



FEMA

W-09008

February 26, 2009

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

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

SUBJECT: Transition Period for Revised Elevation Certificate

The current NFIP Elevation Certificate form and instructions (FEMA Form 81-31) is scheduled to expire on February 28, 2009. This memo is intended to clarify the continued use of the form.

It is anticipated that the revised Elevation Certificate will receive an approval from the Office of Management and Budget (OMB) before the expiration date. In the event that the approval is delayed, the use of the form is automatically extended for a month, through March 31, 2009.

FEMA will permit a "phase-in" of the revised Elevation Certificate on a voluntary basis. Once the revised form is approved by OMB, we will accept either the new form or the old form with the expiration date of February 28, 2009, during a 12-month transition period. 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.

Following are highlights of the planned changes to the Elevation Certificate:

- In Section A, items A10 and A11 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 (dealing with “the crawlspace or enclosure(s)”) and A.9.b-c (dealing with “the attached garage”) are 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 ... 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.

More detailed information will be included in the supplemental pages for the *Flood Insurance Manual* that will be issued following approval of the new form.

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

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Required Routing: Data Processing, Claims, Underwriting