



FEMA

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April 23, 2008

MEMORANDUM TO: Write Your Own (WYO) Company Principal Coordinators and the National Flood Insurance Program (NFIP) Servicing Agent

FROM: Jack Way
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Risk Insurance Division
National Flood Insurance Program

SUBJECT: NFIP Information Technology Systems and Services
Transition Update

The purpose of the attached plan is to provide an update, clarifications, and corrections to the transition steps for National Flood Insurance Program's (NFIP) Information Technologies (NFIP IT) Systems and Services. The transition from the NFIP legacy systems to technologies developed in the NextGen Project began January 2, 2008, and will continue through at least August 30, 2008. This transition affects all NFIP stakeholders and requires WYO Companies and vendors to modify their systems and processes to ensure the NFIP reaches the NextGen goals established by the Joint Working Groups in 2004.

As their scheduled revision cycles dictate, the following NFIP documents continue to be modified to comply with NextGen specifications and continue to be available to WYO companies and other NFIP stakeholders.

- WYO Transaction Record Reporting and Processing (TRRP) Plan
- TRRP Edit Specifications Document
- NFIP Flood Insurance Manual
- NFIP Adjuster Claims Manual
- NFIP Financial Documents

Please share this information within your organization as appropriate. If you have any questions, please contact the NFIP IT Manager and ISSO at jack.way@dhs.gov.

Attachment

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Suggested Routing: Accounting, Claims, Data Processing, Underwriting



FEMA

NFIP Information Technologies Systems and Services (NFIP IT) Transition Plan

December 10, 2007

Revised April 23, 2008

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FEMA NFIP Information Technology (IT) Services and Systems Bulletin Revisions

This is the April 2008 Revision of the NFIP Information Technologies Systems and Services (NFIP IT) Transition Plan bulletin dated December 2007. Listed below are the sections that have been modified.

- Added WYO Co/Vendor Awareness & Outreach Campaign Section
- Table 1 – Updated Timeline
- I. FEMA NFIP Interconnection Security Agreement (ISA) and Memorandum of Understanding (MOU)
 - Added WYO Arrangement Verbiage
- II. BSA Production Web Portal
 - Updated Timeframe
- III. BSA Real-Time Person-to-Machine Access Control
 - Updated Verbiage
- IV. BSA File Transfer Protocol (FTP) Server
 - Revised Section
 - Added Report and File Requirements
- VII. BSA Quoting, Underwriting and Submit-for-Rate (SFR) Submission
 - Clarified Requirements
 - Added Process Model
- VIII. BSA WYO Company Monthly Financial Submissions
 - Clarification to Verbiage
 - Added F2M Pilot and Transition Activities Table
 - Added Contact Information
- X. NFIP Adjuster Flood Certification
 - Updated Timeframe
- XI. NFIP Adjuster Preliminary Damage Assessment
 - Updated Section
- XIII. Daily Transaction Record Reporting & Processing (TRRP) Cycle Submission
 - Added Examples
 - Update Timeframes
 - Added TRRP File Unique File Name Requirement
- XIV. TRRP Cycle Enhanced Layout (Asynchronous Machine-to-Machine [Batch] Transmission Method)
- XV. TRRP Edit Specifications Changes
 - B. TRRP Batch File Format
 - Added Duplicate File Name Verbiage
 - Added Contact Information
 - F. Front-End Balancing Record Layouts
 - Modified Contact E-mail Address Length
 - G. Formatting Front-End Balancing Data Elements
 - Modified Contact E-Mail Address Length
 - Modified Contact Name Length
 - Modified Contact Telephone Number Length
- XV. TRRP Edit Specifications Changes
 - Rescinded Entire Section

- Rescinded Endorsement Effective Date Edit (PR009035)
- Added NFIP IT Services (NextGen Technologies) TRRP Cycle Sequencing
- XVIII. BSA System Freeze
 - New Section
- XIV. Data Integrity Spreadsheets
 - New Section
- XV: Reporting System TRRP Discrepancies
 - New Section

Transition Plan Executive Summary

Introduction

This plan summarizes key NFIP Modernization transition steps and information relevant to all NFIP stakeholders. This executive summary accompanies a detailed bulletin to be distributed to WYO Company and Vendor NFIP IT stakeholders upon FEMA's approval of the revised schedule.

Per FEMA direction, the NFIP NextGen Modernization Pilot to Production (P2P) plan and timeline was revised to provide FEMA a phased-in production plan for the NextGen infrastructure and applications for the NFIP IT Services. This plan is intended to meet the following goals.

- Reduce NFIP transition risk
- Align with current BSA contract deliverables, timelines and available resources
- Focus parallel processing activities to accommodate limited NFIP knowledge resources
- Support NFIP expert's quality control activities (NFIP BSA, Contractors and FEMA) to ensure systems are fully tested, accurate and meet NFIP business needs
- Support change control and transition management for all NFIP BSA and FEMA SME stakeholders to provide additional time to become familiar with and to integrate internal desktop procedures with new NextGen applications
- Provide additional contingency plans and options

Acronyms

NG – NextGen
 P2P – Pilot to Production
 BSA – Bureau and Statistical Agent
 SME – Subject Matter Experts
 IV&V – Independent Validation and Verification
 AW – Activity Worksheet
 RL – Repetitive Loss
 TRRP – Transaction Record Reporting and Processing
 F2M – Flood Financial Management
 FREE – Flood Rating Engine Environment
 SQANet – Simple and Quick Access Net
 IT – Information Technology
 POC – Point Of Contact
 ISA – Interconnection Security Agreement
 MOU – Memorandum Of Understanding
 ISSO – Information Systems Security Officer
 FTP – File Transfer Protocol
 G2B – Government-to-Business

The P2P phase-in includes all NFIP IT Service (NextGen) Stakeholder Applications, Backend Maintenance and Operation Applications, that match or exceed current BSA systems. Each application has been developed to become NFIP IT Services Production Version 1.0. These applications will continue to be developed to include additional functionality as documented in future releases of the Requirement and Design documents for each application.

NFIP IT Services (NextGen) Stakeholder Applications

1. Daily Transaction Record Reporting and Processing (TRRP) Cycle
2. Location Validation
3. F2M (Flood Financial Management)

4. FREE (Flood Rating Engine Environment)
5. My Profile (Access Control)
6. AW501 & RL (Repetitive Loss) Maintenance
7. NFIPBureau.FEMA.Gov Web Portal
8. SQANet (Simple and Quick Access Net)
9. Company Profile
10. ezClaims Company QuickClaims
11. ezClaims Re-Inspections
12. ezClaims Prelim Damage Assessment
13. ezClaims Adjuster Console
14. ezClaims Adjuster Lookup
15. ezClaims Coordinating Office (Web Front-End)
16. ezClaims Disaster Info
17. Web Support (e.g., feedback forms, etc.)
18. Forms
19. Admin Console (Access Control Workflow) (Web Front-End)

NFIP Backend Maintenance & Operation Applications

- SAM (System Asset Management)
- BIIMS (Business Intelligence Inventory Management System)
- ISS (Information Support Services)/TSS (TRRP Support Services)
- NFIP IT Infrastructures and Security Components
- NFIP IT Data Warehouse

WYO Co/Vendor Awareness & Outreach Campaign

The NextGen Team is conducting WYO company or vendor change management conference calls to review the following activities.

- F2M Live Meeting Demos and Conference Calls
- Encryption Conference Calls, FTP and File Testing
- TRRP Technical Conference Calls
- Live Meeting Demo for Any Application – Starting in April 2008
- Technical Questions, As needed

Please contact Jack Way at jack.way@dhs.gov or 703.605.0750 to schedule a change management meeting or activity.

Daily TRRP Cycle Edit Spec Test Results

The new Daily TRRP Cycle was tested in parallel with the current BSA mainframe TRRP cycle, after the NextGen team conducted unit, functional and stress testing. The TRRP Cycle parallel testing compared the WYO company TRRP Cycle edits specifications based on errors raised and not raised per error type. The results below show the percent consistency with the current system error occurrences and record counts per error, which was statistically grouped. The percentage measures the consistency of these groups. The following results are based the WYO Company TRRP Cycle Edits only.

- **September 2007 TRRP Cycle Data**– 95-percent consistency with current system error occurrences and record counts per error

- **October 2007 TRRP Cycle Data**– 99-percent consistency with current system error occurrences and record counts per error
- **November 2007 TRRP Cycle Data** – 99-percent consistency with current system error occurrences and record counts per error

Table 1 - NFIP IT Transition/Implementation Timeline

No.	Type	NFIP IT Transition/Implementation Step (With Notes)	Time Frame	Stakeholders	Status
1	TRRP Test	TRRP Cycle Parallel Testing 1 (September 2007 TRRP Data)	October 22-28, 2007	NG/BSA/FEMA/IV&V	Completed
2	TRRP Test	TRRP Cycle and Mainframe Sub System Parallel Testing 2 for September V2n/October 2007 TRRP Data	Starting November 22 - December 15, 2007 (BSA completes the TRRP Cycle around the 15th)	NG/BSA/FEMA/IV&V	Completed
3	MOU/ISA	Initiate MOU and ISA distribution to WYO Companies and Vendors	November 15, 2007	FEMA	Completed
4	Testing	BSA and FEMA ezClaims Disaster Info, PDA and Adjuster Lookup Testing	December 1-15, 2007	BSA/FEMA - Claims Personnel	Completed
5	ETL	Continue Actuarial Mainframe Data Transfer and Annual Cycle Development (Data, Rating, Dashboard and Reports)	Starting December 1, 2007	NG/BSA	Ongoing
6	Verification	Continue AW501 Parallel Processing	December 1, 2007 – Ongoing	NG/FEMA/ISO/States	Ongoing
7	Verification	BSA and FEMA FREE Work Flow & Final Review and Testing	December 3, 2007 - Ongoing	BSA/FEMA - Underwriting Personnel	Ongoing
8	Change Management	FEMA and Bureau Change Management (Claims, Underwriting, Tech Services)	Starting December 7, 2007	NG/FEMA/BSA	Ongoing
9	NextGen Apps	BSA and FEMA Location Validation Review and Testing	December 12-18, 2007	BSA/FEMA	Completed
10	Verification	BSA and FEMA ezClaims Re-Inspection Testing & Final Review; Testing ezClaims Adjuster Lookup, ezClaims QuickClaims, ezClaims PDA, ezClaims Disaster Info, and ezClaims Adjuster Console	December 12 - Production	BSA/FEMA - Claims Personnel	Ongoing
11	Change Management	WYO Company and Vendor Change Management (EDG Meeting, WYO Co Conference Calls, etc.)	Starting December 12, 2007	NG/FEMA/BSA/CO	Completed
12	Verification	Continue with FEMA/BSA SQANet Validation	December 12, 2007 - Production	NG/FEMA/BSA/CO/Vendors/IV&V	Ongoing
13	Verification	BSA and FEMA F2M Final Review	December 10-31, 2007	NG/FEMA/BSA/CO	Completed
14	TRRP Testing	TRRP Cycle and Mainframe Sub System Parallel Testing 3 for November 2007 TRRP Data (Note: NG will complete a full data download of all mainframe files and data - estimation about 10 days)	Starting December 22, 2007-January 15, 2008 (BSA completes the TRRP Cycle around the 15th)	NG/BSA/FEMA/IV&V	Completed
15	Milestone	<i>MILESTONE: Official NextGen BSA Applications - FREE quoting, Location Validation, My Profile, Web Support, Forms, and SAM</i>	Starting January 2, 2008		Completed
16	Change Management	Existing Requirement: QuickClaims Data Submissions Required Weekly for WYO Companies (Same Layout)	January 2008 – August 2008 (until daily TRRP)	WYO Co and Vendors	Ongoing

No.	Type	NFIP IT Transition/Implementation Step (With Notes)	Time Frame	Stakeholders	Status
17	Testing	TRRP New Vendor Testing Begins NFIP Systems Test Approval to Operate	Starting January 2-22, 2008	NG/BSA/FEMA/New Vendor	Completed
18	Change Management	Encryption Kickoff, Planning, Testing & Implementation	January 5 - May 2008	NG/WYO Co and Vendors	Ongoing
19	Verification	Continue AW501 Parallel Processing & Validation for RL Maintenance	Starting January 7-May 21, 2008	NG/FEMA/ISO/States/Bureau	Ongoing
20	Verification	NFIPBureau.FEMA.gov Portal Testing & Review	Starting January 7, 2008 (Final Portal Due May 21, 2008)	FEMA/Pilot Team	Ongoing
21	F2M - Dec 2007 Data	F2M Pilot Test 1: Initiate WYO Co. Mandatory F2M Pilot BSA Application for December TRRP Statistical Financial Data.* *TRRP Cycle for the entire month must be processed before Financials can be submitted in F2M, since statistical data is balanced with financial data.	Starting February 11, 2008	NG/FEMA/BSA/CO	Completed
22	Milestone	<i>MILESTONE: Official NextGen BSA Applications - ezClaims Adjuster Lookup, ezClaims PDA, ezClaims Disaster Info, and ezClaims Adjuster Console</i>	Starting February 1, 2008 (Note: Independent and Staff Adjusters are required to use the ezClaims Adjuster Console & PDA Application starting June 1, 2008.)	Dependent on FEMA/BSA Review Number 10	Ongoing
23	TRRP - Jan 2008 Data	TRRP Cycle and Mainframe Sub System Parallel Testing 5 for January 2008 TRRP Data	Starting February 21 - March 15, 2008 (BSA completes the TRRP Cycle around the 15 th). IV&V Comparison March 18-April 15, 2008	NG/BSA/FEMA/IV&V	Ongoing; Comparing Results
24	F2M - Jan 2008 Data	F2M Pilot Test 2: F2M Pilot BSA Application for January 2008 TRRP Statistical Financial Data*	Starting February 22, 2008	NG/FEMA/BSA/CO	Ongoing
25	TRRP - Feb 2008 Data	TRRP Cycle on Mainframe (Note: February TRRP Cycle will be official on the CSC system)	Starting March 21 - April 15, 2008 (BSA completes the TRRP Cycle around the 15 th)	BSA	Ongoing
26	F2M - Feb 2008 Data	F2M Pilot Test 3: F2M Pilot BSA Application for February 2008 TRRP Statistical Financial Data*	Starting March 27, 2008	NG/FEMA/BSA/CO	Ongoing
27	TRRP - March 2008 Data	TRRP Cycle on Mainframe (Note: March TRRP Cycle will be official on the CSC system)	Starting April 21, 2008 - May 15, 2008 (BSA completes the TRRP Cycle around the 15 th)	BSA	Ongoing
28	F2M - March 2008 Data	F2M Pilot Test 4: F2M Pilot BSA Application for March 2008 TRRP Statistical Financial Data*	Starting April 27, 2008	NG/FEMA/BSA/CO	
29	May Program Change	New May TRRP Edit Specifications Enforced	Monday, May 5, 2008	FEMA/BSA/NG	
30	FREE	Submit SFR Packets for New Business via FREE	Wednesday, May 21, 2008	WYO Co and Vendors	
31	MOU/ISA	Receive Signed MOU and ISA from All WYO Companies and Vendors	Wednesday, May 21, 2008	FEMA/WYO Co and Vendors	
32	Encryption	Encryption Implementation for all WYO Companies and Vendors	Wednesday, May 21, 2008	BSA/NG/WYO Co and Vendors	

No.	Type	NFIP IT Transition/Implementation Step (With Notes)	Time Frame	Stakeholders	Status
33	ETL	Final TRRP Data ETL (Download Mainframe Data, Refresh Data Warehouse, Data Marts and Materialized Views)	May 15-June 15, 2008	NextGen	
34	TRRP - April 2008 Data	TRRP Cycle on New NextGen Systems - April TRRP Cycle will be official on the new NextGen Systems. Requirement includes new layout and new FTP Server. (Note: BSA/CSC will continue to run the TRRP Cycle on the Mainframe each month for backup purposes).	Wednesday, May 21, 2008	NextGen/BSA	
35	Milestone	NFIP IT (NextGen) Technologies System of Record MILESTONE: All NextGen Applications are Official BSA Applications - January 2008 Applications including TRRP Cycle, F2M, AW501&RL Maintenance, NFIPBureau.FEMA.gov, SQANet, Company Profile, Admin Console, BIIMS, ISS/TSS, Data Warehouse and NFIP IT Infrastructures and Security Components	May 21, 2008 (Note: Up-to-date SQANet data will be maintained when the No 33 is completed.)	NextGen	
36	F2M - April 2008 Data	F2M Official: F2M BSA Application for April 2008 TRRP Statistical Financial Data*	Starting May 22, 2008	BSA/NG/WYO Co and Vendors	
37	Change Management	Daily TRRP Data Meetings and Testing with Vendors and WYO Companies	June 5 - August 11, 2008	BSA/NG/WYO Co and Vendors	
38	TRRP - May 2008 Data	TRRP Cycle & F2M* Submission	June 21, 2008	BSA/NG/WYO Co and Vendors	
39	TRRP - June 2008 Data	TRRP Cycle & F2M* Submission	July 21, 2008	BSA/NG/WYO Co and Vendors	
40	TRRP - July 2008 Data	TRRP Cycle Submission	August 11, 2008	BSA/NG/WYO Co and Vendors	
41	Daily TRRP	TRRP Cycle and Daily Process Ramp-up	August 11, 2008	BSA/NG/WYO Co and Vendors	
42	Daily TRRP	First Daily TRRP Cycle Submission	August 11, 2008; and Every Business Day Onward	WYO Co and Vendors	
43	F2M - July 2008 Data	July 2008 TRRP Financials (July Data - Full Month)	August 1 - 21, 2008	WYO Co and Vendors	

Note: All TRRP submission dates are the 21st of the month at Noon EST. If the 21st falls on a weekend or holiday, then submissions are due the next business day, as described in the WYO TRRP Plan.

The identified BSA LAN applications (e.g., GIS, Traverse, Correspondence, etc.) are not listed in the P2P plan and will be migrated under the appropriate BSA contract. The NextGen team is effectively testing and interfacing with each of these applications over the next few months to ensure all NFIP business processes are continuous.

NFIP Information Technologies (IT) Systems Transition Plan

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NFIP IT Transition Plan Timeframe

See Table 1 (page iii) - NFIP IT Transition/Implementation Timeline in FEMA NFIP Information Technology (IT) Services and Systems Transition Plan Executive Summary section.

I. FEMA NFIP Interconnection Security Agreement (ISA) and Memorandum of Understanding (MOU)

An Interconnection Security Agreement (ISA) is required from WYO companies and flood insurance systems vendors that interact systematically with NFIP Information Technology (IT) systems. The ISA and Memorandum Of Understanding (MOU) are subordinate to Article II of the WYO Financial Assistance/Subsidy Arrangement and pertain to organizations that perform the following functions.

- Submit NFIP IT (formerly NextGen) batch data files via secure NFIP Bureau and Statistical Agent (BSA) File Transfer Protocol (FTP) (e.g., Transaction Record Reporting and Processing [TRRP], ezClaims, QuickClaims, Flood Rating Engine Environment [FREE])
- Interact with NFIP IT à la carte applications via Web services (i.e., Location Validation, FREE quoting)

WYO company or vendor technical Points Of Contact(s) (POCs) are required to complete a FEMA-provided template with systems information that is commensurate to the information provided by FEMA. The POCs are defined in the ISA and the template can be modified as needed to accurately represent a WYO company's or vendor's organization and technical infrastructure. Each ISA will be reviewed by FEMA technical management for establishing knowledge of NFIP partner systems.

The NFIP IT MOU is for WYO companies that interact with FEMA NFIP IT services via the following methods or arrangements.

- Complete engagement of a vendor to perform all NFIP data processing and submission
- Partial engagement of a vendor to perform some NFIP functions that interact with NFIP IT Services
- Minimal or no vendor engagement

In cases where a WYO company submits its own NFIP data or engages a subsidiary as a vendor, the parent company will be required to complete only the ISA template. If a WYO company engages a vendor to submit batch (i.e., TRRP Cycle File) data and the company also uses NFIP IT Web services, that company will be required to complete an ISA and MOU.

WYO companies should also identify which NFIP IT Web applications, such as FREE, Flood Financial Management (F2M), or Simple and Quick Access Net (SQANet), it will authorize for use by its personnel, in conjunction with the operations performed by its flood vendor. Once a WYO company identifies which IT applications it would like to

use, the company will assume the access control responsibility for its personnel. For example, the company POC or identified delegate will oversee permissions by granting and disabling usernames and passwords for staff members.

FEMA anticipates ISA and MOU sign-off to be completed by all companies and vendors by May 30, 2008. Completed ISAs or MOUs are not required for initiating operations with NFIP IT Systems, but will be accounted for by FEMA.

In the Fall 2008, FEMA will incorporate the ISA and MOU into the FEMA NFIP WYO Arrangement.

The FEMA Information Systems Security Officer (ISSO) will work with each WYO Company and vendor to complete the MOU and ISA. Jack Way is the current ISSO and can be reached via email at jack.way@dhs.gov or 703.605.0750.

II. BSA Production Web Portal

The BSA Website, currently www.NFIPStat.com, will change to a government provided URL, www.NFIPBureau.FEMA.gov. This Website will be a one-stop shop for all NFIP stakeholders to access bulletins, FAQs, National Flood Conference registration forms, BSA information, NFIP IT Service applications, etc. This site will link to other FEMA Websites. The new NFIP IT Services Website will be operational as of January 7, 2008 for access to production applications only and fully populated by May 21, 2008, as noted in the schedule.

The BSA pilot Website for testing purposes will remain www.nfipnextgen.com.

III. BSA Real-Time Person-to-Machine Access Control

Access control for NFIP IT Services applications that require a username and password will be requested and approved by the FEMA ISSO and/or WYO company/flood vendor designated and authorized representatives. Real-time person-to-machine NFIP IT Services applications for WYO companies/flood vendors that require a username and password are listed below.

BSA NFIP IT Technologies Application	Purpose	FEMA Required?
FREE	SFR Quotes, Renewals, and Underwriting Submissions	Yes – Required Submissions Based on Business Operations
ezClaims Re-Inspections	Open Claim File Uploads	Yes - Submissions Required. Options are Postal Mail or Electronic through ezClaims.
ezClaims Disaster Info	Input FICO/CAT Information	No
F2M	Monthly Financial Submissions	Yes – Monthly Submissions
Company Profile	Manage Company Profile, BSA Requests, Appeals, etc.	Yes – Required - Profile, At Least Yearly - Requests, As Needed

Admin Profile	Manage Users	Yes – Required, As Needed
SQANet	Reports for all NFIP statistics and status including repetitive loss, mitigation activities and insurance disposition.	No – Optional
ezClaims Adjuster Console/ Prelim Damage Assessment	<ul style="list-style-type: none"> - PDA Submissions - Flood Adjuster Certification Card 	Yes - Required for Independent and Staff Adjusters for PDA Submissions

Access control is managed within an automated workflow process through the NFIP IT Service Admin Console application. Admin Console users will be responsible for approving, deactivating, and modifying user's access. Starting May 21, 2008, NFIP Services, IT Services, and FEMA ISSOs will be able to assist companies in their access control requests. WYO companies and flood vendors will have access to their Admin Console to modify their own company's personnel access in the Summer of 2008. Access control policies and procedures will be arranged and documented within the NFIP MOU, which must be signed by the WYO company/flood vendor and FEMA before access is granted to the Admin Console.

IV. BSA File Transfer Protocol (FTP) Server

The new BSA File Transfer Protocol (FTP) server, known as the NFIP Government-to-Business (G2B) Server, will be the primary means for WYO companies and vendors to transfer batch data files system-to-system for official submission. There are two changes and one enhancement for FTP/G2B server.

- 1) Change - FTP/G2B server location (URL)
- 2) Change - Frequency of reports caused by the daily TRRP cycle requirement
- 3) Enhancement - Some FTP reports will also be available in SQANet to allow users to create parameter-driven reports for customized needs.

The new production FTP/G2B server is located at <ftp://www.nfipbureau.fema.gov>. Please note that there is also a pilot FTP/G2B server that WYO companies and flood vendors have been using for pilot program purposes. It is important to ensure TRRP data files are sent to the production FTP/G2B server when the NFIP IT Services (NextGen) systems become the system of record. Individual calls or meetings will be scheduled to brief companies on FEMA system-to-system security policies and procedures. Usernames and passwords will also be provided at that time.

The FTP/G2B server will continue to be the BSA source for reports and data files for WYO companies and vendors, the structure and file selection will remain the status quo. The only change occurs when the TRRP cycle goes daily, and some reports will become daily and have monthly summaries.

Reports and files that are produced as part of the TRRP Cycle will be created and delivered on-demand after the TRRP has been processed for a company, not based on a pre-defined schedule. Data files, such as the Rejected Transaction Data File, will only be

available on the FTP/G2B Server, while reports, such as the Policy Database Error Statistics Report, will be posted on the G2B/FTP Server and on SQANet, which is described in Section V. The following table details the frequency for the production of reports and files after Daily TRRP operations are initiated.

TRRP Output File/Report	Destination Location	Daily TRRP Frequency
Claims Error Data File	FTP/G2B Server	Daily, Monthly
Policy Error Data File	FTP/G2B Server	Daily, Monthly
Rejected Transaction Data File	FTP/G2B Server	Daily, Monthly
Non-Renewed Policy Data File	FTP/G2B Server	Monthly
Pre-Renewal Policy Data File	FTP/G2B Server	Monthly
PRP GIS Data File	FTP/G2B Server	Monthly
SRL Company Data File	FTP/G2B Server	Monthly
Monroe Inspection Properties Data File	FTP/G2B Server	Monthly
1316 Property Directory File	FTP/G2B Server	Monthly
Community Master File Updates	FTP/G2B Server	Daily, Semi-Annual
Historical Appeal Response Status Report (W2CIPHIS)	FTP/G2B Server, SQANet	Monthly
WYO Discrepancy Notification Report (W2CIPNOT)	FTP/G2B Server, SQANet	Monthly
Invalid PRP Pre-Renewal Based on Flood Zone (W2GISPFZ)	FTP/G2B Server, SQANet	Monthly
Invalid PRP Based on Loss History (W2MYCOMP)	FTP/G2B Server, SQANet	Daily, Monthly
Invalid PRP Based on Flood Zone (W2MYPFZN)	FTP/G2B Server, SQANet	Daily, Monthly
Canceled / Expired Policies Not On PMF (W2NONRE7)	FTP/G2B Server, SQANet	Monthly
Loss Records Error Statistics (W2PRCR03)	FTP/G2B Server, SQANet	Daily, Monthly
Rejected Loss Transaction Statistics (W2PRCR07)	FTP/G2B Server, SQANet	Daily, Monthly
Policy Database Error Statistics (W2PRPR03)	FTP/G2B Server, SQANet	Daily, Monthly
Rejected Policy Transaction Statistics (W2PRPR07)	FTP/G2B Server, SQANet	Daily, Monthly
Additional Data Records Not Received Report (W2RADLTE)	FTP/G2B Server, SQANet	Daily, Monthly
Additional Data Reject Report (W2RADREJ)	FTP/G2B Server, SQANet	Daily, Monthly
Claims Error Summary by Company (W2RCHSUM)	FTP/G2B Server, SQANet	Daily, Monthly
Ineligible/Invalid Losses By Error Code (W2RCINVA)	FTP/G2B Server, SQANet	Daily, Monthly
Invalid Losses By Company and Policy (W2RCINVD)	FTP/G2B Server, SQANet	Daily, Monthly
Policy Error Summary by Company (W2RHPSUM)	FTP/G2B Server, SQANet	Daily, Monthly
Inspection Procedure Properties with Possible Community Ordinance Violations (W2RIPBLG)	FTP/G2B Server, SQANet	Monthly
Losses Open More Than 120 Days (W2RPCLMR)	FTP/G2B Server, SQANet	Daily, Monthly
Ineligible or Invalid Policies by Error Code and Company (W2RPINVA)	FTP/G2B Server, SQANet	Daily, Monthly
Invalid Policies By Company and Policy (W2RPINVD)	FTP/G2B Server, SQANet	Daily, Monthly
Contract Growth Report By Company (W2RPRETB)	FTP/G2B Server, SQANet	Monthly
Policy Growth Report By Company (W2RPRETD)	FTP/G2B Server, SQANet	Monthly
Claim Reject Summary Report (W2RREJRC)	FTP/G2B Server, SQANet	Daily, Monthly
Policy Reject Summary Report (W2RREJRP)	FTP/G2B Server, SQANet	Daily, Monthly
Severe Repetitive Loss Properties (W2RTGCOM)	FTP/G2B Server, SQANet	Monthly

FTP TRRP Output Files Naming Convention

TRRP Output Files (e.g., Claims Error Data File, Policy Error Data File, Rejected Transaction Data File, SRL Company Data File, etc.) currently have an established naming convention. This naming convention will be modified to accommodate daily and monthly file creation with the inclusion of a frequency indicator (i.e., D = Daily, M = Monthly, Q = Quarterly, S = Semiannual, A = Annual, B = Biannual) and a date and timestamp. These elements of the naming convention will be included in between the existing filename and the file extension. Below are examples of the modified naming convention.

- **File Type:** Claims Error Data
- **File Naming Convention:** W2CXXXXX.ZYYYYMMDDHHMM.zip with accompanying W2CXXXXX.ZYYYYMMDDHHMM.txt record count

- **File Type:** Rejected Transaction Data
- **File Naming Convention:** W2RXXXXX.ZYYYYMMDDHHMM.zip with accompanying W2RXXXXX.ZYYYYMMDDHHMM.txt record count

- **File Type:** SRL Company Directory
- **File Naming Convention:** RLTG.COXXXXX.ZYYYYMMDDHHMM.zip

Key

XXXXXX = Company NAIC Number

Z = Frequency Indicator (i.e., D = Daily, M = Monthly, Q = Quarterly, S = Semiannual, A = Annual, B = Biannual)

YYYY = Year

MM = Month

DD = Date

HH = Hour

MM = Minute

TRRP Output Reports Naming Convention

TRRP and TRRP Subsystem Output Reports (e.g., Historical Appeal Response Status Report/W2CIPHIS, Policy Error Summary By Company/W2RHPSUM, Losses Open More Than 120 Days/W2RPCLMR, etc.) are placed on the FTP site for companies and vendors to retrieve. These reports have an established naming convention, but the naming convention will be modified to accommodate two changes. The naming convention currently uses the mainframe report code, but as the NFIP IT report code becomes more familiar, this code will be used in lieu of the legacy code to identify the report. It should be possible to change which report code is used on a report-by-report basis.

In addition, the date identifier will be modified to accommodate daily and monthly file creation with the inclusion of a frequency indicator (i.e., D = Daily, M = Monthly, Q = Quarterly, S = Semiannual, A = Annual, B = Biannual) and a full date and timestamp, rather than the month and year that is currently supplied. Below is the modified naming convention that will be used on TRRP Output Reports.

- CODE. ZYYYYMMDDHHMM.W2CXXXX

Key

CODE = Report Code

Z = Frequency Indicator (i.e., D = Daily, M = Monthly, Q = Quarterly, S = Semiannual, A = Annual, B = Biannual)

YYYY = Year

MM = Month

DD = Date

HH = Hour

MM = Minute

XXXXX = Company NAIC Number

The FEMA ISSO will provide each WYO company and flood vendor technical POC with their credentials to access the FTP/G2B Server. Contact Jack Way to request the credentials for your company at jack.way@dhs.gov or 703.605.0750.

Refer to Table 1 for transition dates to the new FTP Server.

V. BSA Reporting

BSA BureauNet, Data Exchange, and FIANet are undergoing consolidation and upgrading to create a single source for NFIP data called Simple and Quick Access Net (SQANet). SQANet follows Department of Homeland Security business intelligence standards and will be the authorized single source for flood insurance data. SQANet will provide all of the reports, lookups, and functionality as the current reporting tool, and it will provide enhanced functions, such as Business Intelligence Reporting Secure Dashboards, a Report Catalog, multiple reporting formats, and new reports and lookups.

Refer to Table 1 for transition dates.

VI. BSA Company Profile

The WYO Company Profile is a secure, Web-based application for WYO companies and flood insurance vendors to manage their profiles and POCs. The Company Profile will also be used to submit operational requests, such as a merger or name change. All requests and submissions are processed through a workflow to oversee, monitor, and track all requests. All verbal and written requests that are processed with the BSA WYO Business Analysts will be entered into the system, and each WYO company or flood insurance vendor will be able to login to view the status of their requests at any time. BSA WYO

Business Analysts will be able to assist WYO companies and flood insurance vendors with this application, as needed.

Refer to Table 1 for transition dates.

VII. BSA Quoting, Underwriting, and Submit-for-Rate (SFR) Submission

The FREE (Flood Rating Engine Environment) application is the single authoritative and centralized rating engine for the NFIP. FREE contains built-in underwriting workflow for BSA, WYO company, and flood vendor underwriting personnel. Authorized users will be able to both create flood insurance quotes and submit required BSA underwriting data, including required SFR packets and appeals (i.e., PRP). FREE replaces the current BSA SFR Expert System and, as a result, eliminates the need for a BSA SFR Expert System May 2008 release.

FREE generates quotes for the following flood insurance types.

- NFIP Regular Program (Standard and RCBAP policy types)
- NFIP Emergency Program
- Submit-for-Rate (SFR)

At production time, FREE will not quote the following flood insurance types. *

- Preferred Risk Policy (PRP) (excluding B, C, or X zone validation with Q3 dataset)*
- Provisional Rates*
- Tentative Rates*
- FEMA Special Rates
- SFR Unnumbered V Zones
- Endorsements
- Prior Term Refunds
- Cancellations
- Mortgage Portfolio Protection Program (MPPP) Policies*
- Group Flood Insurance Policies

FREE will process, track and manage FEMA Special Rate and underwriting requests through its workflow process, even for policies that can't be quoted by FREE.

*FREE will quote PRP, MPPP, Provisional and Tentative Rates and will be available in the Summer 2008.

FREE uses the entered property address to validate upfront TRRP data against the Community (Old Community Master File) data in the Data Warehouse for flood zones, floodproofing credit for eligible communities, address edits, prior loss history, grandfathering, Section 1316, etc.

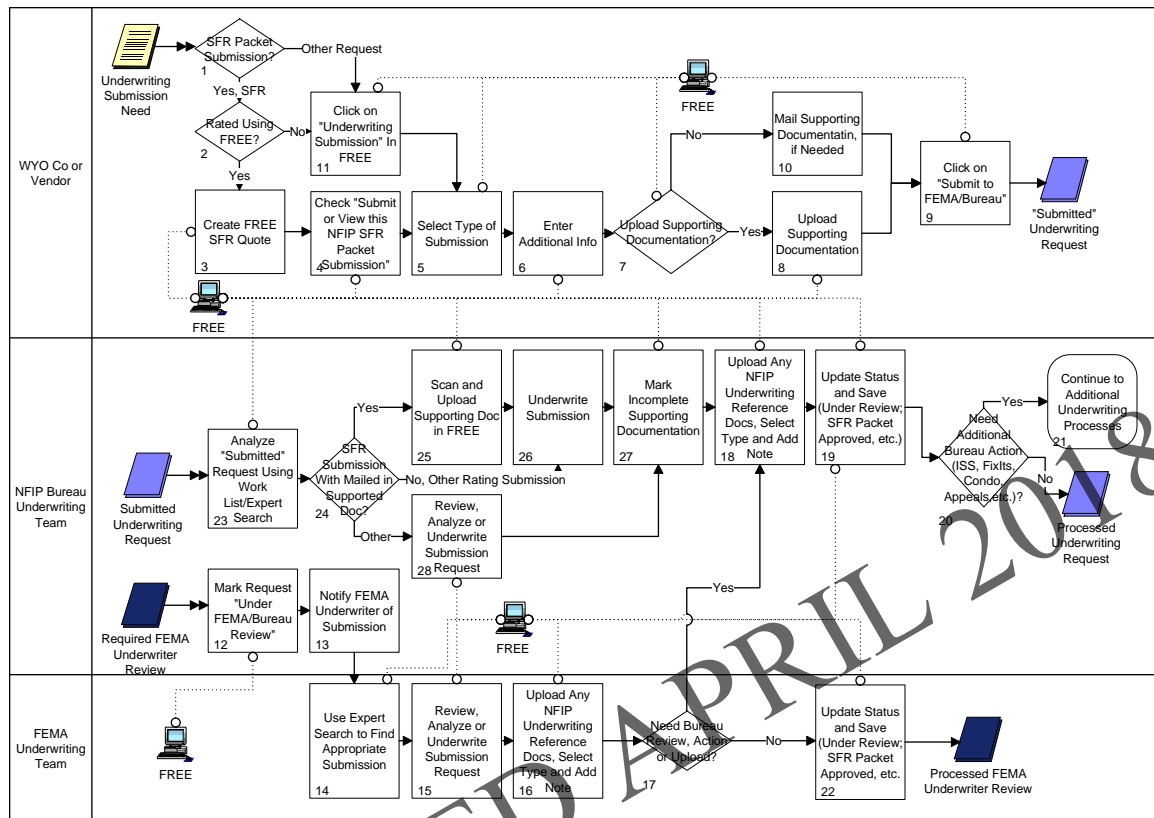
Beginning on May 21, 2008, WYO companies will be required to submit SFR new business and renewals policy packets via FREE. SFR renewals only have to be submitted

once via FREE. Once the first renewal has been processed via FREE, each subsequent renewal does not need to be resubmitted. The May 21, 2008 SFR submission requirement is for any new business written on or after May 21, 2008. SFR packets that have already been mailed to the BSA via postal mail do not need to be uploaded in FREE until renewal. All SFR renewals must be submitted once through the FREE system to ensure all SFR are captured in the new NFIP data warehouse. Subsequent SFR renewals do not need to be uploaded in the FREE application. SFR packages will need to be uploaded into FREE on all SFR renewals processed during 5/21/08 – 5/21/09. WYO companies may opt to begin the FREE SFR packet submission beginning May 21, 2008. WYO companies will be required to upload an electronic SFR packet, which includes the following.

- Flood Insurance Application (if not quoted using FREE)
- SFR Worksheet Elevated (if not quoted using FREE)
- SFR Worksheet Non-Elevated (if not quoted using FREE)
- Elevation Certificate
- Statement of Variance (if required)
- Building Photographs
- Evaluation Form (if required)
- Certificate of Breakaway Walls (if required)
- Other (if needed)

WYO companies will also be required to input the reported TRRP policy number for SFR new business.

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VIII. BSA WYO Company Monthly Financial Submissions

WYO companies will continue to be required to submit their financial spreadsheet and supporting documentation on a monthly basis. F2M allows NFIP financial stakeholders (e.g., WYO company, flood vendor, and BSA financial staff) to enter, upload, submit, and process monthly financial data. Added functionality includes the following.

- Tracking and audit capabilities
- Upfront calculations and validations
- Automatic population of statistical TRRP and prior month data based on TRRP cycle submissions
- An F2M-generated secure (SSL) WYO company monthly financial reporting packet for downloading
- Tracking of all reported financial data and status
- Status of submissions via the F2M work list

WYO company financial changes include the following.

- WYO companies will be required to process their monthly financial spreadsheet via F2M after the TRRP Cycle runs because the F2M auto-populates TRRP cycle data.
- The original WYO companies' monthly financial spreadsheet and supporting documentation must be uploaded by the F2M file upload functionality.
- The required submission of supporting financial documentation can continue to be physically mailed or uploaded electronically via F2M.
- All F2M workflow, monitoring, and tracking will be completed via F2M, such as date and time stamps, approvals, and WYO company/BSA comments.

The table below details the timeframes for the F2M Pilot and Transition activities.

F2M Activity for WYO Companies	Timeframe
F2M Pilot Test 1: December 2007 Financials Submission	February 11 – 21, 2008
F2M Pilot Test 2: January 2008 Financials Submission	February 22 – March 21, 2008
F2M Pilot Test 3: February 2008 Financials Submission	March 22 – April 21, 2008
F2M Pilot Test 4: March 2008 Financials Submission	April 22-May 21, 2008
F2M System of Record: April 2008 Financials Submission	May 21, 2008

Any questions on the F2M Pilot activities can be addressed to Dan Renfroe. He can be reached at (202) 467-7621 or at drenfroe@ostglobal.com. The F2M Application QuickStart is available at http://www.nfipbureau.fema.gov/pdf/NG_QuickStart_F2M.pdf.

Refer to Table 1 for transition dates.

IX. NFIP QuickClaims Data Submission

Once WYO companies begin to officially submit daily TRRP Cycle submissions, WYO companies will not be required to submit QuickClaims data. QuickClaims data should continue to be submitted until that time.

X. NFIP Adjuster Flood Certification

Each Adjuster Certification Application is reviewed by the BSA claims staff to ensure applicants meet the requirements in the NFIP Adjuster Claims Manual. An independent adjuster who meets required qualifications is approved as a Certified Flood Adjuster in conjunction with a loss category type (e.g., Residential). The May 2008 changes include the following modifications to this process.

- Adjuster Certification Application submissions must continue to be submitted to the BSA. Once users are approved, they will have access to the ezClaims PDA application.
- Certified Flood Adjusters will have a certification status (i.e., Active, Non-Active) that will be valid for 1 year (June 1 – May 31). An adjuster who is certified and takes a FEMA-approved Claims Presentation/Workshop will be classified as an “Active” Flood Certified Adjuster. Each year, FEMA-approved Claims Presentation attendance will be entered by the BSA staff in ezClaims, which maintains the adjuster’s status. If Claims Presentation is not attended, no credit will be entered and an adjuster’s status will automatically convert to “Non-Active” at the end of the prior hurricane season.
- Flood Certification Number (FCN) Cards will be available for printing on demand by approved and validated adjusters via the secure BSA NFIP IT Services ezClaims Adjuster Console. FCN Cards will be valid for one year. The FCN Card will display the adjuster’s name, address, FCN, status, certification category, and certification expiration date.

XI. NFIP Adjuster Preliminary Damage Assessment

Adjusters are required to complete the Preliminary Damage Assessment (PDA) form on all building claims that meet substantial damage criteria through the NFIP IT Services ezClaims Adjuster Console – PDA application system starting May 21, 2008. The Console tracks and monitors all PDA submissions by each adjuster in their own custom work list. Adjusters can log into the Console to retrieve and print any PDA forms they have created at any time.

XII. ezClaims Disaster Info

NFIP IT ezClaims Disaster Info is a secure, Web-based, self-service module for authorized BSA personnel will enter FICO data. FICO information will be retained within the NFIP Data Warehouse.

XIII. Daily Transaction Record Reporting & Processing (TRRP) Cycle Submission

Beginning on August 11, 2008, all WYO companies are required to begin the transition to submitting at least one TRRP Cycle submission every business day via flat file/batch mode (using the enhanced record layout). Any WYO company or flood vendor unable to successfully complete the transition will be addressed on a case-by-case basis. The following procedures will apply.

- Each WYO company or its flood vendor will be required to submit one complete TRRP Cycle file each business day.
- Submissions can be scheduled or not scheduled.
- A company may send more than one TRRP submission per day.
- The daily TRRP submission timeframe encompasses a business day from midnight to 11:59 PM EST.
- TRRP data must be submitted within 3-business days following the WYO company transaction date. For example, if a transaction took place on a Monday, the TRRP data for the transaction must be submitted by Thursday at 11:59 PM EST. Below show the 3-business day requirement for one TRRP Cycle record only.

○ Example 1

Day	Daily TRRP Business Day	BSA Record Reporting Need
Monday	WYO Company Transaction Date	
Tuesday	Day 1	
Wednesday	Day 2	
Thursday	Day 3	Must Report to BSA via TRRP Cycle Submission by 11:59 PM EST

○ Example 2

Day	Daily TRRP Business Day	BSA Record Reporting Need
Friday	WYO Company Transaction Date	
Monday	Day 1	
Tuesday	Day 2	
Wednesday	Day 3	Must Report to BSA via TRRP Cycle Submission by 11:59 PM EST

- Business days are defined as Monday through Friday, excluding federally designated holidays.
- TRRP Cycle submissions may be submitted on holidays and weekends, but are not required.

- WYO companies are required to submit empty TRRP files containing only the header and footer records (i.e., no reconciliation records or TRRP transactions) for required submission days that experienced no TRRP transactions.
- BSA WYO Business Analysts must be notified if TRRP Cycle data cannot be submitted (e.g., power outages, etc.) to engage contingency plans.
- All daily TRRP Cycle data files must use the TRRP Cycle Enhanced Layout.
- WYO companies will be able to begin testing daily TRRP data file submissions in June 2008.
- TRRP statistics-related monthly financials reporting period requirements are as follows.
 - Financial reporting timeframe is by calendar day (1st to the end of the month).
 - Financial reporting is based on the WYO company transaction date, not the TRRP processing date.
 - WYO companies must ensure that their daily TRRP Cycle data has a specific and correct financial month included in the header.
 - The daily TRRP Cycles may be delayed up to 3-business days. Companies will have until the 3rd of the following month to submit the previous month's statistical data to link to the appropriate monthly financial reporting period (e.g., The February 3 TRRP could be the last day linked to the January financial reporting period.).
- File must be encrypted using the NFIP IT Service public key. The file needs to also be compressed using the encryption software.

Refer to Table 1 for transition dates.

XIV. TRRP Cycle Enhanced Layout (Asynchronous Machine-to-Machine [Batch] Transmission Method)

The underlying TRRP Cycle technology has changed, but the NFIP IT daily TRRP adheres to the standards set in the legacy TRRP Plan and the TRRP Edit Specifications for the WYO Program. As a result, the layout of the TRRP records submitted by WYO companies and vendors will not need to be altered, except to add a header, reconciliation section and footer to the existing file layout. The TRRP process will continue to operate in a batch mode, similar to current TRRP operations.

A. TRRP Comparison: NFIP IT Daily TRRP vs. Legacy Monthly TRRP

From the operational perspective of WYO companies and their flood vendors, a review of the transition from the traditional monthly TRRP Cycle to the new NFIP IT daily TRRP Cycle reveals few significant changes. The changes are listed below.

- TRRP submission files will be submitted to a different location—FTP/G2B Server.

- TRRP submission files must incorporate the year, month, date and time in their naming convention.
- TRRP submission files must be generated daily by WYO companies and/or vendors and be processed daily by the NFIP IT (formerly NextGen) system.
- Reports and feedback will be provided on a daily basis via the FTP/G2B Server and SQANet.
- New optional TRRP transaction types are available for use by stakeholders—such as TRRP Quotes (11Q), Batch Location Validation files, etc. Information regarding optional TRRP transaction validations, including layouts and procedures are available from Jack Way (jack.way@dhs.gov or 703.605.0750).

B. TRRP Batch File Format

TRRP transactions submitted by WYO companies and vendors must continue to use the same record format specified in the TRRP Plan. Three modifications must be made to TRRP files to ensure that they are successfully processed

- The file naming convention must be modified to include the submission date and time, as well as the month and year. Information on this change is provided below.
- The file must include automated header, trailer and front-end balancing and reconciliation data to facilitate processing with minimal human interaction. Information on this change is provided on the following pages.
- Every file submitted through the TRRP Cycle must have a unique file name. Re-submissions of prior files and new files must have a file name that is different from all previous submissions and that follows the proposed naming convention. Submissions with duplicate file names will be suspended by the TRRP Cycle and will not be processed. The submitter will be notified of the error.

The TRRP file naming convention must be modified to meet the following specifications.

F<WYO Prefix><YYYYMMDDHHMMSS>.dat

WYO companies may send more than one TRRP file per day. For each new file, the time fields should be updated. For instance, if a company with the WYO Prefix Code of 56789 sends two files on February 1, 2007, at 10:00 AM and 1:00 PM, the files would be named as follows.

- F5678920070201100000.dat
- F5678920070201130000.dat

Starting May 21, 2008, all files must be encrypted and compressed using the encryption tool.

C. TRRP Note

Each TRRP transaction record **must** be terminated by a carriage return (linefeed character), in order to ensure correct processing.

D. TRRP File Transmission

TRRP files will continue to be transmitted by FTP/G2B.

E. Automated Front-End Balancing and Reconciliation

The transition from monthly to daily processing of TRRP records necessitates the automation of the front-end balancing process to reduce processing delays introduced by the need for human interaction. TRRP files must include additional records containing front-end balancing information for the transactions submitted in each file. Specifically, there will be three new types of records – Header Records, Reconciliation Records, and Trailer Records. A description of each record type is provided below.

- Header Records – Contain the financial period for the TRRP submission, contact information for the submitter and summary information for the TRRP file, including total record counts for all reconciliations types and the associated dollar amounts.
- Reconciliation Records – Contain a formatted version of the monthly reconciliations that are currently submitted with the monthly TRRP files, reconciling the TRRP submissions with the financial data for Net Federal Policy Fee, Net Written Premium, Net Paid Losses, and Special Allocated Loss Adjustment Expense (LAE).
- Trailer Records – Contain the total file record count.

The front-end balancing records must be placed before and after the TRRP Transaction Records that are currently submitted. The Header and Reconciliation Records must be placed at the beginning of the file; the Trailer Records, at the end after the TRRP transactions. Refer to the following image for a depiction of the location of each record type within the submission file.

Daily TRRP Cycle Submission

Header Record – <i>New</i>
Reconciliation Records (Net Federal Policy Fee, Net Written Premium, Net Paid Losses, SALAE) – <i>New</i>
Existing TRRP Transaction Records
Trailer Record – <i>New</i>

The Daily TRRP Cycle will analyze the information provided in these new records. The record counts and transaction amounts will be compared to the information submitted in the TRRP transactions. If the summarized data balances properly, the TRRP transactions will be processed; if there are errors, the TRRP file will be suspended and BSA personnel will work with the submitter to identify the cause of the problem and resolve the issue.

F. Front-End Balancing Record Layouts

TRRP transactions must continue to use the record layouts described in the TRRP Plan. Following are descriptions of the layouts of the new automated front-end balancing and reconciliation records. The descriptions include, for each data element, the field length, record position, and, where needed, notes about the content or formatting of the field.

Header Record Layout

Data Element	Field Length	Position	Notes
Record Identifier	3	1-3	Header records should be identified with the characters HR in the Record Identifier field.
WYO Prefix Code	5	4-8	Company Number
Financial Period	6	9-14	Year/Month (YYYYMM)
Submission Date/Time	14	15-28	Date Submitted Timestamp (YYYYMMDDHHMMSS)
Total Record Count - Net Written Premium	12	29-40	
Total Premium Amount - Net Written Premium	12	41-52	This is the total amount of all premiums on all policy transactions submitted.
Total Record Count - Net Federal Policy Fee	12	53-64	
Total Premium Amount - Net Federal Policy Fee	12	65-76	This is the total amount of all Federal Policy Fees on all policy transactions submitted.
Total Record Count - Net Paid Losses	12	77-88	
Total Loss/Paid Recoveries - Net Paid Losses	12	89-100	This is the total amount of all Payment and Recoveries on all claim transactions submitted.
Total Record Count - Special Allocated LAE	12	101-112	
Total Premium Amount - Special Allocated LAE	12	113-124	This is the total amount of all Special Allocated LAE on all claim transactions submitted.
Total Amount of Reserves – Case Loss Reserve	12	125-136	This is the total amount of all Reserves on all claim transactions submitted.
Total TRRP Transaction Record Count	12	137-148	This should include the total TRRP record count (excluding header, trailer, and reconciliation records).
Contact Name	50	149-198	IT Contact Information
Contact Telephone Number	10	199-208	
Contact E-mail Address	50	209-258	

Reconciliation Record Layout – Net Federal Policy Fee

Data Element	Field Length	Position	Notes
Record Identifier	3	1-3	Reconciliation records should be identified with the characters RC in the Record Identifier field.
WYO Prefix Code	5	4-8	Company Number
Reconciliation Type Identifier	3	9-11	Net Federal Policy Fee reconciliations should be identified with the characters NFP in the Reconciliation Type Identifier field.
Record Count (11)	12	12-23	
Premium Amount (11)	12	24-35	
Record Count (15)	12	36-47	
Premium Amount (15)	12	48-59	
Record Count (17)	12	60-71	
Premium Amount (17)	12	72-83	
Record Count (20)	12	84-95	
Premium Amount (20)	12	96-107	
Record Count (23)	12	108-119	
Premium Amount (23)	12	120-131	
Record Count (26)	12	132-143	
Premium Amount (26)	12	144-155	
Record Count (29)	12	156-167	
Premium Amount (29)	12	168-179	

Reconciliation Record Layout – Net Written Premium

Data Element	Field Length	Position	Notes
Record Identifier	3	1-3	Reconciliation records should be identified with the characters RC in the Record Identifier field.
WYO Prefix Code	5	4-8	Company Number
Reconciliation Type Identifier	3	9-11	Net Written Premium reconciliations should be identified with the characters NWP in the Reconciliation Type Identifier field.
Record Count (11)	12	12-23	
Premium Amount (11)	12	24-35	
Record Count (15)	12	36-47	
Premium Amount (15)	12	48-59	
Record Count (17)	12	60-71	
Premium Amount (17)	12	72-83	
Record Count (20)	12	84-95	
Premium Amount (20)	12	96-107	
Record Count (23)	12	108-119	
Premium Amount (23)	12	120-131	
Record Count (26)	12	132-143	
Premium Amount (26)	12	144-155	
Record Count (29)	12	156-167	
Premium Amount (29)	12	168-179	
Record Count (14)	12	180-191	
Record Count (81)	12	192-203	
Record Count (99)	12	204-215	
Record Count (12)	12	216-227	

Reconciliation Record Layout – Net Paid Losses

Data Element	Field Length	Position	Notes
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Data Element	Field Length	Position	Notes
Record Identifier	3	1-3	Reconciliation records should be identified with the characters RC in the Record Identifier field.
WYO Prefix Code	5	4-8	Company Number
Reconciliation Type Identifier	3	9-11	Net Paid Losses reconciliations should be identified with the characters NPL in the Reconciliation Type Identifier field.
Record Count (31)	12	12-23	
Loss/Paid Recoveries (31)	12	24-35	
Record Count (34)	12	36-47	
Loss/Paid Recoveries (34)	12	48-59	
Record Count (37)	12	60-71	
Record Count (40)	12	72-83	
Loss/Paid Recoveries (40)	12	84-95	
Record Count (43)	12	96-107	
Loss/Paid Recoveries (43)	12	108-119	
Record Count (46)	12	120-131	
Record Count (61)	12	132-143	
Record Count (49)	12	144-155	
Loss/Paid Recoveries (49)	12	156-167	
Record Count (64)	12	168-179	
Loss/Paid Recoveries (64)	12	180-191	
Record Count (84)	12	192-203	
Record Count (87)	12	204-215	
Record Count (52 Recovery)	12	216-227	
Loss/Paid Recoveries (52 Recovery)	12	228-239	
Loss/Paid Recoveries (52 Salvage)	12	240-241	
Loss/Paid Recoveries (52 Subrogation)	12	242-253	
Record Count (67 Recovery)	12	254-265	
Loss/Paid Recoveries (67 Recovery)	12	266-277	
Loss/Paid Recoveries (67 Salvage)	12	278-289	
Loss/Paid Recoveries (67 Subrogation)	12	290-301	

Reconciliation Record Layout – Special Allocated LAE

Data Element	Field Length	Position	Notes
Record Identifier	3	1-3	Reconciliation records should be identified with the characters RC in the Record Identifier field.
WYO Prefix Code	5	4-8	Company Number
Reconciliation Type Identifier	3	9-11	Special Allocated LAE reconciliations should be identified with the characters SAL in the Reconciliation Type Identifier field.
Record Count (71)	12	12-23	
SALAE Amount (71)	12	24-35	
Record Count (74)	12	36-47	
SALAE Amount (74)	12	48-59	

Trailer Record Layout

Data Element	Field Length	Position	Notes
Record Identifier	3	1-3	Trailer records should be identified with the characters TR in the Record Identifier field.
WYO Prefix Code	5	4-8	Company Number
Financial Period	6	9-14	Year/Month (YYYYMM)
Submission Date/Time	14	15-28	Date Submitted Timestamp (YYYYMMDDHHMMSS)
Total Record Count	12	29-40	Total Number of records in this file (including Header, TRRP Transactions, Reconciliation and Trailer Records)

G. Formatting Front-End Balancing Data Elements

The following table provides the formatting specifications for the data elements used in the front-end balancing records. The first column, **Data Element**, provides the name of the data element. The second column, **S**, indicates whether it is a signed field allowing for a negative number. The third column, **\$/ \$c**, indicates whether dollars and cents, whole dollars, or hundreds of dollars are applicable formats for the financial fields. The last column, **Picture**, presents the picture expected for each element.

In the Picture column, numeric fields, indicated by a 9 or S9, are right justified and zero filled. The number within the parentheses is the length of the field preceding the decimal position. The V9 or V99 indicates an implied decimal position. For example, 123.45 with a picture of 9(7) V99 would be represented as 000012345 on the file. Note that the field is zero filled with four zeros because the numeric value is not large enough to use up all of the required length.

Alpha and alphanumeric fields, indicated by an X in the picture column, are left justified with trailing spaces. Zeroes, reported in numeric data elements, and blanks, reported in alpha and alphanumeric data, indicate not reported or not applicable.

Data Element	S	\$/ \$c	Picture
Contact E-mail Address	-	-	X(50)
Contact Name	-	-	X(50)
Contact Telephone Number	-	-	X(10)
Financial Period	-	-	9(6)YYYYMM
Loss/Paid Recoveries (31)	S	\$c	S9(10)V99
Loss/Paid Recoveries (34)	S	\$c	S9(10)V99
Loss/Paid Recoveries (40)	S	\$c	S9(10)V99
Loss/Paid Recoveries (43)	S	\$c	S9(10)V99
Loss/Paid Recoveries (49)	S	\$c	S9(10)V99
Loss/Paid Recoveries (64)	S	\$c	S9(10)V99
Loss/Paid Recoveries (52 Recovery)	S	\$c	S9(10)V99
Loss/Paid Recoveries (52 Salvage)	S	\$c	S9(10)V99
Loss/Paid Recoveries (52 Subrogation)	S	\$c	S9(10)V99
Loss/Paid Recoveries (67 Recovery)	S	\$c	S9(10)V99
Loss/Paid Recoveries (67 Salvage)	S	\$c	S9(10)V99
Loss/Paid Recoveries (67 Subrogation)	S	\$c	S9(10)V99

Data Element	S	\$ / \$¢	Picture
Premium Amount (11)	S	\$¢	S9(10)V99
Premium Amount (15)	S	\$¢	S9(10)V99
Premium Amount (17)	S	\$¢	S9(10)V99
Premium Amount (20)	S	\$¢	S9(10)V99
Premium Amount (23)	S	\$¢	S9(10)V99
Premium Amount (26)	S	\$¢	S9(10)V99
Premium Amount (29)	S	\$¢	S9(10)V99
Reconciliation Type Identifier	-	-	X(3)
Record Count (11)	-	-	9(12)
Record Count (12)	-	-	9(12)
Record Count (14 and 81)	-	-	9(12)
Record Count (15)	-	-	9(12)
Record Count (17)	-	-	9(12)
Record Count (20)	-	-	9(12)
Record Count (23)	-	-	9(12)
Record Count (26)	-	-	9(12)
Record Count (29)	-	-	9(12)
Record Count (31)	-	-	9(12)
Record Count (34)	-	-	9(12)
Record Count (37)	-	-	9(12)
Record Count (40)	-	-	9(12)
Record Count (43)	-	-	9(12)
Record Count (46 and 61)	-	-	9(12)
Record Count (49)	-	-	9(12)
Record Count (52 Recovery)	-	-	9(12)
Record Count (64)	-	-	9(12)
Record Count (67 Recovery)	-	-	9(12)
Record Count (71)	-	-	9(12)
Record Count (74)	-	-	9(12)
Record Count (84 and 87)	-	-	9(12)
Record Count (99)	-	-	9(12)
Record Identifier	-	-	X(3)
SALAE Amount (71)	S	\$¢	S9(10)V99
SALAE Amount (74)	S	\$¢	S9(10)V99
Submission Date/Time	-	-	9(14)YYYYMMDDHHMMSS
Total Amount of Reserves - Case Loss Reserve	S	\$¢	S9(10)V99
Total Loss/Paid Recoveries - Net Paid Losses	S	\$¢	S9(10)V99
Total Premium Amount - Net Federal Policy Fee	S	\$¢	S9(10)V99
Total Premium Amount - Net Written Premium	S	\$¢	S9(10)V99
Total Record Count - Net Federal Policy Fee	-	-	9(12)
Total Record Count - Net Written Premium	-	-	9(12)
Total Record Count - Net Paid Losses	-	-	9(12)
Total Record Count - Special Allocated LAE	-	-	9(12)
Total SALAE Amount - Special Allocated LAE	S	\$¢	S9(10)V99
Total TRRP Transaction Record Count	-	-	9(12)
WYO Prefix Code	-	-	9(5)

XV. TRRP Edit Specifications Changes

There will be no changes to the TRRP Edit Specifications as part of the NFIP IT Transition. The previously described changes have been rescinded. Additionally, the

Endorsement Effective Date Edit (PR009035) published in the May 2008 Edit Specifications (described in WYO Bulletin W-08005 released on February 4, 2008) is cancelled.

NFIP IT Services (NextGen Technologies) TRRP Cycle Sequencing

The TRRP Cycle sequencing will change to the following order.

- 1) Transaction Date
- 2) Company Id
- 3) Policy Number
- 4) Transaction Code
- 5) Sort Sequence Key

TRRP Cycle Transaction Code will be sorted as noted in the following table.

Transaction Type	Transaction Code
Policy	11A (New Business) 14A (Reinstatement without policy changes) 15A (Reinstatement with changes) 17A (Renewals) 20A (Endorsements) 23A (Policy Correction) 26A (Cancellation) 29A (Cancellation Correction) 81A (Change Policy Number)
Claims	31A, 31B (Open Claim/Loss - Reserve) 34A (Reopen Claim/Loss) 37A (Change Reserve) 40A (Partial Payment) 43A, 43B (Close Claim/Loss) 46A (Close Claim/Loss Without Payment) 49A, 49B (Addition to Final Payment) 52A, 52B (Recovery After Final Payment) 71A (SALAE) 61A, 61B (General Claim/Loss Correction) 64A (Claim Payment Correction) 67A (Recovery Correction) 74A (SALAE Correction) 84A (Change Date of Loss) 87A (Change Claims Payment Date)

The best way to submit transactions in the order it should be processed in one TRRP cycle is to prioritize with the transaction date; should there be a transaction code conflict scenario such as submitting policy cancellation (26A) and reinstatement (15A) together.

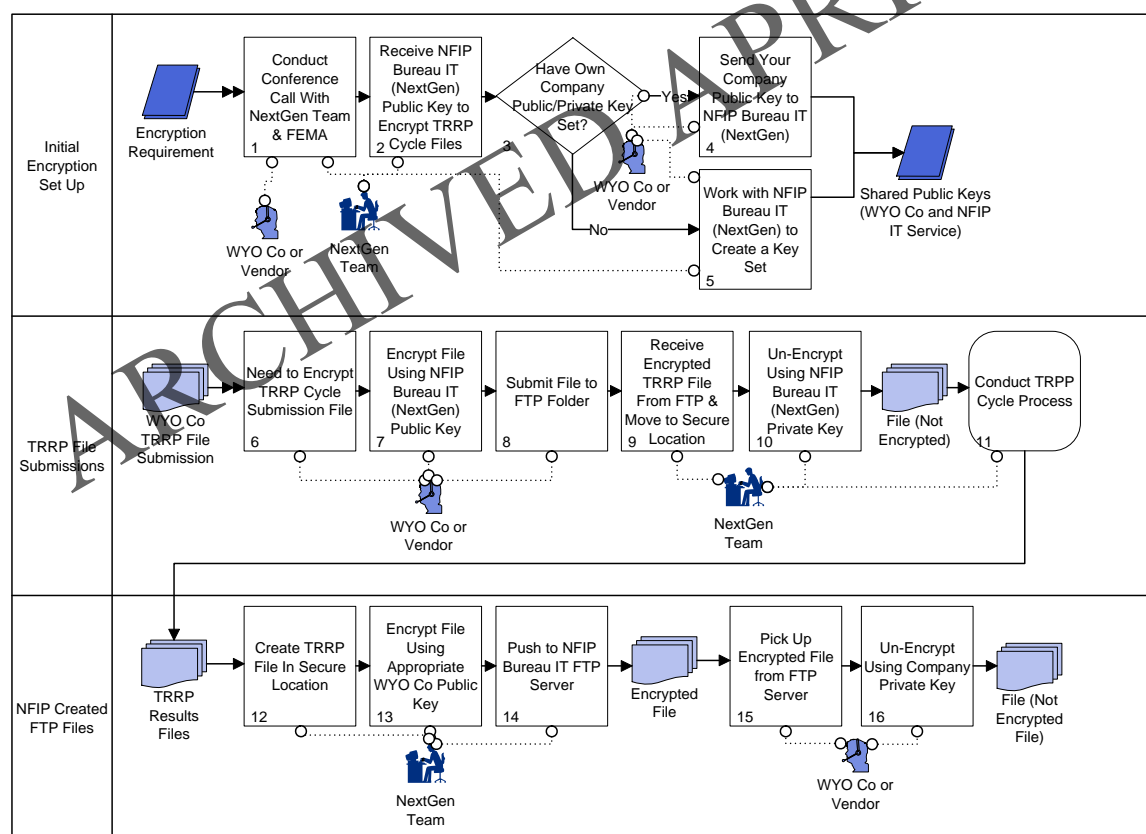
Please note that a WYO company or vendor can opt to keep the as-is TRRP Cycle sequencing. To make this request, please send an email to Jack Way at jack.way@dhs.gov.

XVI. Encryption

WYO companies must encrypt all TRRP Cycle files submitted to the BSA G2B/FTP server. The FEMA ISSO will work with each WYO company or their flood vendor to implement the NFIP encryption standard beginning in January 2008. All TRRP data files must be encrypted for the May 21, 2008 TRRP Cycle submission.

The NextGen Team has conducted encryption calls with each WYO company and/or their vendor to review the process, exchange encryption keys and schedule optional encryption file testing. If requested by the WYO company or vendor, FEMA will generate and provide a public and private key. Each WYO company or vendor will need to procure or use open source encryption software (e.g., PGP Command Line or similar product). WYO companies or their flood vendor must provide their encryption public key to the NextGen team by May 21, 2008.

WYO companies or their flood vendor may conduct optional encryption testing to ensure smooth May 21, 2008 TRRP submission. Contact Mayur Venkateswaran at 202-467-7649 or mvenkateswaran@ostglobal.com for encryption testing or assistance.



XVII. Location Validation and Community Master File Dataset

The NFIP IT Services Location Validation application provides and saves a system-generated latitude and longitude for a valid property's structure to process the Coastal Barrier Resources System (CBRS) and PRP TRRP edits. Currently NFIP systems utilize Q3 dataset maps. Location Validation will change to use FEMA Map Modernization Digital Flood Insurance Rate Map (DFIRM) data to validate TRRP edits as DFIRM datum become effective and adopted. For communities that do not have new DFIRM maps or if a policy is grandfathered, the TRRP edits will continued to be processed using Q3 data.

WYO companies will continue to have the same ability to appeal PRP errors and/or flood zone determinations. For approved and processed appeals, a company-submitted latitude and longitude for a property's structure will be saved in the Data Warehouse and supersede the system-generated latitude and longitude. The same process is valid for a CBRS appeal, except the approval process will also include U.S. Fish and Wildlife Service (FWS) review for CBRS determination. FWS CBRS determinations will be saved in the Data Warehouse by address, not policy number, preventing the need for repeated CBRS appeals for the same structure.

The BSA Community Master File Dataset provided to the WYO companies (daily and semi-annual) will continue to be generated in the same format for WYO companies, using DFIRM data. NFIP IT Services will also create an additional report with new columns to provide data source information including the update timeframes and other meta data.

XVIII. BSA System Freeze

All BSA system changes (i.e., vendor/company changes, new vendor testing, etc.) will need to be approved by FEMA technology staff. During the NextGen P2P transition period (April 1 – June 21, 2008) all BSA systems will be frozen and no system changes will be processed during that timeframe. Submit all system change requests to Jack Way at jack.way@dhs.gov or 703.605.0750.

XIV. Data Integrity Spreadsheets

The NextGen team will distribute updated data integrity spreadsheets to the WYO companies or their vendors in June 2008.

XV: Reporting System TRRP Discrepancies

The NextGen team will work with each WYO company or their vendor on any reporting system TRRP discrepancies during the first two months of production.