



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, appearing to read "Edward Connor", is written over the printed name.

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.