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Letters of Map Revision (LOMR): Replying to a FEMA 316-AD (Additional Data) Request Letter

The DNR Engineering Service Center (ESC) reviews Letters of Map Revision (LOMR) for FEMA, ensuring submitted data follows the [FEMA Technical Guidance for Risk Mapping, Assessment, and Planning](#) and adheres to regulatory requirements in [Title 44 CFR 60.3](#) and [Title 44 CFR 65](#). Applicants should reference the MT-2 Application Instructions and MT-2 Requests Technical Guidance for the required documentation.

To facilitate an efficient and standardized technical review process, ESC engineers utilize a checklist provided by FEMA. They compile and send a list of discrepancies communicated in FEMA's standardized language detailing the items in the application package that do not align with FEMA's requirements. The reviewing ESC engineer is available to answer additional questions and provide guidance to the application team as it works to resolve discrepancies. Should any inquiries exceed members' expertise, ESC engineers will escalate them to FEMA. Maintaining open communication with the reviewing DNR engineer is essential for fulfilling the necessary criteria.

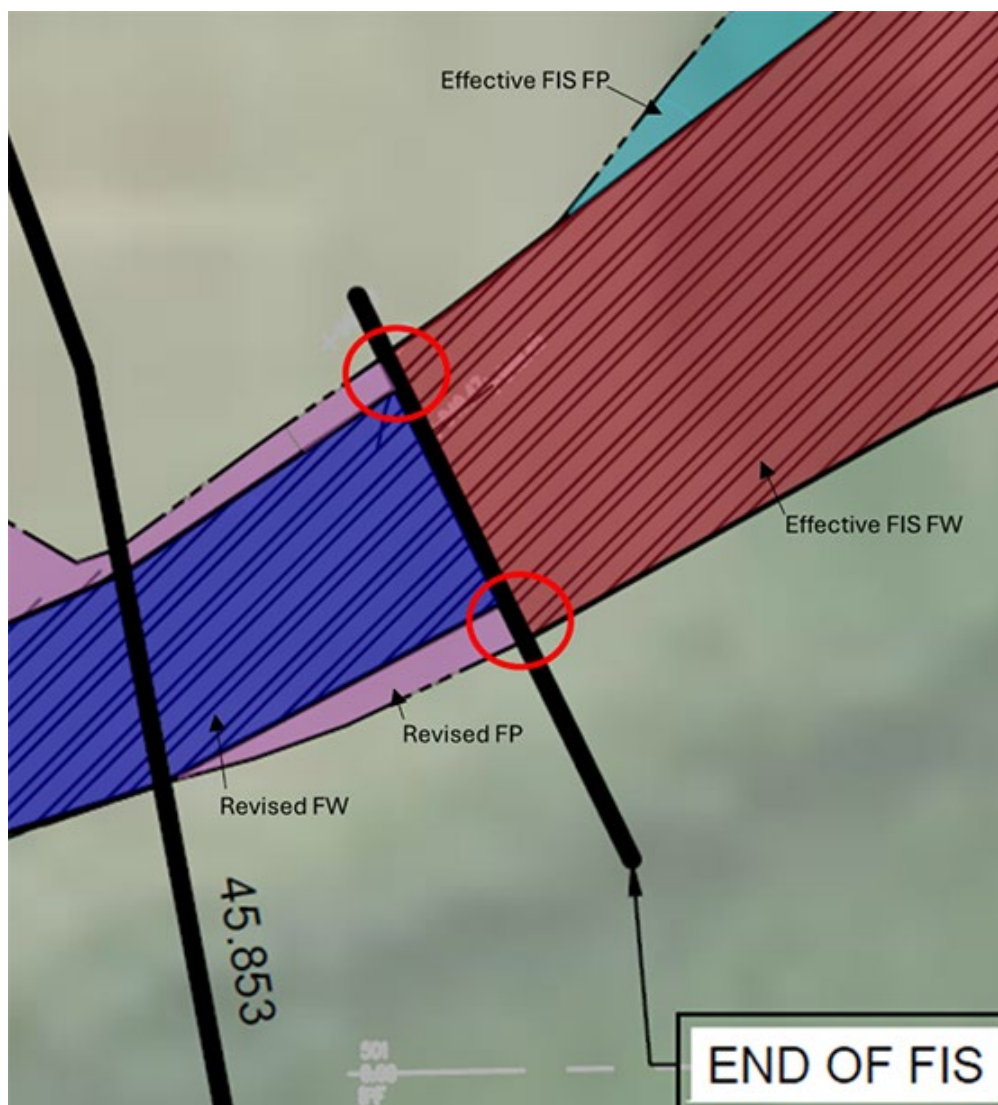


Figure 1 Improper revision tie-in to effective delineation. D. Bowman.

Applicants must respond to review requests within 90 days. Although this timeframe may appear ample, it can influence the priority of the reviewing engineer meaning other applications move ahead in the queue. Timely and thorough responses can help expedite the overall LOMR completion process. As part of the federal government's move towards paperless administration, FEMA recommends using the [Online Letter of Map Change Tool](#) for submitting the requested amendments. If you haven't already, users of this tool will need to create a LOGIN.GOV account. Note: FEMA no longer accepts files with special characters in the file name. This update applies to eLOMA and eLOMR submissions. If your initial submission occurred before Nov. 15, 2024, you may need to revise file names for any amendment submissions.



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Figure 2 LOGIN.GOV Sign In webpage.

For additional assistance, applicants can reach out to Deidre Hansen in ESC at dahansen@dnr.IN.gov, who can help connect with FEMA or DNR resources. Alternatively, the FEMA Mapping and Information eXchange (FMIX) Customer Care Center is available at FEMA-FMIX@fema.dhs.gov or 1-877-336-2627 to direct inquiries to the appropriate internal resource or case manager.

Save the Date!

Indiana DNR and ACEC Indiana will host a Regulatory Training Conference on Wednesday, Feb. 26 at the Indiana Government Center in Indianapolis. A virtual attendance option will also be provided. Further details and registration information will be released in early 2025.

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