



FEMA

JAN 28 2004

The Honorable David M. Dunfield
Mayor, City of Lawrence
City Hall
6 East 6th Street
P.O. Box 708
Lawrence, Kansas 66044-0708

RECEIVED

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CITY MANAGERS OFFICE
LAWRENCE, KS

Dear Mayor Dunfield:

Roger Benson of the U. S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) and Julie Grauer and Rhonda Montgomery of the Kansas Department of Agriculture, Division of Water Resources (DWR) met at the Lawrence City Hall on January 20-21, 2004 with Brad Hauschild, Long-Range Planner and Bryan Dyer, City/County Planner to conduct a Community Assistance Visit (CAV). The purpose of the meeting was to assess the effectiveness of your community's floodplain management program in meeting the criteria for participation in the National Flood Insurance Program (NFIP).

During the CAV visit, the following areas of the City of Lawrence's program were reviewed:

- 1) The adequacy of the existing floodplain management ordinance in meeting the provisions for participation in the NFIP as outlined in Title 44 of the Code of Federal Regulations (CFR) Part 60.3 "Floodplain management criteria for flood-prone areas," Sub-part (d).
- 2) The adequacy of the existing flood hazard mapping supplied by FEMA in the form of the Douglas County, KS Flood Insurance Study (FIS), effective date November 7, 2001 and the Douglas County, KS Flood Insurance Rate Map (FIRM), effective date November 7, 2001.
- 3) The adequacy of the existing floodplain development permit application and the associated elevation certificate and non-residential floodproofing certificate for verifying and recording "as-built" elevations for new and substantially improved buildings.
- 4) The adequacy of the community's written administrative procedures for the issuing, tracking and recording of the above permit/certification process.
- 5) All floodplain development permits and associated "as-built" elevation certificates for floodway fringe development in the floodplain that have been issued in the past five (5) calendar years.
- 6) All floodplain development permits for floodway development and those other provisions dealing with watercourse alterations or maintenance of carrying capacity that have been issued in the past five (5) calendar years.
- 7) The conformance of the existing variance requests/approvals to FEMA guidelines.
- 8) The City's last NFIP Biennial Report submitted to this office.

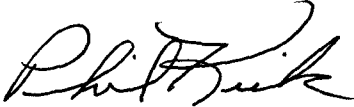
9) The repetitive loss data for the City.

Based upon the CAV meeting discussion and review of the City's floodplain management program, which included a street-by-street field survey of the Special Flood Hazard Area (SFHA) as shown on the Douglas County Flood Insurance Rate Map, it has been determined that the Lawrence floodplain management program has no deficiencies. The CAV is now closed.

The City's successful completion of this CAV meets an essential requirement for application to join the NFIP's Community Rating System (CRS). Mr. Phil Anderson, ISO Senior Field Representative/CRS Specialist will be in contact with the City to schedule a CRS visit to Lawrence, which is the next step in the CRS application process. Enclosed is a copy of the CRS application processing timeline.

It is our wish to thank the City staff that hosted the CAV meeting for providing FEMA and DWR with the requested documentation and for the necessary support and cooperation to successfully complete the CAV. Let me also express appreciation for your support of the NFIP by operating a compliant floodplain management program. If you have any questions or comments concerning the NFIP, please contact Roger Benson, Natural Hazards Program Specialist, at 816-283-7031.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil Kirk", with a stylized flourish at the end.

Phil Kirk, Chief
Hazard Identification and Risk Assessment Branch
Federal Insurance and Mitigation Division

Enclosure: CRS application processing timeline

cc: Linda Finger, Director of Planning
Rhonda Montgomery, State NFIP Coordinator
Roger Benson, FEMA R-VII Natural Hazards Program Specialist
Phil Anderson, ISO Senior Field Representative/CRS Specialist

Community Rating System (CRS) Application Processing Timeline

Time Estimate (months)	CRS Application Process Activity	CRS Applicant Community	FEMA R-VII State	ISO Field Rep	ISO Prod. Coord	FEMA HQ IM-RC-CA CRS Rep
1	Complete draft application & mail to ISO field representative (FR)	■	■			
1	ISO FR reviews draft application. Initial scoring, 500 points minimum			■		
1	FEMA R-VII sends community date of Community Assistance Visit (CAV)		■			
1	R-VII/State perform CAV & inform community & ISO FR of findings*	■	■			
Please Note:	The community must fix CAV violations within 1 month or CRS application processing will end. Serious program violations discovered by the CAV, if not resolved by the community, will lead to probation by the NFIP until the CAV violations are resolved. Continued failure by a community to resolve CAV violations will lead to NFIP suspension.	■	■			
1	ISO FR site visits community, requests further documentation if needed	■		■		
1	ISO FR prepares and sends draft narrative report to the ISO Production Coordinator (PC) for further review.			■		
2	ISO PC does quality control check of draft narrative report & approves				■	
2	ISO FR does final application scoring and prepares final narrative report. ISO FR sends application and narrative report to FEMA HQ (IM-RC-CA)			■		
2	FEMA HQ (IM-RC-CA) reviews/approves final narrative report. Writes letters to community acknowledging CRS participation and finalizes CRS class ranking, which will determine the % NFIP premium deduction. NFIP premium adjusted for all Zone A, AE, AO, AH policy holders.					■