

2013 CRS Coordinator's Manual Verification Checklists

DRAFT - April 16-18, 2013 ISO Flood Training, Charleston, SC

The purpose of the verification visit checklists is to provide Specialists with a means to ensure that all credit criteria and documentation requirements are met by the community. They can also be handouts that Specialists may give to the community before, during or after a visit.

The verification visit checklists include the CRS activity credit criteria and documentation requirements. The small boxes on the left of the checklist are for marking if credit criteria are met and the small boxes on the right of the checklist are for marking if credit documentation has been submitted.

Checkmarks, dates, initials or other notations can be used for marking boxes. There is space for notes.

The 300 Series checklists present questions that align with the credit criteria and documentation requirements in the activities.

The 400 and 500 Series checklists present the text of the credit criteria and documentation requirements in the activity (with some sentences appended). Your feedback and which is more helpful for you and the community would be appreciated!

Some activities show the points for each element. Is this helpful?

Activity	Verification Checklist	Documentation Checklist	Community Certifications	Scoring Sheet	One-Pager	Other
213			CC-213			
230			CC-230	Yes		
310	Yes			Yes		
320	Yes			Yes		
330	Yes			Yes	Public	
340	Yes			Yes		
350	Yes			Yes		
360	Yes			Yes		
370	Yes			Yes	Public	
410	Yes			**		Suppl.
420	Yes			Yes		Suppl.
430	Yes			Yes		Suppl.
440	Yes			Yes		
450	Yes	Yes		**		
501			CC-RL	Yes		
510	Yes	Yes		**	Yes/Public	
520	Yes		CC-520EHP	Yes		
530	Yes		CC-530 & CC-530EHP	Yes		
540	Yes		CC-540EHP	Yes	Yes	
610		Yes		**	Yes	
620		Yes	CC-620EHP	**		
630		Yes		**		
710/720				Yes		

** For Technical Review Totals

CCs in Appendix E of Manual and on website

CC-EHPs in Appendix F of Manual and on website

Activity 310 (Elevation Certificates) Max. 116 points	
Credit Criteria	Documentation
(1) Does the community maintain completed FEMA Elevation Certificates?	
(2) Does it maintain FEMA Floodproofing Certificate (and V Zone design certificate)?	
(3) Does it review the certificates to ensure that they are complete and correct?	
(4) Are copies of the certificates readily available to anyone upon request?	
Maintaining Elevation Certificates (EC) (38 points)	
(1) At least two months before each verification visit,	
(a) A list of all permits issued for new buildings and substantial improvements in the SFHA since the last visit	
(b) Copies of certificates for all new buildings and substantial improvements in the SFHA that have been collected since the last visit.	
(c) If credit for regulating outside the SFHA, advise whether the list of permits and copies of certificates should include properties in those non-SFHA areas.	
(2) At each verification visit,	
(a) A description of how the community maintains, stores, and provides copies of certificates to inquirers.	
Notes:	
Maintaining Elevation Certificates for post-FIRM buildings (ECPO) (48 points)	
(1) At each verification visit,	
(a) Copies of certificates for all new buildings and substantial improvements constructed between the date of the community's initial FIRM and the date of application to the CRS.	
(b) Demonstration that the community still has access to all the credited certificates and provides them to inquirers.	
(c) Documentation showing how bPO was determined.	
Notes:	
Maintaining Elevation Certificates for pre-FIRM buildings (ECPR) (30 points)	
(1) At each verification visit,	
(a) Copies of certificates for all new buildings and substantial improvements constructed before the date of the community's initial FIRM.	
(b) Demonstration that the community still has access to all the credited certificates and provides them to inquirers.	
(c) Documentation showing how bPR was determined.	
Notes:	

Activity 320 (Map Information Service) Max. 90 points		
Credit Criteria	Documentation	
(1) Does the community receive credit for MI1, providing information from the FIRM?		
(2) Can the service locate a property based on a street address?		
(3) Is information be volunteered when there is an inquiry?		
(4) Is there an opportunity for personal contact?		
(5) Does the service respond within a reasonable amount of time?		
(6) Service publicized at least once a year?	(1) Documentation of how community publicizes the service.	
(7) Are the maps used for MI1 and MI2 kept updated at least annually?	(2) An explanation of how the community keeps the FIRM updated.	
(8) Does the community have copies of FIRMs that have been in effect since 1999 or the date the community applied for this credit, whichever is later?	(3) Verify where the community keeps copies of all FIRMs.	
(9) Records of the service?	(4) Copies of letters, or log of the service..	
(5) Documentation showing how the area of each element (aMI#) was calculated.		
(6) If another agency or organization provides map information, documentation that the agency has agreed to provide the service.		
Basic FIRM information (MI1)		
(2) Does the community provide all of the FIRM information?		
(3) Does the community supply the insurance rating data requested?		
(4) If a property is too close to the SFHA boundary to determine the building's FIRM zone, the community may give the inquirer a copy of the FIRM and advise that the FIRM zone cannot be determined based on the map information available.		
(5) The community is not required to provide data that do not appear on the FIRM, such as base flood elevations in unnumbered A Zones, but providing additional information from other maps and sources of flood hazard and flood protection information is encouraged and may be credited under elements MI2 through MI7.		
(6) If the property is in an SFHA, does the community inform the inquirer of the mandatory flood insurance purchase requirement?		
Additional FIRM information (MI2)		
(2) Does the community provide information on any OPA or CBRS areas?		
(3) Does the community provide information on LiMWA lines?		
(4) Does the community provide information on floodways?		
Problems not shown on the FIRM (MI3)		
(2) What other flood hazards does the community provide information on? <i>[I think we need space for writing in the answers to these kinds of questions]</i>		

Activity 320 (Map Information Service) - continued	
Flood depth data (MI4)	
	(2) How does the community provide flood depth information? Attach an example of the map or data source.
Special flood-related hazards (MI5)	
	(2) What other special flood-related hazards does the community provide information on? Attach an example of the map or data source.
Historical flood information (MI6)	
	(2) What other historical flood information does the community provide? Attach an example of the map or data source.
Natural floodplain functions (MI7)	
	(2) What natural floodplain functions information does the community provide? Attach an example of the map or data source.
Notes:	

Activity 330 (Outreach Projects) Max. 350 points			
Credit Criteria		Documentation	
Outreach projects (OP) (200 points)			
	(1) Are projects disseminated at least annually?	(a) Copies of the outreach projects	
	(2) Does at least one project convey a message on the topic of flood insurance?	(a) Note which project(s) covers flood insurance	
	(3) The community will not lose OP credit during the year of a flood if its other OP projects cannot be carried out because implementing the FRP projects diverted needed resources from them.		
A copy of the 330-370 Scoring Spreadsheets file would help score the projects			
Flood response preparations (FRP) (50 points)			
	(1) Does the community receive OP credit?		
	(2) the community must either use the FRP in response to a flood or (if no flood occurs) review it and update it as needed.		
	(3) The community will not lose OP credit during the year of the flood if implementing the FRP projects diverts resources that would have been used to implement other OP projects. However, the community will lose its FRP credit if it does not implement its FRP projects when there is a flood or if it does not evaluate the FRP projects every year.		
(1) At each verification visit,			
	(a) A copy of the masters for the handouts, news releases, and other projects, etc.		
	(b) Written procedures that explain how the projects are to be copied and disseminated.		
	(c) How the FRP materials were reviewed to determine whether they are still current and appropriate.		
A copy of the 330-370 Scoring Spreadsheets file would help score the projects			
Program for Public Information (PPI) (80 points)			
(1) At each verification visit, collect the following and send it to the technical reviewer:			
	(a) A copy of the PPI document.		
	(b) Minutes of the meetings or other documentation of the committee members' participation.		
	(c) Documentation that the PPI has been adopted by the community.		
Stakeholder delivery (STK) (50 points)			
	(1) Does the community receive PPI credit?		
	(2) States the criteria for a "stakeholder"		
	(3) It needs to be clear that the message is coming from someone other than the community or is sponsored by or supported by the stakeholder.		
For documentation, ensure that the PPI identifies the stakeholder projects			
Notes:			

Activity 340 (Hazard Disclosure) Max. 80 points			
Credit criteria		Documentation	
Disclosure of flood hazard (DFH) (35 points)			
	(1) Does the notice clearly state whether the property is in the floodplain and, if so, that flood insurance is required?	(a) Disclosure form from agency #1	
		Disclosure form from agency #2	
		Disclosure form from agency #3	
		Disclosure form from agency #4	
		Disclosure form from agency #5	
	(2) Is the notice easy to interpret with no acronyms?		
	(3) If the property is in the CBRs, are people told there is no insurance available?		
	(4) Is the disclosure volunteered by the real estate office?		
	(5) Is the disclosure based on a review of the FIRM, not on the agent's or sellers' opinion?		
	(6) There is additional credit if the notice is in the PPI.		
Other disclosure requirements ODR (25 points)			
	(1) – (9) A variety of legally required disclosure approaches are credited. The list is not meant to be all-inclusive.	(a) Describe and attach a copy of the law	
		1	
		2	
		3	
		4	
		5	
Real estate agents' brochure (REB) (12 points)			
	(1) Does the brochure advise the reader to check if in a floodplain or has flooded?	(a) Copy of the brochure	
	(2) Additional credit if in PPI		
	(3) DFH credit not needed		
Disclosure of other hazards (DOH) (8 points)			
	Is the disclosure of other hazards part of the program credited for DFH? If so, list the hazard(s):	(a) Mark the DFH documentation to show disclosure of other hazards	
Notes:			

Activity 350 (Flood Protection Information) Max. 125 points			
Credit Criteria		Documentation	
Flood protection library (LIB) (10 points)			
(1) Does the library have all ten required publications?			
(2) Are they entered into the card catalog or similar system?		(a) The list of publications that have been cataloged	
Locally pertinent documents (LIB) (50 points)			
(1) Does the community LIB OP credit?			
(2) Are the locally pertinent documents entered into the card catalog or similar system?		(a) Provide a list of the locally pertinent documents that have been cataloged	
Flood protection website (WEB) (105 points)			
(1) Can you find the flood information home page?			
(2) Does the flood information home page have a directory of the flood protection information provided, along with links to the appropriate pages?			
(3) Do the links to other sites have information pertinent to the community's flood conditions?			
(4) If a page discusses a topic and the community provides a service related to that topic that receives CRS credit, does the website inform the readers about the service?			
(5) Is there a link to FloodSmart or to FEMA's flood insurance page?			
(6) Does the community check and fix the website's links at least monthly?			
(7) Additional credit if in the PPI			
(a) Attach the statement from the community that it has checked the website, fixed any broken links, and confirmed that the content is still current and pertinent			
(b) [If getting PPI credit] Does the annual PPI report evaluate the website?			
Notes:			

Activity 360 (Flood Protection Assistance) Max. 110 points			
Credit Criteria		Documentation	
Property protection advice (PPA) (40 points)			
	(1) Has the community identified at least one person to provide the advice and assistance?	(a) If not a community employee, the letter stating that the person and/or agency has agreed to do the work	
	(2) Is that person(s) familiar with structural and non-structural flood protection and mitigation measures, including flood insurance?	(b) A description of the technical qualifications of all persons who are providing the service	
	(3) Is the advice provided one-on-one (in person or over a phone)?		
	(4) Is the service publicized annually?	(c) Copy of the publicity	
	(5) Are records kept?	(d) Copies of representative records	
	(6) Additional credit if in the PPI		
Protection advice provided after a site visit (PPV) (45 points)			
	(1) Does the community receive PPA credit?		
	(2) Does the publicity mention that site visits are provided?	(a) Names and titles of the people making the site visits	
		(b) Copy of publicity	
	(3) Additional credit if in the PPI		
	(c) Copies of representative records		
Financial assistance advice (FAA) (15 points)			
	(1) Has the community identified at least one person to provide the advice?	(a) If not a community employee, the letter stating that the person and/or agency has agreed to do the work	
	(2) Is the service publicized annually?	(b) Copy of the publicity	
	(3) Did the community check all available sources of financial assistance?	(c) Record or memo to the files that reviews the list of sources of assistance	
		(d) Copies of materials used to explain the programs (if any are used)	
	(4) Is the advice provided one-on-one (in person or over a phone)?		
	(5) Are records kept?	(e) Copies of representative records	
	(6) Additional credit if in the PPI		
Advisor training (TNG) (10 points)			
	(1) Does the community receive PPA or FAA credit?		
	(2) Did the person attend an EMI class or can it document an equivalent class?	(a) copy of the certificate of course attendance	
Notes:			

Activity 370 (Flood Insurance Promotion) Max. 110 points			
Credit Criteria		Documentation	
Flood insurance coverage assessment (FIA) (15 points)			
(1) At each verification visit, collect the following and send it to the technical reviewer:			
(a) A copy of the assessment document or the updated assessment			
(b) Documentation that the document was submitted to the community's governing body			
Coverage improvement plan (CP) (15 points)			
(1) Does the community receive FIA credit?			
(1) At each verification visit, collect the following and send it to the technical reviewer:			
(a) A copy of the coverage improvement plan document or the updated plan			
(b) Documentation that the document was adopted by the community's governing body			
Coverage improvement plan implementation (CPI) (60 points)			
(1) Does the community receive FIA and CP credit?			
(2) Are the projects implemented for CPI credit listed in the coverage improvement plan?			
(3) Did the community implement projects?	(a) Copies of the projects		
Does one of the projects involve elected leadership?	Identify which project(s) involves elected leadership		
Technical assistance (TA) (20 points)			
(1) Has the community identified at least one person to provide the advice?	(a) If not a community employee, the letter stating that the person and/or agency has agreed to do the work		
(2) Is the service publicized annually?	(b) Copy of the publicity		
(3) Are records kept?	(c) Copies of representative records		
Notes:			

410 (Floodplain Mapping) Max. 802 points		
	Credit Criteria	Documentation
	(1) All studies and data that the community requests for credit must be displayed on a map. This map may be either digital or paper. This criterion does not apply to studies done for a single site at the time of development.	
	(2) The community must use the floodplain map or data for which credit is requested in its floodplain development regulations. The community either must have (either)	
	(a) Amended its floodplain regulations to adopt the new floodplain map or data, or	
	(b) Authorized a local official, such as the community's engineer, to approve new maps or data in unstudied areas. There must be a record showing that the new study has been approved and utilized by the official.	
A study that has no impact on floodplain development is not credited. The CRS does not credit studies conducted for drainage improvements or the design of a flood control project if they are not used for regulatory purposes.		
	(3) The study must be based on a FEMA-approved technique or specifically approved by the ISO/CRS Technical Reviewer.	
	(4) If the study affects a length of stream or shoreline, it must be SUBMITTED to FEMA to revise the community's FIRM. This criterion can be met even if FEMA does not immediately publish the map revision. The criterion does not apply to studies done for a single site at the time of development and similar small-scale studies. However, studies that would revise existing base flood elevations, floodways, or FIRM zone boundaries must be submitted for a FIRM revision as required by 44 <i>CFR</i> §65.3.	
Notes:		
New studies (NS)		
	(2) If the credit is for a small-scale study (such as for a single lot) at the time of development, the study must be based on a FEMA-approved technique or specifically approved by the ISO/CRS Technical Reviewer and it must produce regulatory flood elevations where there are none, or elevations higher than those shown on the FIRM in effect at the time of the study.	
	(3) In order to receive NS credit, studies must [either]	
	(a) Produce a base flood elevation in a B, C, D, X, or approximate A Zone where there was no elevation shown on the FIRM at the time of the study; or	
	(b) In AE and VE Zones and numbered A and V Zones, produce a base flood elevation higher than that shown on the FIRM in effect at the time of the study.	
	(a) A copy of the study and the study's floodplain map. The ISO/CRS Specialist should be advised whether these are available online or in a published Flood Insurance Study or FIRM.	
	(b) The local law or ordinance that adopts the flood study for regulatory purposes or that requires site-specific flood elevation or floodway studies to be conducted at the time of the permit application.	
	(c) Development permit records showing how the new data are used.	
	(d) The map showing the area covered by each NS study with the appropriate MAP acronym ("MAP#1," "MAP#2," etc.) marking the area affected by the new study. The impact adjustment map is explained in Section 413. Different areas mapped to the same standards may all be marked with the same acronym.	
	(e) [For Credit Points lines 1, 3, and 4] Evidence that the study, if done for a length of stream or shoreline, has been submitted to FEMA or FEMA is aware that the study is available. This may be a copy of the Flood Insurance Study, a LOMR, or a letter from FEMA.	

410 (Floodplain Mapping) - continued	
(f) [For Credit Points line 2a and 2b, flood elevations and floodway delineation for a site at time of development] A statement that the technique used in the study or the ordinance language is listed as acceptable in <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> . As an alternative to this statement, the community may submit a description of the technique for the ISO/CRS Technical Reviewer to determine whether it is equivalent to an acceptable technique.	
(g) Documentation showing how the area of the SFHA at the time of adoption of the study (aSFT) and the areas of NS were calculated.	
Notes:	
Leverage (LEV)	
(1) To receive LEV, the community must receive NS credit.	
(a) A copy of the community's determination of how LEV was determined. This may be a CTP agreement and documentation that the agreement has been completed. Note that many flood insurance studies and restudies were conducted by federal agencies and private consulting firms under contract to FEMA. LEV credits only the share of a study that FEMA did not fund.	
Notes:	
State review (SR)	
(a) Documentation that the state or other agency reviewed and accepted the study or analysis techniques for which credit is being requested. This will usually be a letter from the responsible agency, stating that the review was done and/or that the data were approved.	
Notes:	
Higher study standards (HSS)	
(1) HSS credit is provided for the following higher study standards: [any one]	
(a) Using a factor of safety when calculating the 100-year discharge,	
(b) Using better topographic data,	
(c) Using future-conditions hydrology (including sea level rise), and	
(d) Showing 500-year flood elevations and the boundaries of the 500-year floodplain. The use of unsteady or two-dimensional flow models is not credited because these are commonly used by FEMA when warranted.	
(2) Additional higher study standards may be submitted by the community. The ISO/CRS Technical Reviewer will determine if they warrant credit for HSS.	
(a) EITHER a copy of the relevant text from the community's Flood Insurance Study describing the higher study standard if the information was utilized by FEMA, OR the ordinance adopting the higher standard and examples of the data created by using the higher standard.	
(b) The map showing the area covered by the HSS study with the appropriate MAP acronyms marking the areas affected by the higher study standard. The impact adjustment map is explained in Section 413. Separate areas mapped to the same standards may all be marked with the same acronym.	
Notes:	

410 (Floodplain Mapping) - continued	
More restrictive floodway standard (FWS)	
(a) A copy of the appropriate floodway data table and text from the community's current Flood Insurance Study or other regulatory floodplain study describing the standards used for delineating the floodway. If the study and map used for regulation are not included in the current Flood Insurance Study, the community must provide the map, the standard, the ordinance establishing the standard, and the ordinance adopting the standard.	
Notes:	
Mapping for special flood-related hazards (MAPSH)	
The community's special flood-related hazards activities must meet the credit criteria described in the separate publications.	
(a) A map of the special flood-related hazards,	
(b) A copy of the ordinance adopting the map for regulating the special flood-related hazard, and	
(c) An engineer's statement that that the community's special flood-related hazard area maps and related data still reflect current conditions.	
Notes:	
Cooperating Technical Partner (CTP)	
(2) EITHER:	
	The community must have signed a Cooperating Technical Partner agreement with FEMA that identifies shared mapping responsibilities and costs, OR
	The community is in a regional agency or state that has signed a Cooperating Technical Partner agreement with FEMA that identifies the community or one of its flood problem areas as being studied.
	(3) CTP1 credit is provided only for Cooperating Technical Partner agreements that relate to new studies or study standards for floodplains in the community. No credit is provided for agreements that only provide information on existing studies and data.
(a) A copy of the Cooperating Technical Partner agreement, if not on the FEMA website.	
Notes:	

420 (Open Space Preservation) Max. 2,020 points		
Credit Criteria	Documentation	
Open space preservation (OPS)		
(1) The parcel must be located in the community's regulatory floodplain, which means that the parcel is located in either		
(a) The SFHA as shown on the community's Flood Insurance Rate Map (FIRM), or		
(b) A floodplain outside the SFHA where the community enforces development regulations similar to those enforced for new development in the SFHA.	(d) For each parcel that is preserved as open space outside the SFHA, documentation showing that floodplain regulations are in effect in the area. The community must map the area and document its floodplain management regulations.	
(a) A description of the parcels preserved as open space. This could be a map or list that notes which parcels also qualify for DR, NFOS, or SHOS credit.		
(2) The parcel must be "open space," meaning there are no buildings, storage, filling, or other encroachment to flood flows. Six types of properties in particular are NOT counted for this activity.		
(3) The parcel must be "preserved" as open space. This criterion may be met in one of three ways :		
(a) Public land, such as state and local parks and easements, can qualify if the owning agency states in writing that the lands are intended to be kept as open space. As noted in Section 403, there is no open space credit for federal lands.	(b) For each parcel that is preserved as open space because of ownership, documentation that the owner will keep the parcel open.	
(b) Private wildlife or nature preserves that are maintained for open space purposes can qualify if the owner states in writing that they are intended to be kept as open space.	(b) For each parcel that is preserved as open space because of ownership, documentation that the owner will keep the parcel open.	
(c) Open space areas subject to land development regulations that prohibit buildings and filling can qualify for OSP. Additional credit criteria on page 420-6.	(c) For each parcel that is preserved as open space because of a regulatory requirement, the ordinance language that prohibits structures and fill in part or all of the regulatory floodplain.	
(e) An impact adjustment map.		
Notes:		

420 (Open Space Preservation) - continued		
Deed restrictions (DR)		
(1) All parcels to be credited for DR must first qualify for OSP credit.		
(2) There must be language attached to the deed for the parcel that prohibits new buildings. The exact language for a legal arrangement or deed restriction will vary from state to state and should be prepared by a local attorney. It should include three features:	(a) For each parcel that has a qualifying deed restriction, a copy of the deed. The language that qualifies must be marked. DR credit can only be documented with a copy of the actual deed restriction. An ordinance requiring deed restrictions or dedication of easements is not adequate.	
	(a) No new buildings may be allowed on the property;	
	(b) The restriction runs with the land; and	
	(c) The restriction cannot be changed by a future owner; rather, it can only be amended by a court for just cause.	
	(b) The impact adjustment map used for OSP credit, with "DR" marked on the qualifying areas.	
Notes:		
Natural functions open space (NFOS)		
(1) For all NFOS credit:		
	(a) All parcels to be credited for NFOS must first qualify for OSP credit;	
	(b) Credit for NFOS1 is a prerequisite for the rest of the credits;	
	(c) The property must be managed to stay in the natural state or otherwise managed to keep its designation; and	
	(d) The areas qualifying for each credit need to be marked on the impact adjustment map prepared for Activity 420 .	(c) The impact adjustment map used for OSP credit, with "NFOS#" marked on the qualifying areas.
	(2) NFOS1: Credit is provided if parcels with OSP credit are in an undeveloped natural state or have been restored to a natural state.	(a) For each parcel, documentation that supports credit under NFOS1 and any additional credit requested. The document must describe the natural floodplain functions of the parcel. The document can be
		(i) A report or plan prepared by a qualified agency, such as a habitat conservation plan, a natural areas inventory, green infrastructure plan, etc., that includes the property to be credited, or
		(ii) A memo or letter signed by a professional in a natural science such as botany, biology, forestry, or landscape architecture. The sample natural floodplain functions form shown in Figure 420-2 can also be used.
		(iii) [For NFOS5] A copy or photograph of the educational material is sufficient.

420 (Open Space Preservation) - continued		
	(3) NFOS2: Credit is provided if parcels credited as NFOS1 are also designated in a plan to protect natural functions. The plan must meet the criteria for a natural floodplain functions plan (NFP) credited in Activity 510.	(b) [For NFOS2] A copy of the plan and the resolution or other formal adoption action. This is not needed if the plan is submitted for NFP credit under Activity 510.
	(4) NFOS3: Credit is provided if parcels credited as NFOS1 are designated as critical habitat for threatened or endangered species or if the species is present. "Threatened or endangered species" include those already on a federal or state list and those on an official federal or state list of "species of concern" or "pending listing."	
	(5) NFOS4: Credit is provided if parcels credited as NFOS1 are also in a designated open space corridor or connected network. This credits a designated open space corridor or connected network of wetlands, woodlands, wildlife habitats, wilderness, and other areas that support native species, maintain natural ecological processes, and sustain air and water resources. "Designated open space corridor" means the property has been identified for its corridor or network value in an approved plan. Such a network sometimes is called "green infrastructure."	
	(6) NFOS5: Credit is provided if parcels credited as NFOS1 also provide educational material on the site's natural functions. This credit can be up to 20 points if the information is covered in the community's Program for Public Information, credited under Activity 330.	
Notes:		
Special flood-related hazards open space (SHOS) 50 points		
	(1) All parcels to be credited for SHOS must first qualify for OSP or LZ credit.	
	(2) The community's special flood-related hazards credits must meet the credit criteria described in the separate publications on those hazards. The special hazard must be mapped and the area must be subject to development regulations that will help protect future development from damage from that hazard, or meet other criteria specified in the separate supplement.	
The documentation needed for crediting open space preservation and low-density zoning in areas subject to the different special flood-related hazards is detailed in the separate publications.		
Notes:		
Open space incentives (OSI)		
	(1) OSI1: Credit is provided if the regulations set aside all of the regulatory floodplain in a subdivision as open space (such as drainage or flowage easements or back yards) or otherwise keep them free from development. Regulations that meet OSI1 criteria do not qualify for OSP credit, because building still could take place on unsubdivided floodprone lands could still be built on. However, after a subdivision's final plat is recorded, the areas set aside could qualify for OSP credit.	(a) For each regulatory requirement, the ordinance language.

420 (Open Space Preservation) - continued		
	(2) OSI2: Credit is provided if the regulations require that each lot in a new subdivision provide a building site that is on natural high ground, out of the regulatory floodplain. This credit is not provided if filling the floodplain (or cutting and filling) is allowed to meet the building site requirement or if a LOMRF is required.	(a) For each regulatory requirement, the ordinance language.
	(3) OSI3: Credit is provided if the regulations state that TO THE EXTENT POSSIBLE, each lot in a new subdivision must provide a building site that is on natural high ground, out of the regulatory floodplain. If a lot does not have a buildable site out of the regulatory floodplain, all new structures, pavement, and other development must be sited where they have the least impact on habitat.	(a) For each regulatory requirement, the ordinance language.
	(4) OSI4: Credit is provided if the regulations include transfer of development rights language or a density bonus to encourage staying away from the floodplain. Fewer points are provided for transfer of development rights or a density bonus within the same development.	(a) For each regulatory requirement, the ordinance language.
	(5) OSI5: Credit is provided for regulations that allow cluster development through a planned unit development (PUD) or otherwise.	(a) For each regulatory requirement, the ordinance language.
	(6) OSI6: Credit is provided for a program that provides tax incentives to keep land open, such as keeping farmland tax rates low when the owner signs an agreement to not develop it or not to sell it for development. If the program results in permanent preservation of open space, each qualifying parcel should be credited under OSP and, if appropriate, DR.	
	(7) OSI7: Credit is provided if the community's land use plan recommends open space use or low-density development of flood-prone areas.	
	(b) The impact adjustment map used for OSP credit, with "OSI" marked on the qualifying areas. It must show areas that are currently vacant and areas that are credited for open space preservation (OSP).	
	(c) For extra credit for regulating flood-prone areas outside the SFHA, documentation showing that floodplain regulations are in effect in these areas.	
	(d) During the verification visit, the ISO/CRS Specialist will need to see site plans and final plats that will document how the regulation has been applied.	
Notes:		

420 (Open Space Preservation) - continued			
Low-density zoning (LZ) 600 points			
	(1) The community must have a zoning ordinance that identifies different development criteria and densities for different areas. Other types of regulations are not credited.	(a) For each LZ value, the zoning ordinance language that explains the density requirement.	
	(2) The lands to be credited for LZ must not qualify for OSP credit.		
	(b) The impact adjustment map used for OSP credit, with "LZ#" marked on the qualifying areas. It must show the areas to be credited for LZ, areas that are credited for open space preservation (OSP), and the SFHA. Only the portion that covers the SFHA is needed.		
	(c) For extra credit for low-density zoning in flood-prone areas outside the SFHA, documentation showing that floodplain regulations are in effect in these areas.		
Notes:			
Natural shoreline protection (NSP)			
	(1) The regulation or program to protect natural shorelines must prohibit <ul style="list-style-type: none"> • In channels and channel banks in riverine areas: Rip rap or armoring, channel alterations, dredging, filling, grubbing, and removal of vegetation; and • On shorelines of lakes or oceans: Filling or other alterations to a beach, including beach nourishment projects; alterations to sand dunes; and construction of seawalls, bulkheads, armoring, or other shoreline stabilization structures. 	(a) [For credit for protection of natural shorelines] A copy of the regulations or policy on which the credit is based.	
		(b) [For restoration credit] A description of the restoration program or projects.	
	(2) The regulation or program may allow human alterations that benefit natural floodplain functions, such as removing a levee, restoring habitat, reducing bank erosion with bioengineering techniques, or planting to preserve sand dunes, provided that the projects do not prevent channel or shoreline movement or reduce other natural floodplain functions.	(a) [For credit for protection of natural shorelines] A copy of the regulations or policy on which the credit is based.	
		(b) [For restoration credit] A description of the restoration program or projects.	
	(c) An impact adjustment map (not needed if the community is using the optional minimum impact adjustment value of 0.1).		
Notes:			

430 (Higher Regulatory Standards) 2,042 points		
	Credit Criteria	Documentation
	(1) Regulations adopted by a county, regional agency, or state that are enforced within the community can be credited. Their implementation is verified in the same manner as a community regulation and it is expected that the community will assist in the verification.	(1) The state or local law or ordinance language that adopts the regulatory standard. See also Sections 231.b and 231.c on documenting regulatory language.
	(2) Regulations must have the force of law and meet the requirement of Section 231.b.	
	(3) If the legal authority for the regulatory language is not clear, the ISO/CRS Specialist may request a letter from the community's legal counsel that confirms that he/she will defend the regulation in court if it is challenged.	
	(4) For CRS credit, the regulatory language must be adopted and in full force at the time CRS credit is requested, e.g., at the verification visit.	
	(5) Credit for any element is prorated if the sampling done during verification finds instances in which the element is not fully implemented. It does not matter why it is not fully implemented.	
	(2) The impact adjustment map. See Section 431.c.	
	(3) [For credit for regulating flood-prone areas outside the SFHA] Documentation that shows that regulations are in effect outside the SFHA (i.e., the regulatory floodplain).	
	(4) Development plans and/or permit records that document how the regulation has been applied.	
	Notes:	
	Development limitations (DL)	
	(1) Prohibition of fill (DL1):	
	(a) Prohibition of all fill (DL1a): This credit is for prohibiting all filling in the regulatory floodplain. This includes not approving CLOMR-F or LOMR-F.	
	(b) Compensatory storage (DL1b): This credit is for regulations that require new development to provide compensatory storage at hydraulically equivalent sites up to a ratio of 1.5:1.	
	(2) Prohibition of buildings (DL2): Full credit for DL2 is for prohibiting all new buildings in the SFHA. If the regulations only prohibit certain types of buildings, such as residences, the points will be prorated. If buildings are prohibited in parts of the SFHA, such as the floodway, the impact adjustment will adjust the points. Prohibiting critical facilities is credited in Section 432.f, Protection of critical facilities, not under DL2.	
	(3) Prohibitions on storage of materials (DL3) has no additional criteria.	
	Notes:	
	Freeboard (FRB)	
	(1) Lowest floor, utilities, and garages: For FRB credit, freeboard must be applied to the elevation of the lowest floor of the building or to the elevation to which a nonresidential building is dry floodproofed, and to all components of the building, including all utilities, ductwork, and attached garages. All portions of the building below the freeboard level must be constructed using flood-damage-resistant materials. If the garage floor is below the freeboard level, the garage must meet the opening and wet floodproofing requirements for enclosures.	

430 (Higher Regulatory Standards) - continued		
(2) The amount of freeboard is measured according to the following criteria:		
	(a) In A Zones, freeboard is measured from the top of the lowest floor. In V Zones, it is measured from the bottom of the lowest horizontal structural member. If the ordinance uses “lowest horizontal structural member” or similar language instead of “lowest floor” in areas outside of the V Zone or coastal A Zones where CAZ credit applies, 1 foot is added to the amount of freeboard credited.	
	(b) For the purpose of calculating CRS credit, the 500-year flood elevation is considered to be one foot higher than the base flood elevation, unless the community demonstrates that it is higher.	
	(c) In AO Zones, base flood depths are provided instead of base flood elevations. Where depths are not provided, the NFIP regulations require new buildings to be elevated 2 feet above the highest adjacent grade. Some communities misinterpret this requirement as two feet of freeboard.	
	(d) “Stem wall” construction involves constructing the foundation walls above grade, filling the interior area, and pouring a slab over the fill. From the outside, the building looks as though it is elevated on a crawlspace, but openings are not required. Such buildings are categorized as Diagram 1.b in the FEMA Elevation Certificate.	
	(e) If the ordinance uses the encroached elevation using FEMA’s standard allowable maximum rise of one foot, add 0.5 feet to the amount of freeboard. Detailed riverine flood studies that produce a floodway provide a flood elevation based upon the floodway encroachment.	
	(f) Many communities have focused on elevating the top of the lowest floor, but have allowed utilities (especially ductwork) to hang below the floor joists, where it can be flooded. Flooded ductwork can add thousands of dollars to an insurance claim.	
Notes:		
Foundation protection (FDN)		
(1) For FDN1 credit, ALL new buildings in the regulatory floodplain (both)		
	(a) Must be constructed on foundations that are designed and sealed by a registered design professional as complying with the requirements of the International Building Code, the International Residential Code, or ASCE 24, and	
	(b) Must not be constructed on fill.	
(2) For FDN2 credit, ALL new buildings constructed on fill in the regulatory floodplain		
	(a) Must be constructed on properly designed and compacted fill (e.g., fill that meets the criteria of (1) Section 1803.5.8 and Section 1804.4 of the International Building Code, (2) Section 2.4 of ASCE 24, or (3) their equivalent);	
	(b) Must be on fill that has appropriate protection from erosion and scour; and	
	(c) Must meet a compensatory storage requirement (for the building and fill) that meets the credit criteria of Section 432.a., Development Limitations (DL1a).	
(3) For FDN3 credit, all new buildings built on fill in the regulatory floodplain (all)		
	(a) Must be constructed on properly designed and compacted fill (e.g., fill that meets the criteria of (1) Section 1803.5.8 and Section 1804.4 of the International Building Code, (2) Section 2.4 of ASCE 24, or (3) their equivalent), and	
	(b) Must be on fill that has appropriate protection from erosion and scour.	
	Notes:	

430 (Higher Regulatory Standards) - continued	
Cumulative substantial improvements (CSI)	
(a) A list of all permits for building improvements or repairs in the regulatory floodplain that have been issued since the last visit. The list must include both substantial improvements and permitted projects that were not substantial improvements.	
Notes:	
Lower substantial improvements threshold (LSI)	
(a) A list of all permits for building improvements or repairs in the regulatory floodplain that have been issued since the last visit. The list must include both substantial improvements and permitted projects that were not substantial improvements.	
Notes:	
Protection of critical facilities (PCF)	
	(1) Credit is provided only if there is regulatory language that protects critical facilities. The fact that there are currently no critical facilities in the regulated floodplain may indicate community policy, but adopted regulations are required for PCF credit.
	(2) To receive full credit for this element, the regulations must be enforced in the 500-year floodplain (note that the 500-year floodplain includes the entire SFHA plus other land that is lower than the 500-flood elevation). On newer Flood Insurance Rate Maps (FIRMs) with AE and X Zones, the 500-year floodplain is shown as the SFHA plus the shaded X Zone.
	(3) The impact adjustment is based on the 500-year floodplain rather than aSFHA, the area of the SFHA.
(a) An impact adjustment map, showing the 500-year floodplain.	
(b) [For extra credit for regulating floodprone areas outside the 500-year floodplain] Documentation that shows that floodplain regulations are in effect in these areas.	
Notes:	
Enclosure limits (ENL)	
	(1) Breakaway walls are enclosures and must be prohibited in order to receive full credit. Screening and open lattice-work are not considered enclosures. Some communities have language to require that there be “no obstruction” in the lower level of a building. Such language might allow breakaway walls or slanted louvers. This does not qualify for ENL credit. What counts for ENL credit is whether one can SEE THROUGH the lower part of the structure from the street. Lattice-work and insect screening are permitted, as long as the line of sight is not blocked.
	(2) The community may opt to enforce these enclosure limits only where the lowest floor is more than four feet high. Where the lowest floor is less than four feet high, a crawlspace with the proper openings may be more appropriate than an open area elevated on columns or piles. With less than four feet of height, the lower area is not likely to be improved or modified into a livable space, so the enclosure limits are not needed.

430 (Higher Regulatory Standards) - continued	
	(3) Partial credit is provided for a nonconversion agreement whereby the owner agrees not to modify the enclosed area in a way that would make it more susceptible to flood damage. Because this area is not visible from the street, the full credit of 90 points (under credit points (3), below) is provided only if the agreement allows the community the right to enter the property and inspect the inside of the enclosure periodically.
	(a) Elevation certificates, copies of nonconversion agreements, and other permit records that document how the regulation has been applied.
	(b) [For nonconversion agreements] Copies of inspection records.
Notes:	
Building code (BC)	
	(1) The building code must be enforced throughout the community, not just the SFHA.
(2) I-Codes (BC1):	
	(a) To receive full credit, the entire I-Code must be adopted by the community. If the following sections are not adopted or are adopted with amendments, the language will be reviewed to determine the credit: <ul style="list-style-type: none"> o International Building Code: Chapters 3-7, 14-18, and 21-24. o International Residential Code: Chapters 3-6, 8, and 9.
	(b) The version of the I-Code series must be no more than six years old.
	(c) In some states, communities are required to adopt state codes or state versions of the I-Codes. In those cases, the provisions of the mandated code will be compared to the I-Codes and scored appropriately. The same provisions apply to the National Fire Protection Association (NFPA) codes. If they are adopted with amendments, the language will be reviewed to determine the credit.
	(3) BCEGS (BC2): The credit for BC2 is based on the community's BCEGS classification.
(a) [For BC1 credit]	
	(i) The state or local law or ordinance language that adopts the building code. See also Sections 231.b and c on documenting regulatory language.
	(ii) Permit records that will document that the code is being enforced.
	(b) [For BC2 credit] No documentation is required. The ISO/CRS Specialist will obtain the community's BCEGS classification directly from the ISO BCEGS office.
Notes:	
Local drainage protection (LDP)	
	(1) Credit is for regulations that ensure that every new building will be built so that it is protected from local drainage flooding.
	(2) A regulation that only addresses drainage plans in new subdivisions is not credited. The key to this credit is that every building will meet some drainage protection standard at the time of construction.
Notes:	

430 (Higher Regulatory Standards) - continued	
Manufactured home parks (MHP)	
	(1) The community must have regulatory language that is enforced in manufactured home parks or subdivisions.
	(2) The community must have one or more existing manufactured home parks or subdivisions in its regulatory floodplain where the base flood elevation is more than three feet above grade.
(a)	Elevation certificates and anchoring records that document how the regulation has been applied.
(b)	Documentation that shows that at least one manufactured home park has a regulatory flood depth greater than three feet above grade (Section 432.j, credit criterion (2)).
Notes:	
Coastal A Zones (CAZ)	
	(1) The community must have a coastal floodplain on the Atlantic Ocean, Gulf of Mexico, Pacific Ocean, Bering Sea, or Great Lakes.
	(2) To receive CAZ1 credit a community must map or otherwise delineate its coastal A Zone. The coastal A Zone is the coastal SFHA that is not mapped as V Zone. A community may declare all of its coastal SFHA inland from the V Zone as coastal A Zone (as may be the case for a barrier island) or it may use some other standard, such as identifying all areas where breaking waves are higher than one foot.
	(3) Credit for CAZ2, prohibiting enclosures, is in addition to credit for enclosure limitations (ENL).
	(4) The credit criteria for CAZ1 are V-Zone requirements. These credits are not available in a V Zone because they are minimum NFIP requirements in V Zones. A community can still receive credit for CAZ2 in a V Zone in addition to credit for enclosure limitations (ENL).
(a)	An impact adjustment map. The map is not needed if the community uses the impact adjustment approach listed under Impact Adjustment items (4) or (5), above. If a community-derived LiMWA is used, the data supporting the delineation must be supplied to the ISO/CRS Technical Reviewer for approval.
Notes:	
Special flood-related hazards regulations (SHR)	
	The community's special flood-related hazards activities must meet the credit criteria described in the separate publications. Most require that the special hazard be mapped and the area be subject to development regulations that will help protect future development from damage due to that hazard.
	The documentation needed for crediting higher regulatory standards in areas subject to the different special flood-related hazards is detailed in the separate publications.
Notes:	
Other higher standards (OHS)	
	Each regulation that has a higher standard than the NFIP criteria and that is not credited elsewhere is submitted for review. The actual determination of the credit provided is made by FEMA.
Notes:	

430 (Higher Regulatory Standards) - continued		
State-mandated regulatory standards (SMS)		
	(1) Credit is added to the community's credit for a regulation credited in the 400 series.	
	(2) The community's credited element is verified locally and the community must receive credit for the element before it gets the SMS bonus points. For example, if there is state-mandated freeboard, but a review of the community's Elevation Certificates shows that the community does not get freeboard credit, then it does not receive the 10% SMS bonus for the state-mandated freeboard.	
	(3) SMS credit for state-mandated erosion and sedimentation control regulations (ESC) or water quality regulations (WQ) under Activity 450 (Stormwater Management) is provided only if the state mandate exceeds the requirements for a NPDES permit.	
Notes:		
Regulations administration (RA)		
	(1) Staff training (RA1) provides credit for trained regulatory staff members.	(a) [For RA1 credit for having a graduate from an EMI class] A copy of the certificate of course attendance.
		(c) [For CFM® and IAS accreditation] No documentation is needed from the community. The status is verified by checking the names on the websites of the Association of State Floodplain Managers and of the IAS.
	(a) Credit for training is provided for each <ul style="list-style-type: none"> o Certified Floodplain Manager (CFM®); o Graduate of an approved four-day class conducted at, or field deployed by, EMI; and o Graduate of a home study version or other equivalent training. 	
	(b) Regulatory staff members may be employees or contract permit officials who administer the community's floodplain management permits. An exception is that credit for graduating from the CRS class (E278) is provided for any community employee, regardless of the office in which he or she works.	
	(c) The credit for training is based on the number of courses taken. If two people take the "Managing Floodplain Development" course, it is counted two times. The same credit is provided if one person took both the "Managing Floodplain Development" and "Coastal Construction" courses. If a CFM® took the Coastal Construction course, it is counted two times.	
	(d) There is no double credit for being both a CFM® and a graduate from the basic NFIP course (E273). This is counted once.	
	(e) This credit is removed if the staff person leaves the community or does not maintain his or her certification.	
	(2) IAS accreditation (RA2): IAS is the International Accreditation Service, an arm of the International Code Council. It has a program that reviews and accredits building departments.	(c) [For CFM® and IAS accreditation] No documentation is needed from the community. The status is verified by checking the names on the websites of the ASFPM and of the IAS.

430 (Higher Regulatory Standards) - continued			
	<p>(3) Detailed inspections (RA3): Credit is for conducting three detailed inspections for each new building in the regulatory floodplain. Figure 430-3 explains what is needed for this credit. There is no partial credit for two inspections or for doing less than what is listed.</p>	<p>(b) [For credit for RA3 or RA4] Inspection records that show how each item was checked. For RA3, the records must include copies of the photographs and elevation surveys.</p>	
	<p>(4) Reinspections (RA4), i.e., inspecting buildings when they are sold or rented to a new tenant or application is made for a home improvement permit. For CRS credit, the regulations must clearly state that the community’s inspector has the right to enter the building at the designated occurrences (e.g., sale of the property) and will inspect for compliance with the floodplain management permit that was previously issued. Documentation of the inspections is needed at verification.</p>	<p>(b) [For credit for RA3 or RA4] Inspection records that show how each item was checked. For RA3, the records must include copies of the photographs and elevation surveys.</p>	
	<p>(5) Off-site record storage (RA5): In the past, hurricanes, fires, floods, and other disasters have destroyed local permit offices and their files.</p>		
<p>Notes:</p>			

Activity 440 (Flood Data Maintenance) Max. 220 points	
Credit Criteria	Documentation
Additional map data (AMD) 160 points	
(1) AMD1 credit is a prerequisite for any other AMD credit.	
(2) The map or data base must be used regularly by the community's regulatory staff. There is no credit for a map system that is used only for planning drainage projects or other non-regulatory purposes. Using the system to provide map determinations for the permit office is considered a regulatory purpose.	
(3) New data, including annexations, new subdivision maps, flood insurance restudies, Letters of Map Revision, Letters of Map Amendment, and studies performed for site-specific analyses must be added at least annually to the data base or overlay map.	
(4) Data from a digitized mapping or parcel system must be made available annually to the Federal Emergency Management Agency (FEMA) at no cost (if requested). A fee may be charged to other requestors based on the actual cost of retrieval or reproduction.	
(a) Copies of the maps or data base that clearly show the items to be credited. For example, printouts of some GIS screens could show all the attributes to be credited.	
(b)[If the community calculates impact adjustment ratios for element AMD] The impact adjustment map discussed in Section 403. Each area listed in Section 442.a for which credit is being requested must be shown on the impact adjustment map	
Notes:	
AMD1 For showing the SFHA boundaries, corporate limits, streets, and parcel or lot boundaries (a data base management program must show whether a parcel is in the SFHA)	
AMD2 For a layer showing buildings, building outlines or footprints. Must show if the building is in the SFHA and must be kept up to date.	
AMD3 For showing floodways or coastal high hazard areas	
AMD4 For showing base flood elevations	
AMD5 For FIRM zone attributes.	
AMD6 For showing the 500-year flood elevations or boundaries	
AMD7 For showing areas of the community subject to other natural hazards, such as landslides, subsidence, stream migration, or soils unsuitable for septic fields.	
AMD8 (1)If the community's GIS includes contour lines (8 points)	
(2) If the system includes contours at a better resolution than the USGS digital orthophoto quarter quads for the area. (10 points)	
AMD9 Updated floodplain data in the tax assessment data base.	
AMD10 Overlays or layers of all past FIRMS.	
AMD11 Other overlays or data bases used for regulation or mitigation purposes, including HAZUS or the community's repetitive loss areas.	
AMD12 Areas with natural floodplain functions (wetlands, riparian habitat, flood storage)	
AMD13 Digital building elevation data, not ECs.	
Notes:	

Activity 440 (Flood Data Maintenance) - continued	
Firm Maintenance (FM) 15 points	
	(1) Copies of the maps produced by the NFIP must be maintained. Under this element, credit is provided for maintaining copies of ALL FIRMs, i.e., every FIRM that appears on the list of FIRM revisions in the legend of each FIRM. If the community has only been issued one FIRM, no credit is available under this element, because keeping the community's current FIRM is a minimum requirement of the NFIP. Note also that maintaining copies of old FIRMs that have been in effect since 1999 or the date the community applied to the CRS, whichever is later (under Activity 320 (Map Information Service)), is a prerequisite to participating in the CRS. The FM credit is for maintaining ALL FIRMs, not just those that are required by the NFIP or the CRS.
	(2) Additional credit is provided for maintaining copies of the Flood Hazard Boundary Maps, i.e., the FEMA maps published before the community received its first FIRM.
	(3) The maps and documents can be maintained in paper, microfilm, or electronic format. They do not have to be part of the system credited under Section 442.a (AMD), but they must be in the possession of the community and made available to the public when asked.
	(a) The indexes from all past FIRMs and Flood Boundary and Floodway Maps, and the cover of each past Flood Insurance Study.
FM	
	(1) Having copies of all FIRMs, Flood Insurance Studies, and Flood Boundary Floodway Maps, and or
	(2) For having copies of all Flood Hazard Boundary Maps that were issued for the community.
Notes:	

Activity 450 (Stormwater Management Regulations) Max. 380 points	
Credit Criteria	Documentation
Stormwater management regulations (SMR)	
(1) A portion of the watershed must be subject to a regulation that requires the peak runoff from new development to be no greater than the runoff from the site in its pre-development condition.	
(2) A community must have credit for size of development (SZ) and design storm (DS) in order to receive credit for SMR.	
(3) For SZ credit, the community must, at a minimum, regulate parcels of 5 acres or more or increases in impervious area of 20,000 square feet or more.	
(4) For DS credit, the community must require management of at least a 10-year storm. A regulation designed to retain or detain only the "first flush," the first inch of rainfall, or less than a 10-year storm, is not credited under SMR. However, it may qualify as a water quality regulation (WQ) and be credited under Section 452.d.	
(5) For DS credit, the community's regulations must require pre- and post-development hydrology calculations and post-development runoff must be limited to pre-development levels.	
(a) The needed documentation is assembled by the ISO/CRS Specialist and provided to the technical reviewer for this activity	
(b) A copy of the ordinance or legal language that regulates surface water runoff from new development in the watershed. For SMR credit, the language must require that peak runoff from new development be no greater than the runoff from the site in its pre-development condition. <i>The margin next to where this appears in the ordinance must be marked, e.g., "SMR."</i>	
(c) Development and building permit records that demonstrate enforcement of the regulations. Engineering reports showing compliance with the regulation must be included.	
(d) Documentation that watersheds outside the jurisdiction of the community are regulated if the community desires credit for their standards.	
(e) An impact adjustment map showing watershed boundaries and stormwater management jurisdictions.	
[Required] Size of development (SZ)	
(1) A copy of the ordinance demonstrating what types of development and what size of development is required to control the increase in stormwater flow due to development. <i>(Ordinance must be marked, e.g., "SZ.")</i>	
(2) A copy of the ordinance exempting some properties from the requirements.	
(3) If the standard is in a Drainage Manual a copy of the manual.	
(4) If applicable a copy of the ordinance adopting the manual.	
[Required] Design storms used in regulations (DS)	
(1) A copy of the ordinance demonstrating what storm events are used to determine compliance with the ordinance requiring the control of increased stormwater flow due to development. <i>(Ordinance must be marked, e.g., "DS.")</i>	
(2) A copy of the ordinance exempting some properties from the requirements.	
(3) If the standard is in a Drainage Manual a copy of the manual.	
(4) If applicable a copy of the ordinance adopting the manual.	
(5) Copies of five engineering reports showing how developers meet the standard.	
(6) A copy of the community's impact adjustment map.	

Activity 450 (Stormwater Management Regulations) - continued	
Low-impact development (LID)	
(1) A copy of the ordinance requiring that LID techniques be used to manage stormwater quantity prior to utilizing conveyance or detention facilities. <i>(Ordinance must be marked, e.g., "LID.")</i>	
Public maintenance of required facilities (PUB)	
(1) Provide a copy of the ordinance requiring either <ul style="list-style-type: none"> a) at least once each year, the owners of all stormwater management facilities constructed after the date of adoption of the regulation have the facilities inspected by a licensed professional engineer, perform any maintenance recommended by the engineer and submit an annual inspection report to the community, b) If the community requires the owners of all new facilities to allow the community to inspect their facilities. If problems are found, the owners must perform the necessary maintenance. If the owner fails to perform the required maintenance, the community (or agency) must have the authority to perform the maintenance and bill the owner for the work performed, or c) all facilities are dedicated to the community. <i>(Ordinance must be marked, e.g., "PUB.")</i>	
Erosion and sedimentation control regulations (ESC)	
(1) To receive ESC credit, the community's regulations must apply to all construction sites within the community. An erosion and sedimentation control regulation that is part of a floodplain ordinance or a building code and does not affect ALL construction sites in the community does not receive credit under this element. "All construction sites" in the subsections below means all sites in the community subject to construction of buildings, roads, etc., regrading, or other non-agricultural land-disturbing activity.	
(b) Development and building permit records that demonstrate enforcement of the regulation. The ISO/CRS Specialist determines how many records are needed to obtain a representative sample.	
(a) A copy of the ordinance demonstrating the types of development and what size of development are required to provide erosion and sediment control during construction. <i>(Ordinance must be marked, e.g., "ESC.")</i>	
(b) Development and building permit records that demonstrate enforcement of the regulation. The ISO/CRS Specialist determines how many records are needed to obtain a representative sample. <i>Records should demonstrate if site visits were completed.</i>	
Water quality regulations (WQ)	
(1) Development and building permit records that demonstrate enforcement of the regulation. The ISO/CRS Specialist determines how many records are needed to obtain a representative sample.	
(a) The ordinance or law language that requires new development to implement appropriate best management activities to improve water quality. <i>(Ordinance must be marked, e.g., "WQ.")</i> <i>The ordinance should demonstrate what types of development and what size of development are required to implement permanent best management practices.</i>	
(b) Development and building permit records that demonstrate enforcement of the regulation. The ISO/CRS Specialist determines how many records are needed to obtain a representative sample. <i>Records should demonstrate if site visits were completed.</i>	
Notes:	

Activity 450 (Stormwater Management Regulations) - continued	
Watershed master plan (WMP)	
	(1) The community must have adopted a watershed master plan for one or more of the watersheds that drain into the community, and the plan must identify the natural drainage system and constructed channels.
	(2) The community must have adopted regulatory standards that are based on the plan and that receive credit under SMR in Section 452.a.
	(3) The plan's regulatory standards must manage future peak flows so that they do not increase over present values.
	(4) The plan's regulatory standards must require management of runoff from all storms up to and including the 25-year event.
	(5) For any plan that is more than five years old, the community must evaluate the plan to ensure that it remains applicable to current conditions.
	(6) WMP1 credit must be received in order to receive credit for any of the other items.
(a)	The needed documentation is assembled by the ISO/CRS Specialist and provided to the technical reviewer for this activity
(i)	Documentation that the plan has been adopted by the community. "Adopted by the community" means either formal approval by the community's governing body or formal approval by another body or office of the community that has the authority and funding to implement the plan, such as a flood control district.
(ii)	Copies of the pages of the watershed master plan that show it meets the minimum criteria and the items to be credited. This can be an electronic copy of the plan with a description of the items to be credited and where they can be found in the plan.
(iii)	The ordinance pages credited under SMR in Section 452.a, showing the regulatory standards that are based on the plan (Section 452.b, credit criterion (2)).
(iv)	[For WMP8] A copy of the ordinance adopting the dedicated funding source and a budget describing how the money was spent during the past fiscal year.
(v)	A watershed impact adjustment map.
(vi)	If the plan(s) is more than five years old, an evaluation report that addresses whether the plan(s) is still based on appropriate data and effectively manages stormwater runoff. In lieu of a formal report, the community may submit a letter signed by a licensed professional engineer that addresses the following issues: (1) The "future conditions" at the time the plan was completed: Do these conditions still reasonably reflect the actual watershed conditions today? (2) The precipitation data used for the plan's hydrology: Does the community or agency still use the same precipitation data that were used in the report? (3) Method used for the plan(s): Is the method used to develop the plan(s) considered appropriate by the agency today? (4) Construction: Has construction of stormwater infrastructure altered actual conditions in ways that make the plan(s) obsolete? (5) Other factors: Are there other aspects of the plan(s) that make it obsolete or otherwise of questionable applicability?
(vii)	If the community determines the area covered by the watershed master plan (aWMP) to include watershed areas regulated by other communities: Documentation that watersheds outside the jurisdiction of the community are regulated to similar standards or are subject to the same plan as those within the community.

Activity 450 (Stormwater Management Regulations) - continued	
WMP1 (90 points)	
	(1) A copy of the ordinance adopting a watershed management plan affecting the community that identifies the natural drainage system and constructed channels.
	(2) A copy of the ordinance adopting regulatory standards based on the plan
	(3) The regulatory standards must require future peak flows to be no more than current peak flows
	(4) The standards must address at least the 25-year event
	(5) If more than five years old the community must determine if the plan is still current and provide documentation.
	(6) WMP1 credit is required in order to receive credit for any additional items.
WMP2 (30 points)	
	(1) The plan and the community's regulations manage the runoff from all storms up to and including the 100-year event. These must include the 10-year storm, a storm larger than the 10-year, but less than the 100-year and the 100-year storm.
WMP3 (55)	
	The plan manages peak flows and volumes to not increase over the existing values.
WMP4 (35)	
	(1) The plan manages runoff from all storms up to and including the 5-day event.
WMP5 (30)	
	(1) The plan identifies existing natural open space to be preserved from development so that natural storage of runoff is maintained.
WMP6 (25)	
	(1) The plan prohibits development, alteration, or modification of existing natural channels.
WMP7 (25)	
	(1) The plan requires channel improvement projects use natural approaches rather than hard techniques.
WMP8 (25)	
	(1) If there is dedicated funding source to implement the plan.
Notes:	

510 (Floodplain Management Planning) Max. 622 points		
Credit Criteria	Documentation	
Floodplain management planning (FMP) (382 points)		
To receive any credit under this activity, the planning process must receive some credit under each of the 10 steps listed below. For some steps, such as Step 1, the community may show that it implemented at least one of the listed credit items. For other steps, specific items are required as a minimum. Required items are noted with "(REQUIRED)" after them.		
(1) With the submittal of the plan or the five-year update to the plan,		
(a) A copy of the plan or updated plan to be credited. This can be a hard copy, digital copy, or link to a website with the full document. Either the plan is marked, or a separate document is provided, to show where each credited step and sub-step appears. There is a checklist that can be used to do this, available at www.CRSresources.org/500 .		
(b) [For Step 1(b) credit for a committee of staff from different departments] The plan or a separate document must show which department representatives implement, or have expertise in, which of the six categories of mitigation measures.		
(c) [For Step 1(c) credit] A copy of the resolution or other official action taken by the governing body to create or recognize the planning process as specified in Step 1. For Step 2(a) credit for a planning committee, the resolution or action must identify the committee's membership.		
(d) [For Step 2(a) credit for a planning committee] The names of the committee members, their titles, and their represented organizations must be listed in the plan. The community may submit separate materials, such as meeting minutes and sign-in sheets, to document meeting attendance.		
(e) For Step 2(b), (c), or (d) credit for public meetings] Copies of the publicity for the public meetings. The notices of the meetings should be in the form of letters to floodplain residents, a notice sent to all residents, or a newspaper article or advertisement. An inconspicuous legal notice appearing in the classified section of the newspaper is not sufficient for CRS credit. If very few residents are affected, as may be the case for a plan that addresses only a repetitive loss area, a written record that the residents were called would be sufficient documentation.		
(f) [For Step 3(a) credit for reviewing existing studies, reports, and technical information] The plan must note where the information from the studies and reports was used, e.g., with quotations or footnotes. The plan also needs to include a list of all the documents reviewed. This is usually done in a reference section or at the end of each chapter.		
(g) [For Step 3(b) credit for coordination with other agencies and organizations] A record of the contacts and meetings. Acceptable records include letters that cover the items needed for coordination, copies of any responses that were received, follow-up memos from the meetings, notes from telephone conversations, and emails. These items are usually not included as a part of the plan document.		
(h) A copy of the resolution or other formal adoption action by the governing body as specified in Step 9. The resolution should identify the implementation responsibilities, describe the evaluation and revision procedures, and call for the five-year update (or adopt by reference such language that may be in the plan document).		
Notes:		

510 (Floodplain Management Planning) - continued		
Repetitive loss area analysis (RLAA) (140 points)		
(1) Communities with one or more repetitive loss properties on FEMA’s list must have at least one repetitive loss area delineated in accordance with the criteria in Section 503. The area(s) must include at least one of the properties on FEMA’s repetitive loss list.		
(2) An area analyses must have been prepared and adopted for each repetitive loss area in the community. The analyses must meet the following criteria:	(a) A copy of each repetitive loss area analysis report or update of an earlier report that the community wants credited (see Step 5).	
(a) The repetitive loss areas must be mapped as described in Section 503.b.		
(b) If the community does not conduct an analysis of all the areas, it will be reflected through the impact adjustment. A Category C community must prepare analyses for all of its repetitive loss areas if it wants to use RLAA to meet its repetitive loss planning prerequisite (see Section 502).		
(c) A five-step process must be followed. Although all five steps must be completed, steps 2–4 do not have to be done in the order listed. For example, the planners may want to contact agencies and organizations to see if they have useful data (Step 2) after the site visit is conducted (Step 3).		
(b) Documentation showing how the owners or residents of the areas were notified (see Step 1).		
(c) Documentation showing how the analysis was made available to the media and the public.		
(d) A copy of the resolution or other formal action by the governing body that adopts the area analysis or accepts changes in subsequent updates.		
Notes:		
Natural floodplain functions plan (NFP) (100 points)		
(1) For all plans:		
(a) The plan may cover more than one community, but it must have an impact on natural floodplain functions within the community seeking credit.		
(b) The plan must be adopted. If the plan is not a community plan adopted by the community’s governing body, it must be adopted by the appropriate regional agency.	(b) A copy of the resolution or other formal adoption action.	
(c) The plan must be updated at least once every 10 years.		
(d) The plan must include action items for protecting one or more identified species of interest and natural floodplain functions. The action items must describe who is responsible for implementing the action, how it will be funded, and when it will be done.		
(e) There is no credit for a plan that addresses water quality issues prepared pursuant to a requirement for an NPDES permit.		
(2) For NFP1: A plan for NFP1 credit must include a comprehensive inventory of the natural floodplain habitat within the community. It must identify areas that warrant protection or preservation in order to maintain fully functioning habitat for the species of interest. Where threatened or endangered species are present, each species must be addressed and a restoration plan must be included.		
(3) For NFP2: This sub-element credits other plans that meet the credit criteria listed in (1). These could be single-issue or single-species plans or plans that cover only one area of the community’s floodplain.		
(a) A copy of each natural floodplain functions plan or update to a plan that the community wants credited.		
Notes:		

520 (Acquisition and Relocation) Max. 2,250 points		
	Credit Criteria	Documentation
	(1) It must have been an insurable building. A description of the kinds of buildings that can be counted toward this activity appears in Section 301 and 302. Note that when buildings are counted toward this and other CRS activities, only the primary structure on a lot is counted. There is no credit for removing accessory structures, such as detached garages and storage sheds.	
	(2) It must have been acquired or relocated after the date of the community's initial FIRM.	
	(3) The building site will remain preserved as open space. This is documented in the same way as crediting a property for open space preservation (OSP) in Activity 420. There is, in effect, the potential for duplicate credit for purchasing a property and maintaining it as public open space under Activities 520 and 420. There may also be additional credit if the property is preserved as open space under a deed restriction (DR) or restored to its natural condition (NFOS).	
	(4) If the building was relocated, there is no credit if it was moved to a site in the regulatory floodplain or a mapped repetitive loss area.	
	(5) A building is counted toward only one of the five elements.	
	(6) If a building was acquired or cleared with funding support from FEMA's Flood Mitigation Assistance (FMA) program, then the credit is 25% of the points listed for the element.	
	(7) Acquisition or relocation projects must have been compliant with applicable federal environmental and historic preservation laws and executive orders. A CC-520EHP must be completed for projects that are permitted or initiated after April 1, 2013. Credit is not provided if the project was not in compliance with applicable federal laws and executive orders.	7) Documentation of the implementation date for each project for which new credit is requested. A project is the building or group of buildings acquired or relocated within the same grant award, contract, or scope of work. A completed CC-520EHP is needed for projects implemented after April 1, 2013.
	(8) There is no credit for a project initiated to meet the minimum criteria of the NFIP. Credit can be provided for buildings that were substantially damaged. Removing them from the floodplain is above and beyond the NFIP requirement that such buildings be brought up to post-FIRM conditions.	
	(1) A map showing the location of parcels where buildings have been demolished or relocated since the effective date of the FIRM and the total number of such buildings (bAR, bRL, bSRL, bCF and bVZ). The map must show the community's regulatory floodplain boundaries, which include the SFHA, any LIMWA regulated areas, and any additional floodplain subject to the community's regulations. The SFHA is as shown on the current FIRM or on a published preliminary FIRM, whichever shows the larger floodplain. This map may be the same one used for documentation of open space credit under Section 424.d under Activity 420 (Open Space Preservation). It need only show the part of the community from which buildings have been cleared. It should show lot boundaries. The map will also be used by the ISO/CRS Specialist to check the sites during the verification visit.	
	(2) Documentation that shows that each site credited under this activity can also qualify for credit in Activity 420. For properties in the regulatory floodplain, this may be done by applying for open space preservation (OSP) credit. For repetitive loss or Severe Repetitive Loss properties outside the regulatory floodplain, separate documentation is needed.	
	(3) Calculations showing the total number of buildings in the SFHA (bSF). The variable bSF represents the number of buildings in the SFHA at the time of verification of this credit. It is discussed in detail in Section 302.	
	(8) Identification of which properties if any, were cleared with support from FEMA's Flood Mitigation Assistance (FMA) program.	
	Notes:	

520 (Acquisition and Relocation) - continued		
Buildings acquired or relocated (bAR)		
	(1) For bAR credit, buildings must have been acquired or relocated since the effective date of the FIRM.	
	(2) The building must have been located in the regulatory floodplain as shown on the impact adjustment map prepared in accordance with Section 403.	(4) Documentation showing that floodplain regulations are in effect in the area.
	(3) A building that lies outside the regulatory floodplain because of remapping, completion of a flood control structure, or other activity is not eligible for this credit. Such a building has already benefited twice: first, it is not subject to the mandatory NFIP insurance purchase requirement; and second, if the owner chooses to purchase NFIP insurance, the premium will be based on the lower X-Zone rate.	
Notes:		
Buildings on the repetitive loss list (bRL)		
	(1) Credited buildings must be on FEMA's updated repetitive loss list for the community (see Section 501). Properties in mapped repetitive loss areas that are not on the list do not qualify for bRL (but may qualify for bAR if they are in the regulatory floodplain).	
	(2) The FEMA repetitive loss data base must be updated to reflect the mitigation project, as explained in Section 501.	(5) [For each parcel that is credited toward bRL or bSRL] Documentation and a marked-up form AW-501 to update the repetitive loss data base, as explained in Section 501.
	(3) Buildings counted toward bAR, bSRL, bCF or bVZ are not counted toward bRL.	
	(4) To be credited toward bRL, the building may be located anywhere in the community, including outside the regulatory floodplain.	
	(5) A community with no properties on the FEMA repetitive loss list is not eligible for this credit.	
Notes:		
Severe Repetitive Loss properties (bSRL)		
	(1) Credited buildings must be designated as Severe Repetitive Loss properties on FEMA's updated repetitive loss list for the community (see Section 501).	
	(2) The FEMA repetitive loss data base must be updated to reflect the mitigation project (Section 501).	(5) [For each parcel that is credited toward bRL or bSRL] Documentation and a marked-up form AW-501 to update the repetitive loss data base, as explained in Section 501.
	(3) Buildings counted toward bAR, bRL, bCF or bVZ are not counted toward bSRL.	
	(4) To be credited toward bSRL, the building may be located anywhere in the community, including outside the regulatory floodplain.	
	(5) A community with no Severe Repetitive Loss properties on the FEMA repetitive loss list is not eligible for this credit.	
Notes:		

520 (Acquisition and Relocation) - continued			
Critical facilities (bCF)			
	(1) For bCF credit, critical facilities must have been acquired or relocated, since the effective date of the FIRM.		
	(2) The critical facility must have been located in either the regulatory floodplain or the 500-year floodplain mapped on the current FIRM or on a published preliminary FIRM, whichever shows the larger 500-year floodplain. Critical facility buildings must have been relocated outside the 500-year floodplain.	(6) A description of the demolished or relocated critical facility to demonstrate that the facility meets the critical facility definition for CRS purposes. Documentation that demonstrates that it has been relocated outside the 500-year floodplain.	
	(4) Documentation showing that floodplain regulations are in effect in the area.		
Notes:			
Buildings located in the V Zone or coastal A Zone (bVZ)			
	(1) For bVZ credit, buildings must have been acquired, relocated, or otherwise cleared from the V Zone as shown on the current FIRM or on a published preliminary FIRM if adopted by the community. bVZ can also include buildings cleared from the area designated as a coastal A Zone or LiMWA, provided the community is receiving credit for regulating that area under CAZ in Activity 430 (Higher Regulatory Standards).		
	(2) Acquired, relocated, or otherwise cleared buildings located in the V Zone or coastal A Zone are counted under bVZ, not under bAR.		
Notes:			

530 (Flood Protection) Max. 1,600 points		
	Credit Criteria	Documentation
All Projects: Retrofitting and Flood Control		
(1) Each flood protection project (retrofitting technique or structural flood control technique) must meet the following criteria:		
	(a) The protected building(s) must be an insurable building(s) (see Section 301);	
	(b) The project must have been completed after the effective date of the initial FIRM;	
	(c) The project must protect the building(s) from at least the 25-year flood;	
	(d) All required permits must have been issued for the project or the local permit officer must state in writing that the project complies with all federal, state, and local codes and regulations;	
	(e) For critical facilities, to receive the bonus credit the buildings must be protected to at least the 500-year flood level;	
	(f) If the project requires human intervention, there must be at least one hour of flood warning time plus the time it takes to install the measure. "Human intervention" means that a person is needed at the site to close an opening or install or operate a protection device before flood waters reach the building; and	
	(g) Credit is not provided for a retrofitted building or flood control project that is in disrepair or does not appear to be maintained.	
	(4) Environmental compliance: Flood protection projects must adhere to applicable federal environmental and historic preservation laws and executive orders. CC-530EHP must be completed for all projects permitted or implemented after April 1, 2013. Credit is not provided if the project was not in compliance with applicable federal laws and executive orders.	(e) Documentation of the implementation date for each project for which new credit is requested. A project is the building or group of buildings acquired or relocated within the same grant award, contract, or scope of work. A completed CC-530EHP, Certification of Compliance with Environmental and Historic Preservation for Flood Protection Projects, is needed for projects implemented after April 1, 2013.
	List addresses or project areas requiring a CC-530-EHP:	
	(6) Regulatory floodplain: Credit is provided for buildings in the Special Flood Hazard Area (SFHA) shown on the current FIRM or preliminary FIRM, whichever is larger.	
	(d) A map showing the location of all protected buildings for which credit is being requested.	
	(f) [If the community is using Option 2 under Section 532.b] Calculations showing the total number of buildings in the SFHA (bSF). NOTE: The variable bSF must have the same value as bSF in Activities 510, 520, and 610.	
	(g) [For credit for protecting non-repetitive loss buildings located outside the SFHA] Documentation that shows that floodplain regulations are in effect in the area outside the SFHA.	

530 (Flood Protection) - continued	
Retrofitting Projects, Elevation (TUE), dry floodproofing (TUD), wet floodproofing (TUW), sewer backup (TUS), barriers (or single building or property) (TUB)	
(2) Retrofitting projects: In addition to the criteria in Section 531.b(1), the design of retrofitting projects for buildings located in the following high hazard areas must be signed and sealed by a registered design professional:	
	(a) V Zones, coastal A Zones, and areas seaward of the LiMWA;
	(b) Areas with velocities greater than 5 feet per second during the 100-year event; and
	(c) Areas subject to any of the special flood-related hazards listed in Section 401.
(a) [For elevation projects]	Copies of the Elevation Certificate for each elevated building.
(b) [For retrofitting projects other than elevation]	A list of all buildings for which credit is requested and a signed Community Certification for Retrofitted Buildings (CC-530).
Notes:	
Flood Control Projects: Channel modifications (TUC), storage facilities (TUF)	
(3) Flood control projects: In addition to the criteria in Section 531.b(1), structural flood control projects must meet the following:	
	(a) The design and construction of the project must have been certified by a licensed professional engineer;
	(b) The responsible agency must be implementing an operations and maintenance plan that was prepared for the project by a licensed professional engineer;
	(c) If the flood control project lowers the base flood elevation shown on the FIRM, a Letter of Map Revision (LOMR) must be submitted to FEMA, as required by the regulations of the National Flood Insurance Program (NFIP) at 44 <i>CFR</i> §65.3;
	(d) The community must ensure that the impact of future development will not adversely affect the project's flood protection level. This can be done by either (i) Enforcing watershed-wide regulations that prevent increases in stormwater runoff. This can be documented by receipt of credit for stormwater management regulations under Activity 450 (Stormwater Management) (i.e., credit for SMR or WMP with an impact adjustment of 1.0 for the watershed upstream of the project). The design storm (DS) must be at least as large as the flood protection level for the project; or (ii) Designing the project so that it will perform to its design protection level based on a watershed that is fully built out or developed in accord with an adopted long-range land use plan. The community must document that the protection level is still valid at each cycle verification; and
	(e) Additional documentation may be required for the review of flood control projects that are unique to a community or region.
(c) [For structural flood control projects]	(i) The level of flood protection for each building to be credited, both before and after the project was installed or constructed. (ii) [For buildings protected by a reservoir, detention basin, retention pond, or other facility that stores water above ground] A letter from the state dam safety office stating that the structure meets all state dam safety requirements. If there is no state dam safety office, then a registered design professional must certify that the project meets all appropriate dam safety criteria.
(h) [If the flood control project revised the base flood elevation]	A copy of the CLOMR submittal to FEMA.

530 (Flood Protection) - continued	
Notes:	
<p>(5) Projects not credited: <i>The following projects are NOT credited under this activity: List of properties considered for 530 credit, but do not qualify:</i></p>	
<p><i>(If boxes checked below, then 530 credit is not allowed for those properties.)</i></p>	
	<i>(a) Projects that protect to less than the 25-year flood level;</i>
	<i>(b) Projects that protect buildings outside of the regulatory floodplain (except repetitive loss buildings);</i>
	<i>(c) Post-FIRM buildings. Credit is not provided for post-FIRM buildings because the NFIP already requires that they be protected. However, if a post-FIRM building was retrofitted to protect it from a flood hazard not covered by the FIRM or NFIP regulations, credit is provided under this activity. For example, a post-FIRM building may have been constructed to the base flood elevation shown on an old FIRM, but the current base flood elevation is higher because of a recent restudy. If the building is elevated again to protect to the new base flood elevation, then the community could receive Activity 530 credit. However, constructing a new building to meet the community's flood protection requirements is not retrofitting;</i>
	<p><i>(d) Projects implemented due to a requirement of the NFIP, such as elevating a substantially damaged or substantially improved residential building. The following are examples of how this rule is applied:</i></p> <p><i>(i) Although elevating a building solely to meet the NFIP rules is not credited, credit is provided for bringing a noncompliant building into compliance if the project was implemented voluntarily or pursuant to a community action, such as providing financial assistance or declaring a dilapidated structure to be unsafe and uninhabitable.</i></p> <p><i>(ii) If a noncompliant building is removed, and replaced with a new building constructed to post-FIRM standards, it can be counted toward TU1. Demolishing and replacing a substantially improved or substantially damaged is not an NFIP requirement.</i></p> <p><i>(iii) Projects constructed to mitigate the adverse effect of not properly regulating new construction in accordance with a court order or an agreement with FEMA are not credited. Such an action would be considered one taken to meet the minimum requirements of the NFIP;</i></p>
	<i>(e) If a building is removed but not replaced, and the parcel is preserved as open space, it can be counted toward credit under Activity 520 (Acquisition and Relocation). If a building is removed but not replaced, and the parcel is not preserved as open space, it can be counted toward TU1 because local codes will ensure that if anything is constructed, it will meet post-FIRM standards;</i>
	<i>(f) Coastal structural projects, including seawalls, groins, and beach nourishment;</i>
	<i>(g) Levees or floodwalls that protect more than one property. Levees are covered under Activity 620 (Levees);</i>
	<i>(h) Dams that are not in compliance with the state's dam safety regulations; and</i>
	<i>(i) Structural flood control projects owned AND operated by a federal agency. Credit is not provided for the major flood control works owned and operated by agencies such as the Corps, TVA and the Bureau of Reclamation. However, credit is provided for locally owned and operated projects that were partially funded by a federal agency.</i>
Notes:	

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

Activity 540 (Drainage System Maintenance) - continued			
Channel debris removal (CDR) (continued)			
	(5) Procedures for inspection and maintenance must be in the form of written procedures or guidelines. These are explained in "Drainage System Inspection and Maintenance Procedures," below.	(a) A copy of the procedures, instructions, or other documents that explain the community's routine inspection and debris removal program.	
	(6) All the inspection and maintenance activities must be recorded and the records must be maintained until the next verification visit.	(d) Copies of the records that show that inspections were conducted and maintenance was performed when inspections revealed problems.	
Notes:			
Problem site maintenance (PSM) (50 points)			
	(2) The community must also be receiving credit for CDR.		
	(3) The community must have written procedures or guidelines that identify each problem site component, what the issues are, and what special inspection and/or maintenance is needed. These are explained in "Maintenance Procedures for Problem Sites," below.	(a) A copy of the procedures, instructions, or other documents that explain the community's problem site inspection and maintenance. These are likely to be part of the procedures submitted for CDR credit. The special problem site inspection and maintenance procedures need to be identified, e.g., marked in the margin as "PSM."	
	(4) The problem sites are identified on the community conveyance system map developed for CDR credit and noted in the conveyance system component inventory.	(b) The inventory of the components of the community's conveyance system prepared for CDR, annotated to show which components are problem sites.	
	(5) The community's maintenance program must require that (a) An inspection be conducted more than once each year, (b) An inspection of each problem site component be conducted after each major storm, and (c) Action be taken after an inspection identifies a need for maintenance or cleaning.		
	(c) Copies of the records showing that inspections were conducted and that maintenance was performed when inspections revealed problems.		
Notes:			
Capital improvement program (CIP) (70 points)			
	(2) The community must also be receiving credit for CDR.		
	(3) Sites that are improved through the program must be in the community's conveyance system as defined in its procedures to document CDR. Projects to improve road drainage or storm drains can only be credited if those sites are identified in the community's procedures and regularly inspected and maintained.		
	(4) There must be a "master list" of problem sites that are planned for improvement projects. The list can be prepared from master watershed plans, complaints, or reports from maintenance crews. Projects do not have to be prioritized or listed in any order.		

Activity 540 (Drainage System Maintenance) - continued		
	(5) For full credit, an engineering analysis must have been completed that identifies the problem and provides a solution. It must include an estimate of the 1% annual chance (100-year) flood at the problem site and the resulting flood elevations. The design of the "solution" may use a lower design standard, but the community needs to recognize the impact of the 1% flood.	
	(6) The community must spend money on a regular basis on such improvement projects (a one-time-only project would not be credited). This can be documented by a multi-year capital improvements budget or line items in several years' budgets that fund drainage improvement projects.	
(a)	Excerpts from the capital improvement plan or other documentation that shows that the community (or other drainage maintenance agency) has an ongoing program to reduce drainage maintenance problems. The submittal must include	
(i)	A master list of the community's drainage maintenance problem sites that are in need of elimination or correction.	
(ii)	Recommended correction measures for the problem sites.	
(iii)	Documentation that funds are spent on capital improvement projects each year.	
(iv)	If full credit is requested, documentation of the engineering analysis.	
Notes:		
Stream dumping regulations (SDR) (30 points)		
	(2) The community must also be receiving credit for CDR.	
(3)	The regulations that prohibit disposal of debris in the community's drainage system must be enforced throughout the entire community. The ordinance or law must designate an office or official responsible for receiving complaints and monitoring compliance and it also must include enforcement and abatement provisions.	(a) A copy of the stream dumping ordinance or law prohibiting the disposal of debris in the affected drainage system. The acronym SDR must be marked in the margin of the ordinance sections that pertain to this element, including the responsible office or official
(4)	Additional credit is provided if the community publicizes the regulatory requirements that prohibit stream dumping. This may be done through the following outreach projects:	
	(a) A notice sent to all property owners in the community (which may or may not be credited under OP in Activity 330); or	
	(b) Posting "no dumping in the stream" signs at key locations in the drainage system, such as frequent problem spots, schools, or public park; or	
	(c) An outreach project identified in the community's PPI if the PPI publicizing drainage system maintenance and the regulations that prohibit dumping.	
Notes:		

Activity 540 (Drainage System Maintenance) - continued			
Storage basin maintenance (SBM) (120 points)			
	(2) The community must also be receiving credit for both SZ and PUB within element SMR under Activity 450.		
	(3) The community must have a program to inspect and maintain its storage basins, and inspections must be conducted (a) At least once each year, (b) Upon receiving a complaint, and (c) After each storm that could adversely affect the drainage system. Action must be taken when an inspection reveals a need for maintenance or cleaning. Procedures for inspection and maintenance must be in the form of written procedures or guidelines.	(a) A copy of the procedures, instructions, or other documents that explain the community's storage basin inspection and maintenance program.	
	(4) The location of all public and private storage basins must be mapped.	(b) The map showing the location of all storage basins in the community.	
	(5) The community must have a complete inventory of storage basins within its jurisdiction.	(c) The inventory of all storage basins located in the community.	
	(6) All the maintenance and inspection activities must be recorded and the records must be maintained until the next verification visit.	(d) Copies of the records that show that inspections were conducted and maintenance was performed when the inspections revealed problems.	
(e) A completed Certification of Compliance with Environmental and Historic Preservation Requirements for Drainage System Maintenance (CC-540EHP).			
Notes:			