



## NON-REGULATORY FLOOD RISK PRODUCTS DATA CALL

### INSTRUCTIONS: FILE ORGANIZATION AND SUBMISSION TO THE MAP SERVICE CENTER

**FEBRUARY 2014**

---

The flood risk products data call provides guidance for the submission of finalized non-regulatory flood risk products to the Map Service Center (MSC), as defined by each Region. These products will be made available to the general public for download using a new feature of the MSC.

The non-regulatory flood risk products package includes the following items: Flood Risk Database (FRD), Flood Risk Report (FRR), and the Flood Risk Map (FRM). The deliverables (FRD, FRR, FRM) should be submitted to the MSC on media (i.e., CD/DVD) or by file transfer protocol (FTP). All files must be in the digital format and directory structure indicated below and in Data Capture Standards, Section 6.

#### 1. Gather all final non-regulatory flood risk products:

- a. Flood Risk Database (FRD) submittals:
  - Because the FRD datasets are quite large, the FRD data must be submitted in a series of .zip files that each contains data in one file format. Each submittal should contain the following items:
    - i. A .zip file with the FRD files in Esri Shapefile (SHP) format and the FRD metafile in XML format
    - ii. A .zip file with the FRD files in Esri File Geodatabase (fGDB) format [including the Flood Depth and Analysis rasters in Esri grid format] and the FRD metadata file in XML format
    - iii. A .zip file containing the Flood Depth and Analysis rasters in GeoTIFF format and the FRD metadata file in XML format
- b. Flood Risk Maps (.pdf format)
  - i. An unsecured .pdf file
  - ii. 400 dpi resolution
- c. Flood Risk Reports (.pdf format)
  - i. An unsecured .pdf file
  - ii. 400 dpi resolution

#### 2. Create a unique Project ID:

A unique Project ID must be created to tag all non-regulatory flood risk products associated with the same project. The Project ID should:

- a. Incorporate one or more of the following elements:
  - i. Watershed-based projects: Use the HUC-8 ID number
  - ii. County-based projects: Use the county FIPS
  - iii. Community-based projects: Use the Community ID
  - iv. All other projects: Use a short, text-based description of the flooding source for the area (e.g., Delaware Bay)
- b. Less than or equal to 40 characters in length

Note: The Project ID format will vary depending upon whether the project was organized around a watershed, county, community, or other jurisdiction. It is possible to use a combination of any of the above to make a unique Project ID, including multiple FIPS codes or CIDs. Acceptable examples for Project IDs include: "Delaware\_Bay" or "Delaware\_Bay\_10002C"



**3. Copy each product, rename the new file, and save in the specified format:**

**a. Flood Risk Database**

Because the FRD datasets are quite large, the FRD data must be submitted in a series of .ZIP files that each contains data in one file format: Shapefiles (SHP), File Geodatabase (fGDB), and GeoTIFFS. The FRD must be accompanied by a metadata file, provided in .XML format

Flood Risk Database (FRD) filenames should be formatted as follows: <Project ID>\_<Volume Number (if applicable)>\_<File Format>\_<YYYYMMDD>.zip”

- i. Volume Number: Sequential numbers used when there are multiple volumes
- ii. File format options include: GeoDatabase, ShapeFiles, and GeoTIFFS
- iii. YYYYMMDD: Date materials are transmitted to the MSC

Sample Flood Risk Database names include:

- i. FRD\_87654321\_GeoDatabase\_20130419.zip – a single volume watershed-wide FRD fGDB .ZIP file
- ii. FRD\_Delaware\_Bay\_1\_GeoDatabase\_20130419.zip – volume 1 of a single volume coastal FRD fGDB .ZIP file
- iii. FRD\_Delaware\_Bay\_2\_GeoDatabase\_20130419.zip – volume 2 of a two-volume coastal FRD fGDB .ZIP file
- iv. FRD\_42079C\_ShapeFiles\_20130419.zip – a countywide FRD shapefiles .ZIP file

FRD metadata files must:

- i. Accompany the submission of an FRD and be provided in .XML format
- ii. Conform to the Metadata Profiles Technical Reference.
- iii. Filenames should be set as: <Project ID>\_<FRD >\_metadata.

Sample FRD metadata file names include:

- i. 87654321\_FRD\_metadata.xml – metadata for a watershed-wide FRD
- ii. Delaware\_Bay\_FRD\_metadata.xml – metadata for a coastal FRD
- iii. 42079C\_FRD\_metadata.xml – metadata for a countywide FRD

**b. Flood Risk Reports**

Flood Risk Reports (FRR) should be named as follows: FRR\_<Project ID>\_<Volume Number (if applicable)>\_<YYYYMMDD>.pdf

- i. Volume Number: Sequential numbers used when there are multiple volumes
- ii. YYYYMMDD: Date materials are transmitted to the MSC

Sample Flood Risk Report names include:

- i. FRR\_87654321\_1\_20130419.pdf – volume 1 of a two-volume watershed-wide FRR
- ii. FRR\_87654321\_2\_20130419.pdf – volume 2 of a two-volume watershed-wide FRR
- iii. FRR\_Delaware\_Bay\_20130419.pdf – a single volume coastal FRR
- iv. FRR\_42079C\_20130419.pdf – a single volume countywide FRR



c. **Flood Risk Maps**

Flood Risk Maps (FRM) should be named as follows: FRM\_<Project ID>\_<Sheet Number (if applicable)>\_<YYYYMMDD>.pdf

- i. Sheet Number: Sequential numbers used when the FRM is too large or detailed to fit on a single sheet; it is not needed for a single page FRM
- ii. YYYYMMDD: Date materials are transmitted to the MSC

Note: Some FRMs are in .MXD format. These FRMs should follow a similar format and the same naming conventions.

Sample FRM filenames include:

- i. FRM\_87654321\_20130419.pdf – a single page watershed-wide FRM
- ii. FRM\_Delaware\_Bay\_20130419.pdf – a single page coastal FRM
- iii. FRM\_42079C\_20130419.pdf – sheet 1 of a two-page countywide FRM
- iv. FRM\_42079C\_20130419.pdf – sheet 2 of a two-page countywide FRM

4. **Create a Flood Risk Products Index**

One index file, saved as.xls or .xlsx, must be submitted with each set of products for a Risk MAP Project. Use the provided template and do NOT combine products from multiple projects into a single Index file. Detailed instructions for populating the Index file are included with “Sample Index” template on the “Instructions” tab.

Note: If products from the same project are submitted separately, a new index file using the same exact "Project ID" must be created to accompany every new or revised product submission.

5. **Transmit products, metadata files (as needed) and index**

Finalized flood risk products, FRD metadata files, and the associated index should be transmitted directly to the MSC via FTP or DVD, one project per disc or FTP notification, no later than February 21, 2014. FTP notifications should be sent to [FRPSubmissions@riskmapcds.com](mailto:FRPSubmissions@riskmapcds.com). DVDs with flood risk products should be sent to:

MSC Operations  
ATTN: FLOOD RISK PRODUCTS SUBMISSIONS  
10400 Eaton Place, Suite 150  
Fairfax, VA 22030

Going forward, mapping partners should submit non-regulatory flood risk products to the MSC as they are finalized. In the case of a Risk MAP project that does not result in a regulatory map update, the Regional Office will determine when non-regulatory flood risk products are considered final. For Risk MAP projects that produce multiple regulatory updates, the non-regulatory flood risk products for project should be submitted to the MSC no later than 30 days following each LFD. For any given submittal, Changes Since Last Firm (CSLF) will only include portions of the project where the LFD has been issued.

Questions about the data call and this newest feature of the Map Service Center should be directed to Paul Rooney ([paul.rooney@dhs.fema.gov](mailto:paul.rooney@dhs.fema.gov)). Questions about the data transfer process should be directed to [FRPSubmissions@riskmapcds.com](mailto:FRPSubmissions@riskmapcds.com).

