



FEMA

W-09020

April 2, 2009

MEMORANDUM TO: Write Your Own (WYO) Company Principal Coordinators and
NFIP Servicing Agent

A handwritten signature in black ink that reads "Edward Connor".

FROM: Edward Connor
Acting Federal Insurance Administrator
National Flood Insurance Program

SUBJECT: Revised Elevation Certificate and Floodproofing Certificate Approved

The Office of Management and Budget (OMB) has approved the collection of information under OMB Number 1660-0008, which includes the Elevation Certificate (FEMA Form 81-31) and the Floodproofing Certificate (FEMA Form 81-65). The new expiration date for both forms is March 31, 2012.

The only changes to the Floodproofing Certificate are the new expiration date and revised Paperwork Burden Disclosure Notice. Significant changes to the Elevation Certificate and Instructions are noted below:

- In Section A, items A8.d and A9.d are added, asking:
Engineered flood openings? Yes No

- In Section C, item C2.h is added, which reads:

Lowest adjacent grade at lowest elevation of deck or stairs, including structural support _____, feet meters (Puerto Rico only)
(This information is provided if the certificate is being used to support a request for a LOMA or LOMR-F.)

- The Instructions for Section A for items A.8.b-c and A.9.b-c have been revised, in part, to allow the height of flood openings to be determined from the interior grade or floor. The revision reads:

Enter ... the number of permanent flood openings in the crawlspace or enclosure(s) [for Items A9.b-c, in the attached garage] that are no higher than 1.0 foot above the higher of the exterior or interior grade or floor immediately below the opening. ... If the interior grade elevation is used, note this in the Comments area of Section D.

- Instructions for other sections have been clarified and expanded, as needed.
- Two new Building Diagrams have been added:
 1. The new Diagram 1B is for raised-slab-on-grade or slab-on-stem-wall-with-fill single- and multiple-floor buildings. (Diagram 1 from the old Elevation Certificate is Diagram 1A on the new Elevation Certificate.)
 2. The new Diagram 9 is for all buildings (other than split-level) elevated on a sub-grade crawlspace.

As stated in WYO Clearinghouse bulletin W-09008, dated February 26, 2009, FEMA will permit a “phase-in” of the revised Elevation Certificate on a voluntary basis. During a 12-month transition period beginning April 1, 2009, we will accept either the new form or the old form. This voluntary transition period will allow sufficient time for coordination and training of all affected NFIP stakeholders. Elevations certified on or after the last day of the transition period must be submitted on the new Elevation Certificate form with the expiration date of March 31, 2012.

PDF files of both forms are attached. Please note that related updates to the *Flood Insurance Manual* will soon be forthcoming as a Supplement to the May 1, 2009, Revisions.

If you have any questions regarding this matter, please contact Mary Ann Chang at 202-212-4712.

cc: Vendors, IBHS, FIPNC, FEMA Regions, Government Technical Representative

Required Routing: Data Processing, Claims, Underwriting