



FEMA

W-15011a

March 18, 2015

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

A handwritten signature in cursive script, reading "Jhun de la Cruz".

FROM: Jhun de la Cruz
Branch Chief, Underwriting
Risk Insurance Division

SUBJECT: Addendum 4 to the April 1, 2015, Program Changes

The purpose of this memorandum is to provide updates to the Transaction Record Reporting and Processing (TRRP) Plan and Edit Specifications for the changes that the NFIP will implement effective April 1, 2015.

Attachment A of this memorandum provides clarifications and revisions to the TRRP Plan and Edit Specifications for the April 1, 2015, changes.

Clarifications and revisions are being made for the following edits:

- HFIAA Surcharge
- Risk Rating Method
- Total Amount of Insurance – Building

Additionally, this memorandum clarifies that eligibility for the Pre-FIRM subsidized rates published in the Flood Insurance Manual, Rating Section Table 2D, is contingent upon the substantial improvement date and transaction (new, renewal, or endorsement) effective date both being on or after April 1, 2015.

For any questions, please contact your NFIP Legacy Systems Services Business Analyst at Business-Analysts@nfipstat.fema.gov.

Attachment

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Suggested Routing: Accounting, Claims, Data Processing, Underwriting, Marketing

ATTACHMENT A TO ADDENDUM 4

**REVISED TRANSACTION RECORD REPORTING AND PROCESSING (TRRP) PLAN AND
EDIT SPECIFICATION CHANGES EFFECTIVE APRIL 1, 2015**

NATIONAL FLOOD INSURANCE PROGRAM

TRANSACTION RECORD REPORTING AND PROCESSING (TRRP) PLAN for the WRITE YOUR OWN (WYO) PROGRAM

Revision 1	January 1, 1992
Revision 2	March 1, 1995
Revision 3	October 1, 1997
Revision 4	October 1, 2001
Changes 1 & 2	May 1, 2002
Change 3	October 1, 2002
Change 4	May 1, 2003
Change 5	October 1, 2003
Change 6	May 1, 2004
Change 6.1	February 1, 2005
Changes 7 & 7 (Revised)	May 1, 2005
Changes 8 & 8.1	October 1, 2005
Change 9	May 1, 2006
Changes 10, 11 & 12	May 1, 2008
Changes 13, 13.1 & 13.2	October 1, 2009
Change 14	January 1, 2011
Change 15	October 1, 2011
Change 16	May 1, 2012
Change 17	October 1, 2012
Change 18	January 1, 2013
Change 19, 19.1, 19.2 & 19.3 ..	October 1, 2013
Change 20	June 1, 2014
Change 21	October 1, 2014
Change 22	January 1, 2015
Change 23, 23.1, 23.2, 23.3	April 1, 2015

DATA ELEMENT: HFIAA Surcharge

ALIAS: None

ACRONYM: (PMF) HFIAA_SURG

FILE: Policy Master (PMF)

DESCRIPTION:

Beginning April 1, 2015, a new annual premium surcharge must be collected for each policy as shown below:

- \$25 for Dwelling Form policies covering single-family primary residences, or individual condominium units or apartments in non-condominium buildings used as a primary residence by the named insured.
- \$250 for policies covering non-residential properties or non-primary residences.
- \$250 for policies covering entire condominium buildings or non-condominium multi-family buildings.

The HFIAA Premium Surcharge may be changed during a policy term. The change to the HFIAA Premium Surcharge amount is to be adjusted on a pro-rata basis.

EDIT CRITERIA: Signed Numeric in whole dollars

LENGTH: 8

DEPENDENCIES: Information is obtained from the Flood Insurance Application or General Change Endorsement Form.

SYSTEM FUNCTION: Compliance per HFIAA section 8.

REPORTING REQUIREMENT: Required for all new and renewal policies on or after April 1, 2015.

NOTE:

- If the Primary Residence Indicator is 'Y' and the Occupancy Type is '1', the HFIAA surcharge is \$25.
- If the Primary Residence Indicator is 'Y' and the Condominium Indicator is 'U' and the Occupancy Type is '1', '2' or '3', the HFIAA surcharge is \$25.
- If the Primary Residence Indicator is 'Y', Occupancy Type is '2' or '3', Condominium Indicator is 'N' or blank and the Total Amount of Insurance - Building is zero, the HFIAA surcharge is \$25.
- If the Occupancy Type is '1', '2' or '3' and the Condominium Indicator is 'A', 'H' or 'L', the HFIAA surcharge is \$250 regardless of the Primary Residence indicator.
- If the Occupancy Type is '4', the HFIAA surcharge is \$250 regardless of the Primary Residence indicator.
- If the Primary Residence Indicator 'N', the HFIAA surcharge is \$250.

INSTRUCTIONS

NATIONAL FLOOD INSURANCE PROGRAM

EDIT SPECIFICATIONS

FOR THE WRITE-YOUR-OWN PROGRAM

MAY 1, 2004

REVISION 8 MAY 1, 2004

CHANGE 1 MAY 1, 2005

CHANGE 2 OCTOBER 1, 2005

CHANGE 3 MAY 1, 2006

CHANGE 4 MAY 1, 2008

CHANGE 5 (REVISED) MAY 1, 2008

CHANGE 6, 6.1..... OCTOBER 1, 2009

CHANGE 7 MAY 1, 2010

CHANGE 8 JANUARY 1, 2011

CHANGE 9 OCTOBER 1, 2011

CHANGE 10 MAY 1, 2012

CHANGE 11 OCTOBER 1, 2012

CHANGE 12 JANUARY 1, 2013

CHANGE 13, 13.1, 13.2, 13.3..... OCTOBER 1, 2013

CHANGE 14, 14.1..... JUNE 1, 2014

CHANGE 15, 15.1 OCTOBER 1, 2014

CHANGE 16 JANUARY 1, 2015

CHANGE 17, 17.1, 17.2, 17.3 APRIL 1, 2015

NEW AND REVISED EDITS EFFECTIVE APRIL 1, 2015

DATA ELEMENT -----	ORDER -----	ERROR CODE -----
HFIAA SURCHARGE	30	PL325030
RISK RATING METHOD	40	PL041040
TOTAL AMOUNT OF INSURANCE - BUILDING	50	PL038050

EDIT DICTIONARY

DATA ELEMENT: HFIAA SURCHARGE

EDIT CRITERIA

ORDER: 30

EFFECTIVE: 04/01/2015 REVISED: 04/01/2015 CANCELLED:

EDIT LEVEL: EDIT PROCESSOR PROGRAM EDIT TYPE: RELATIONAL

ERROR CODE: PL325030 ERROR TYPE: CRITICAL

ERROR MESSAGE: HFIAA SURCHARGE DOES NOT CORRELATE WITH THE PRIMARY RESIDENCE
INDICATOR AND OCCUPANCY TYPE.

FAIL EDIT

UPDATE ACTION: UPDATE

DESCRIPTION:

IF RISK RATING METHOD IS 'G', THEN THE HFIAA SURCHARGE AMOUNT MUST BE BLANK OR \$0.

IF POLICY EFFECTIVE DATE IS ON OR AFTER 04/01/2015 AND
PRIMARY RESIDENCE INDICATOR IS 'Y' AND
OCCUPANCY TYPE IS '1', AND
CONDOMINIUM INDICATOR IS 'N' OR BLANK,
THEN THE HFIAA SURCHARGE AMOUNT MUST BE \$25.

IF POLICY EFFECTIVE DATE IS ON OR AFTER 04/01/2015 AND
PRIMARY RESIDENCE INDICATOR IS 'Y' AND
OCCUPANCY TYPE IS '1', '2' OR '3', AND
CONDOMINIUM INDICATOR IS 'U',
THEN THE HFIAA SURCHARGE AMOUNT MUST BE \$25.

IF POLICY EFFECTIVE DATE IS ON OR AFTER 04/01/2015 AND
PRIMARY RESIDENCE INDICATOR IS 'Y' AND
OCCUPANCY TYPE IS '2' OR '3', AND
CONDOMINIUM INDICATOR IS 'N' OR BLANK,
TOTAL AMOUNT OF INSURANCE - BUILDING IS ZERO, AND
THEN THE HFIAA SURCHARGE AMOUNT MUST BE \$25.

FOR ALL OTHER POLICIES THAT DO NOT MEET THE CONDITIONS ABOVE, THE HFIAA SURCHARGE
AMOUNT MUST BE \$250.

EDIT DICTIONARY

DATA ELEMENT: RISK RATING METHOD

EDIT CRITERIA

ORDER: 40

EFFECTIVE: 10/01/1984 REVISED: 04/01/2015 CANCELLED:

EDIT LEVEL: EDIT PROCESSOR PROGRAM EDIT TYPE: RELATIONAL

ERROR CODE: PL041040 ERROR TYPE: CRITICAL

ERROR MESSAGE: THE RISK RATING METHOD IS NOT VALID FOR THE DEDUCTIBLE COMBINATION SELECTED.

FAIL EDIT

UPDATE ACTION: UPDATE

DESCRIPTION:

IF THE POLICY EFFECTIVE DATE IS ON OR AFTER 10/1/94 AND PRIOR TO 5/1/97:

1. THE POLICY IS NOT FOR A V-ZONES 1981 POST-FIRM CONSTRUCTION (POST FIRM CONSTRUCTION INDICATOR IS 'Y', THE FLOOD RISK ZONE IS 'V','VE','V01' - 'V30', AND THE ORIGINAL CONSTRUCTION DATE IS ON OR LATER THAN OCTOBER 1, 1981), AND BOTH BUILDING AND CONTENTS COVERAGES ARE GREATER THAN ZERO, AND THE DEDUCTIBLES ARE NOT IN ANY OF THE FOLLOWING COMBINATIONS, RISK RATING METHOD MUST BE '2' OR 'S'.

A. IF (OCCUPANCY TYPE IS '1' OR '2') OR (CONDOMINIUM INDICATOR IS 'U' OR 'L' AND OCCUPANCY TYPE IS '3') THEN:

DEDUCTIBLE - BUILDING

DEDUCTIBLE - CONTENTS

0	0
9	9
1	0
1	1
1	9
2	0
2	1
2	2
2	9
3	0
3	1
3	2
3	3
3	9
4	0
4	1
4	2
4	3
4	4
4	9
5	0
5	1
5	2
5	3

EDIT DICTIONARY

DATA ELEMENT: RISK RATING METHOD

5	4
5	5
5	9

B. OCCUPANCY TYPE IS '3' OR '4' THEN:

DEDUCTIBLE - BUILDING -----	DEDUCTIBLE - CONTENTS -----
0	0
9	9
1	1
2	2
3	3
4	4
5	5

- IF THE POLICY IS FOR A V-ZONES 1981 POST-FIRM CONSTRUCTION (POST FIRM CONSTRUCTION INDICATOR IS 'Y', THE FLOOD RISK ZONE IS 'V ', 'VE ', OR 'V01' - 'V30', AND THE ORIGINAL CONSTRUCTION DATE IS ON OR LATER THAN OCTOBER 1, 1981), AND BOTH BUILDING AND CONTENTS COVERAGES ARE GREATER THAN ZERO, AND THE DEDUCTIBLES ARE NOT IN ANY OF THE FOLLOWING COMBINATIONS, THE RISK RATING METHOD MUST BE '2' OR 'S'.

DEDUCTIBLE - BUILDING -----	DEDUCTIBLE - CONTENTS -----
0	0
9	9
3	3

- THE POLICY IS FOR A V-ZONES 1981 POST-FIRM CONSTRUCTION (POST FIRM CONSTRUCTION INDICATOR IS 'Y', THE FLOOD RISK ZONE IS 'V', 'VE', 'V01' - 'V30', AND THE ORIGINAL CONSTRUCTION DATE IS ON OR LATER THAN OCTOBER 1, 1981), AND ONLY BUILDING OR ONLY CONTENTS COVERAGE IS GREATER THAN ZERO AND THE RESPECTIVE DEDUCTIBLE IS NOT '0', '3' OR '9', THE RISK RATING METHOD MUST BE '2' OR 'S'.

IF THE POLICY EFFECTIVE DATE IS ON OR AFTER 05/1/97:

- IF BOTH BUILDING AND CONTENTS COVERAGES ARE GREATER THAN ZERO, AND THE DEDUCTIBLES ARE NOT IN ANY OF THE FOLLOWING COMBINATIONS, RISK RATING METHOD MUST BE '2' OR 'S'.

A. IF (OCCUPANCY TYPE IS '1' OR '2') OR (CONDOMINIUM INDICATOR IS 'U' OR 'L' AND OCCUPANCY TYPE IS '3') THEN:

DEDUCTIBLE - BUILDING -----	DEDUCTIBLE - CONTENTS -----
0	0
9	9
1	0
1	1
1	9
2	0
2	1
2	2
2	9
3	0
3	1

EDIT DICTIONARY

DATA ELEMENT: RISK RATING METHOD

3	2
3	3
3	9
4	0
4	1
4	2
4	3
4	4
4	9
5	0
5	1
5	2
5	3
5	4
5	5
5	9
A	A
D	D

B. OCCUPANCY TYPE IS '3' OR '4' THEN:

DEDUCTIBLE - BUILDING -----	DEDUCTIBLE - CONTENTS -----
0	0
9	9
1	1
2	2
3	3
4	4
5	5
A	A
B	B
C	C
D	D
E	E

NOTE:

FOR POLICIES EFFECTIVE ON OR AFTER 05/01/03:

DEDUCTIBLE CODES 'A', 'B', 'C', 'D' AND 'E' ARE ALLOWED FOR NON-RESIDENTIAL POLICIES ONLY (OCCUPANCY = 4).

DEDUCTIBLES CODES 'A' AND 'D' ARE ALLOWED FOR HIGH-RISE AND LOW-RISE CONDOMINIUM POLICIES ONLY (CONDO = H OR L).

OTHER RESIDENTIAL POLICIES, EFFECTIVE ON OR AFTER MAY 1, 2003 AND PRIOR TO MAY 1, 2004, WILL BE ALLOWED DEDUCTIBLE CODES A, B, C, D, AND E.

EFFECTIVE MAY 1, 2004, OTHER RESIDENTIAL POLICIES WILL NOT BE ALLOWED TO USE DEDUCTIBLE CODES A, B, C, D, AND E.

EFFECTIVE OCTOBER 1, 2009, DEDUCTIBLE-BUILDING CODE '0' AND DEDUCTIBLE-CONTENTS CODE '0' WILL NO LONGER BE AVAILABLE.

FOR ALL RESIDENTIAL POLICIES THAT ARE NOT CONDOMINIUM TYPE 'A', 'H', OR 'L':

IF NEW, RENEWAL OR ENDORSEMENT EFFECTIVE DATE IS ON OR AFTER 4/1/2015, DEDUCTIBLE-BUILDING AND DEDUCTIBLE-CONTENTS CAN BE REPORTED AS (CODE 'A' - \$10,000).

EDIT DICTIONARY

DATA ELEMENT: TOTAL AMOUNT OF INSURANCE - BUILDING

EDIT CRITERIA

ORDER: 50

EFFECTIVE: 10/01/1984 REVISED: 04/01/2015 CANCELLED:

EDIT LEVEL: EDIT PROCESSOR PROGRAM EDIT TYPE: RELATIONAL

ERROR CODE: PL038050 ERROR TYPE: CRITICAL

ERROR MESSAGE: TOTAL AMOUNT OF INSURANCE - BUILDING EXCEEDS PROGRAM LIMITS.

FAIL EDIT

UPDATE ACTION: UPDATE

DESCRIPTION:

FOR REGULAR/EMERGENCY INDICATOR EQUAL 'E' (EMERGENCY):

- A. IF ((OCCUPANCY TYPE IS '1') OR (CONDOMINIUM INDICATOR IS 'U' AND OCCUPANCY TYPE IS '2' OR '3')) AND THE STATE ID OF THE COMMUNITY NUMBER IS '02' (ALASKA), '66' (GUAM), '15' (HAWAII), OR '78' (U.S. VIRGIN ISLANDS), THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 500.
- B. IF ((OCCUPANCY TYPE IS '1') OR (CONDOMINIUM INDICATOR IS 'U' AND OCCUPANCY TYPE IS '2' OR '3')) AND THE STATE ID OF THE COMMUNITY NUMBER IS NOT '02' (ALASKA) '66' (GUAM), '15' (HAWAII), OR '78' (U.S. VIRGIN ISLANDS), THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 350.
- C. IF OCCUPANCY TYPE IS '2' AND CONDOMINIUM INDICATOR IS NOT EQUAL TO 'U' AND THE STATE ID OF THE COMMUNITY NUMBER IS '02' (ALASKA), '66' (GUAM), '15' (HAWAII), OR '78' (U.S. VIRGIN ISLANDS), THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 500.
- D. IF OCCUPANCY TYPE IS '2' AND CONDOMINIUM INDICATOR IS NOT EQUAL TO 'U' AND THE STATE ID OF THE COMMUNITY NUMBER IS NOT '02' (ALASKA), '66' (GUAM), '15' (HAWAII), OR '78' (U.S. VIRGIN ISLANDS), THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 350.
- E. IF OCCUPANCY TYPE IS '3' AND CONDOMINIUM INDICATOR IS NOT EQUAL TO 'U' AND THE STATE ID OF THE COMMUNITY NUMBER IS '02' (ALASKA), '66' (GUAM), '15' (HAWAII), OR '78' (U.S. VIRGIN ISLANDS), THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 1500.
- F. IF OCCUPANCY TYPE IS '3' AND CONDOMINIUM INDICATOR IS NOT EQUAL TO 'U' AND THE STATE ID OF THE COMMUNITY NUMBER IS NOT '02' (ALASKA), '66' (GUAM), '15' (HAWAII), OR '78' (U.S. VIRGIN ISLANDS), THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 1000.

EDIT DICTIONARY

DATA ELEMENT: TOTAL AMOUNT OF INSURANCE - BUILDING

G. IF THE OCCUPANCY TYPE IS '4' AND THE STATE ID OF THE COMMUNITY NUMBER IS NOT '02' (ALASKA), '66' (GUAM), '15' (HAWAII) OR '78' (U.S. VIRGIN ISLANDS), THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 1000.

H. IF THE OCCUPANCY TYPE IS '4' AND THE STATE ID OF THE COMMUNITY NUMBER IS '02' (ALASKA), '66' (GUAM), '15' (HAWAII) OR '78' (U.S. VIRGIN ISLANDS), THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 1500.

FOR THE REGULAR/EMERGENCY INDICATOR EQUAL 'R' (REGULAR):

A. IF ((OCCUPANCY TYPE IS '1' AND CONDOMINIUM INDICATOR IS NOT 'L') OR (CONDOMINIUM INDICATOR IS 'U' AND OCCUPANCY TYPE IS '2' OR '3')) THEN THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 2500.

B. IF THE OCCUPANCY TYPE IS '2' AND CONDOMINIUM INDICATOR IS NOT EQUAL TO 'U', 'M', 'H', OR 'L', THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 2500.

C. IF THE OCCUPANCY TYPE IS '3' AND CONDOMINIUM INDICATOR IS NOT EQUAL TO 'U', 'M', 'H', OR 'L' AND THE NEW, RENEWAL OR ENDORSEMENT EFFECTIVE DATE IS PRIOR TO JUNE 1, 2014, THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 2500.

D. IF THE OCCUPANCY TYPE IS '3' AND CONDOMINIUM INDICATOR IS NOT EQUAL TO 'U', 'M', 'H', OR 'L' AND THE NEW, RENEWAL OR ENDORSEMENT EFFECTIVE DATE IS ON OR AFTER JUNE 1, 2014, THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 5000.

E. IF THE OCCUPANCY TYPE IS '4' AND THE SMALL BUSINESS INDICATOR IS 'N' AND CONDOMINIUM INDICATOR IS NOT 'U', THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 5000.

F. IF THE OCCUPANCY TYPE IS '4' AND THE SMALL BUSINESS INDICATOR IS 'Y' AND CONDOMINIUM INDICATOR IS NOT 'U', THE TOTAL AMOUNT OF INSURANCE - BUILDING MAY NOT EXCEED 5000.