected section of FEMA's website, <http://www.floodmaps.fema.gov/bfes/login.php>.
- Make copies of flood hazard determination notices more readily available to the public through the Internet. The published notices are available through the Study Status pages of FEMA's website, https://www.floodmaps.fema.gov/fhm/Scripts/bfe_main.asp.

The data entered and maintained in the FHDs on the Web tool is limited. The tool is not intended to be used for tracking detailed status information on particular studies or LOMRs. Information about the status of ongoing projects is available to the public through the Status of Map Change

Requests section of the Flood Hazard Mapping Web site, which can be found at:
http://www.fema.gov/plan/prevent/fhm/st_main.shtm.

2. Requirements

To use this application, the user will need the following:

- **Hardware:** A PC running Windows 98 or higher is required.
- **Software:** The application is best viewed with Internet Explorer 5 or higher (basic), IE 6 or higher (optimum), with a screen resolution of 800 by 600 or better. Adobe Acrobat Reader 5.0.5 or higher, Microsoft Word, or another program capable of reading text is also recommended. The user may download the Adobe Acrobat Reader at <http://www.adobe.com/acrobat>.

There are known compatibility issues between the application and Internet Explorer 9. The application may be used in Internet Explorer 9 by navigating to the Tools menu in Internet Explorer and clicking 'Compatibility View'.

- **Application account and password:** If the user does not have an account for this application, please contact the site administrator to obtain access.
- **Cookies:** This application uses session cookies. If the user's computer is not configured to accept cookies, the computer's browser settings should be set accordingly.

3. Understanding User Functions

3.1. User Rights

The user's ability to perform different activities with the FHDs on the Web tool is determined by the rights assigned to the user. Individual user rights are based on the role of the individual within the FEMA Headquarters Office, FEMA Regional Office, FEMA Contractor, FEMA Mapping Partner, or Cooperating Technical Partner (CTP). User rights are also based on any duties the user may be required to perform. With the approval of the FEMA Flood Hazard Mapping (FHM) Webmaster, the FHDs on the Web Administrator will assign rights to new users and modify the rights of existing users.

Each user will be assigned one of the following levels of access to the tool:

- **Administrator:** This user level allows the ability to add, delete, edit, and view all records; modify user levels for users when requested by FEMA; revise the database structure if requested by the FEMA FHM Webmaster; and set or reset user names and passwords.

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- **Write Access:** This user level allows the ability to add or edit records in a particular region. This allows the FHDs on the Web Administrator to monitor who adds or edits information on each partnership/mapping activity.
- **Read (View Only) Access:** This user level, which will be available to all users, allows anyone with a valid user name and password to view all records in the database.

Additionally, certain users such as controllers may have publishing rights that would allow them to approve a notice for publication and post it to the Study Status pages on the FHM web site.

3.2. Accessing FHDs on the Web (Log-in and Log-out)

To access the FHDs on the Web tool, the user opens the web browser and types (or copies and pastes) the following address: <http://www.floodmaps.fema.gov/bfes/login.php>

To ensure all data are secure, the user enters the user name and password in the appropriate fields and then clicks on the “Login” button. Once logged in, the user will be sent to the FHDs on the Web Welcome page, which will allow them to navigate throughout the site.

- If the user name and/or password are entered incorrectly, the tool will display a message informing the user that the information entered is invalid and the text boxes for user name and password will be displayed to allow the user to try again.
- If a user cannot remember their correct user name or password, the user may send a message to the FHDs on the Web Administrator by clicking on the “Forgot your password?” e-mail link at the bottom of the screen. The FHDs on the Web Administrator will then send the user the appropriate information to the user by e-mail.
- The user may log out of the database at any time using the “Logout” link provided at the top of each database screen, or by closing the browser window. However, the user should save any changes or additions made during a visit to the database to avoid having to re-enter the same data at a later date.
- The user will be logged out of the system automatically if there has been no activity for 120 minutes. If the user is creating new records or editing existing ones, the user should save their data frequently to prevent any loss of information already entered.

3.3. Password Changes

To change a password, the user can send a message to the FHDs on the Web Administrator by clicking on the e-mail link at the bottom of the “Login,” “Home Page,” or “Logout” screens.

3.4. Main Menu

After logging in, the user will be sent to the home page, which includes the Main Menu that appears throughout the tool. The FHDs on the Web home page provides links for adding flood hazard determination notices, viewing or editing existing records, approving and publishing flood hazard determination notices, searching for existing records, and generating and printing standardized flood hazard determination notices. The types of notices include those for LOMRs, and flood studies/PMRs. The home page also provides quick links to this User's Guide and to the FHDs on the Web Administrator. The functions available to the user are based on the user's rights, and may not include all features mentioned or shown here. Additional information about the various functions and menu items is provided throughout this guide, where appropriate.

As shown in Figure 1, a set of links are provided at the top of the home page. These links—“Home,” “View Notices,” “Add Notice,” “Edit/Delete Notices,” “Administration,” and “Logout”—will appear at the top of every screen as the user navigates the tool.

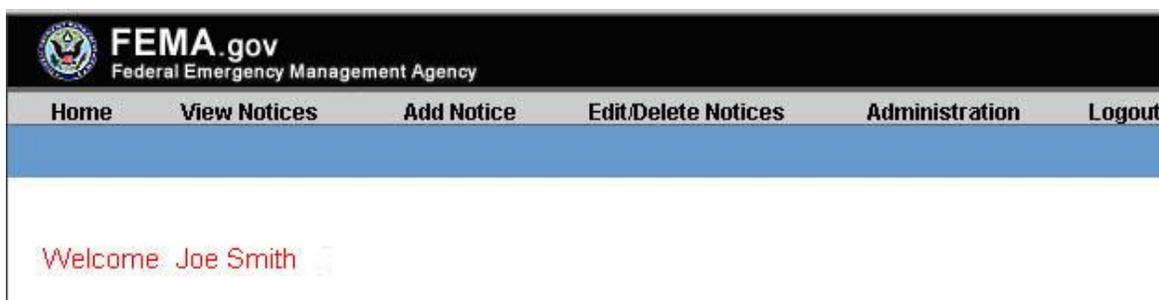


Figure 1. Main Menu

A set of submenus will appear as the user moves the mouse over the links. Under the “View Notices” link, the user may choose to view a notice from a list that includes: “New Format Study (EAP)”, “New Format LOMR (EAP)”, “Master List of Watersheds”, and “Master List of Published FHDs.” Under the “Add Notice” link and the “Edit/Delete” link, the user can choose to add, edit, or delete a notice from a list that includes: “New Format Study (EAP)” or “New Format LOMR (EAP)”.

4. Editing and/or Creating Notices

Users may add or create notices for studies or LOMRs. To access the “Add Notice” menu, the user must move the mouse over the “Add Notice” text in the menu bar to view and select one of the notice types. Once a notice type is selected, the user will be taken to the data entry screen for the type of notice chosen.

In the data entry screen, the user may enter information specific to the study or LOMR. All standard language text will automatically be added to the notice based on the template/notice type chosen. Fields marked with an asterisk are required.

4.1. Adding a Notice for a Study

After navigating to Add Notice/New Format Study (EAP), the following procedures should be performed:

1. The user finds and enters the appropriate community by conducting a county or community search, using the “Add Communities” button. If “County Search” is selected, type a partial county name and select a State from the dropdown menu. A list of communities for that county will appear. The user may then select or deselect communities on the list, as appropriate. If “Community Search” is selected, the user enters either the NFIP Community Identification Number (CID) or a partial community name and State. If a partial name is entered, a list of communities will appear and the user may deselect or select communities, as appropriate. The user may enter as many communities as necessary for the area affected by the study. The user may also remove a community by highlighting the community and clicking on the “Remove Selected Communities” button.

***Note: If a community is not entered first, other fields will not appear later in the notice creation process. The user must select a community or communities before proceeding. If a community is not displayed, the user should contact the FHDs on the Web Administrator to have it added to the list.*

2. Enter the MIP case number or, if a case number has not been assigned, enter the FEMA Log Number.
3. The appropriate milestone dates will be entered by the Mapping Partner/PTS Contractor. These dates include: the First Publication Date (Newspaper), the Second Publication Date/Appeal Start Date, the Appeal End Date, and the CEO Letter Date. These are the fields that are completed using the projected publication dates of the notice in the community newspaper. The Affidavit Received Date should be entered by the Mapping Partner/PTS Contractor after the flood hazard determination notice is published in the newspaper and the affidavit is received.
4. Enter the URL of the webpage that includes the online preliminary FIS and FIRM for the study or PMR.
5. If the study or PMR is a Risk MAP project being processed as a watershed-based study, click the ‘Yes’ radio button to the right of ‘Watershed’ and select the appropriate watershed name or HUC-8 value that applies from the dropdown list. (See *Section 4.1.1 Consolidated Watershed Notices* below for additional information on Watershed Notice development);

If the study or PMR was **not** processed using the Watershed Approach, leave the default setting (‘No’) as is.
6. Enter Project Information
 - Study Identifier or Project Name
 - City Name, following the format shown (e.g., City of New York). If this format is not followed, the full name of the city will **NOT** appear in the final notice.

- County or Parish Name, following the format shown (e.g., New York County). If this format is not followed, the full name of the county will **NOT** appear in the final notice.
- State Name (choose from a dropdown list).

General Notice Information

2 *MIP Case Number:
e.g. 00-00-0000X

FEMA Log Number: Select if no Case Number

First Publication Date (Newspaper):

*Second Publication Date / Appeal Start Date:

*Appeal End Date:

Affidavit Received Date:

CEO Letter Date:

*URL:

Comments:

Watershed: No Yes 5

***Affected Communities** 1

420092 | Borough of Apollo
421211 | Borough of Dayton

+ Add Communities - Remove Selected Communities

Project Information

*Study Identifier / Project Name:

City: *County: *State: Pennsylvania

e.g. City of New York e.g. New York County

Figure 2. Adding a Study Notice - Steps 1-6

7. Enter the Comment Recipient Information (Chief Executive Officer [CEO] of the Community)
 - Name of the community CEO
 - Title of the community CEO
 - Street Address
 - Street 2 (optional)
 - City
 - State (which may be chosen from the dropdown list)
 - Zip Code
 - Phone Number (optional)

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8. Enter the Map Repository information: (This can be found on the FIRM Index for the community.)
 - Street Address
 - Street 2 (optional)
 - City
 - State (which may be chosen from the dropdown list)
 - Zip Code
 - Phone Number (optional)

****Note: Repeat Steps 7 and 8 above for each community in the study as appropriate.**

9. Save the notice. However, before saving the notice, the user will have the following options:
 - “Submit for Approval” (Yes/No)
 - “Preview” (Yes/No)

The screenshot displays the FEMA Base Flood Elevation Notices on the Web interface. It shows two forms for entering information for different communities: Borough of Apollo and Borough of Applewold. Each form has two sections: 'Comment Recipient Information' and 'Map Repository Information'. Step 7 is marked on the 'Comment Recipient Information' section of the Borough of Apollo form, step 8 is marked on the 'Map Repository Information' section, and step 9 is marked on the 'Document Save Options' section at the bottom. The 'Document Save Options' section includes a 'Send to Manager' dropdown menu, 'Submit For Approval' and 'Preview Notice' dropdown menus (both set to 'No'), and a 'SAVE NOTICE' button.

Figure 3. Adding a Study Notice - Steps 7-9

If the user does not wish to submit for approval and does not wish to preview the notice, the user will return to the main menu once they have clicked “save.” If the user chooses to preview the

notice and submit it for approval, they will see an HTML preview version of the notice. An e-mail will then be sent to the appropriate controller containing a link to the notice indicating that it is ready for their review and approval.

Once in the HTML preview mode, the user may choose to edit the notice or to return to the main menu.

If the user does not wish to submit the notice for approval, but would like to preview the notice, he or she will be taken to the HTML preview version of the notice. Once in the HTML preview mode, the user may choose to go back to edit the notice or to return to the main menu.

If the user does choose to submit the notice for approval but does not wish to preview the notice, he or she can return to the main menu, and an e-mail will be sent to the appropriate controller containing the link to the notice for review and approval.

***Note: The user may edit the document in the HTML preview mode, or return to the main menu. All data input in edit mode will be recorded.*

4.1.1. Consolidated Watershed Notices

When studies are processed as a Risk MAP watershed-based study, several different counties (including counties within different states) may be a part of the same watershed-based study. When this is the case, when entering information in FHDs on the Web, all communities within one particular county must be captured on one notice, as is currently done. Additionally, on the 'Add Notice' screen for studies, the 'Yes' radio button next to 'Watershed' must be checked and the correct Watershed Name/HUC-8 identifier selected. This process should be repeated for all counties within the watershed that require notices.

Once complete, a consolidated Watershed Notice will be generated, featuring all communities/counties affected. This consolidated notice is viewable by choosing the 'Master List of Watersheds' option through the 'View Notice' menu. To view the consolidated watershed notice, click the 'View' button to the left of the desired watershed.

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FEMA: Base Flood Elevation Notices on the Web

FEMA.gov
Federal Emergency Management Agency

Home | View Notices | Add Notice | Edit/Delete Notices | Administration | Logout

Study | LOMR | Countywide Study | Multiple Community LOMR | New Format Study | New Format LOMR | Master List of Watersheds | Master List of Published BFEs

Add New Format Study Notices

General Notice Information

*MIP Case Number:
e.g. 00-00-0000X

FEMA Log Number:

First Publication Date (Newspaper):

*Second Publication Date / Appeal Start Date:

*Appeal End Date:

Affidavit Received Date:

CEO Letter Date:

*URL:

Comments:

Watershed: No Yes

Animas (14080104)

***Affected Communities**

Add Communities Remove Selected Communities

Project Information

*Study Identifier / Project Name:

City: *County: *State:

e.g. City of New York e.g. New York County

Figure 4. Watershed Notices

4.2. Adding a Notice for a LOMR

After navigating to Add Notice/New Format LOMR (EAP), the follow procedures should be performed.

1. The user finds and enters the appropriate community or communities by conducting a county or community search, and clicking on the “Add Communities” button.
 - If “County Search” is selected, the user types a partial county name and selects a State from the dropdown menu. A list of communities for that county will appear. The user may then select or deselect communities on the list, as appropriate.
 - If “Community Search” is selected, the user inputs either the NFIP CID number or a partial community name and State. If a partial name is entered, a list of communities will appear and the user may deselect or select communities, as appropriate.
 - The user may enter as many communities as necessary to cover all the communities the LOMR affects. The user may also remove a community by highlighting the community and clicking on the Remove Selected Communities button.

***Note: If a community is not entered first, other fields will not appear later in the notice creation process. The user must select a community or communities before*

proceeding. If a community is not displayed the user should contact the FHDs on the Web Administrator to have it added to the list.

2. The user enters the case number.
3. The appropriate dates will be entered by the FEMA PTS Contractor. These dates include: the First Publication Date (Newspaper), the Second Publication Date/Appeal Start Date, the Appeal End Date, and the CEO Letter Date. These are the fields that are completed using the projected publication dates of the notice in the community newspaper. The publication dates should be planned so that the first publication can be printed within seven to ten days of the LOMR issuance date. The Affidavit Received Dates should be entered by the FEMA PTS Contractor after the flood elevation determination notice is published in the newspaper and the affidavit is received.
4. Enter the URL of the webpage that includes the online LOMR document in .pdf format. This information is required.
5. Enter the Affected Property Information
 - Study Identifier or Project Name
 - City Name, following the format shown (e.g., City of New York). If this format is not followed, the full name of the city will **NOT** appear in the final notice.
 - County or Parish Name, following the format shown (e.g., New York County). If this format is not followed, the full name of the county will **NOT** appear in the final notice.
 - State Name (choose from a dropdown list).
6. Enter the Comment Recipient Information (Chief Executive Officer [CEO] of the Community)
 - Name of the community CEO
 - Title of the community CEO
 - Street Address
 - Street 2 (optional)
 - City
 - State (which may be chosen from the dropdown list)
 - Zip Code
 - Phone Number (optional)
 - FIRM Effective Date (which may be chosen using the Calendar option)
7. Enter the Map Repository information: (This can be found on the FIRM Index for the community.)
 - Street Address
 - Street 2 (optional)

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- City
- State (which may be chosen from the dropdown list)
- Zip Code
- Phone Number (optional)

****Note: For a multiple-community LOMR, repeat Steps 6 and 7 above for each community.**

The screenshot shows the FEMA Base Flood Elevation Notices on the Web form. The form is divided into several sections:

- General Notice Information:** Includes fields for Case Number (with example e.g. 00-00-0000X), FEMA Log Number (with dropdown "Select if no Case Number"), First Publication Date (Newspaper), *Second Publication Date / Appeal Start Date, *Appeal End Date, Affidavit Received Date, CEO Letter Date, *URL, and Comments.
- Affected Communities:** A list box showing "420127 | Borough of Birdsboro". It includes "Add Communities" (+) and "Remove Selected Communities" (-) buttons.
- Affected Property Information:** Includes *Study Identifier / Project Name, City (with example e.g. City of New York), *County (with example e.g. New York County), and *State (dropdown menu showing "Pennsylvania").
- Comment Recipient Information:** Includes *Name (with example e.g. The Honorable Michael Bloomberg), Title (with example e.g. Mayor, City of New York), *Street, Street 2, *City, *State, Zip Code, and Phone.
- Map Repository Information:** Includes *Street, Street2, *City, *State, and Zip.
- Document Save Options:** Includes "Send to Manager" dropdown, "Submit For Approval" dropdown (set to "No"), "Preview Notice" dropdown (set to "No"), and a "SAVE NOTICE" button.

Figure 5. Adding a LOMR Notice

8. Save the notice. Before saving, the user will have the following options:
 - "Submit for Approval" (Yes/No)
 - "Preview" (Yes/No)

If the user does not wish to submit for approval and does not wish to preview the notice, the user will return to the main menu once he or she has clicked “Save.”

If the user chooses to preview the notice and submit it for approval, he or she will see an HTML preview version of the notice. An e-mail will then be sent to the appropriate controller containing a link to the notice, indicating that it is ready for review and approval.

Once in the HTML preview mode, the user may choose to edit the notice or to return to the main menu.

If the user does not wish to submit the notice for approval, but would like to preview the notice, he or she will be taken to the HTML preview version of the notice. Once in the HTML preview, the user may choose to go back to edit or to return to the main menu.

If the user chooses to submit the notice for approval but does not wish to preview the notice, he or she can return to the main menu, and an e-mail will be sent to the appropriate controller containing the link to the notice for review and approval.

***Note: The user may edit the document in the HTML preview mode, or return to the main menu. All data input in edit mode will be recorded.*

4.3. Publishing LOMR Notices to the Web

Once the LOMR is approved and mailed, the FHDs on the Web notice must be published by the controller, by following the steps below.

1. The controller accesses the FHDs on the Web tool by using this web address - <http://www.floodmaps.fema.gov/bfes>
2. The controller clicks on “Edit/Delete Notices” and verifies the final First and Second Newspaper Publication Dates, making sure that these dates match the dates shown in the final approved LOMR.
3. The controller verifies that the final LOMR Determination Document and the notice on the FHDs on the Web tool are in agreement, in terms of the communities listed.
4. The controller clicks on the “Approve” button.
5. After approving the notice, the controller clicks on the “View Notices” button, and then clicks on the “Publish” button.
6. Using this link, https://www.floodmaps.fema.gov/fhm/Scripts/bfe_main.asp, the controller verifies that the actual notice appears on FEMA’s public web site.