

From: [Del Schwalls](#)
To: [Patti Fige](#)
Cc: [Allen Parsons](#); [Eileen Panza](#)
Subject: RE: Community Rating System (CRS) Annual Recertification – Longboat Key, FL 125126
Date: Friday, March 22, 2024 9:49:54 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[310-permit-list - Longboat Key 125126 - 2024.xlsx](#)

CAUTION: This Message Is From an External Sender

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Hi Patti,

Attached is the EC 310 permit list spreadsheet to complete – please use this instead of the one provided by Bradley with ISO. I have added a “Variance Issued?” column to the spreadsheet, which corresponds to Item G11 on the new EC. This column should be answered for all ECs. This along with the “New Bldg or SI/SD?” column will allow us to address the new CRS requirements for G8 and G11, regardless of what is marked on the ECs.

We’ll use the same process as last year, which I have outlined below.

Note that the timeframe we’ll use is **April 1, 2023 – March 31, 2024**, based on the sign/seal date of the EC. That will give us a month buffer between our period of review and the May 1st deadline for submittal. CRS is good with this adjusted time frame. Please send me the ECs by **Monday, April 1st**, uploaded to Dropbox: [EC 2024 - Longboat Key](#). Let me know if you cannot access that folder or need another option. My goal is to have the review completed by Friday, April 19th, so there is time before the May 1st deadline to ISO.

The ECs that should be added to the spreadsheet and provided are:

- Finished Construction ECs only
- New construction of a principle building in the SFHA (i.e., VE, AE, AO, AH, A)
- Substantial improvement of a principle building in the SFHA (i.e., VE, AE, AO, AH, A)
- DO NOT INCLUDE: accessory buildings or non-building construction (e.g., cell towers, fences)
- DO NOT INCLUDE: additions that are NOT SI
- DO NOT INCLUDE: under construction or pre-construction ECs
- DO NOT INCLUDE: X or X-500 buildings of any kind

For the EC PDF files, please provide them in **COLOR** with all attachments, and with the naming convention: ‘Street_Name’ ‘Street_Type’ ‘Street_Direction’ ‘Street_Number’ ‘Bldg_or_unit_Number’. For example:

AC Skinner Pkwy 7738 Bldg 8000.pdf
Chaffee Rd S 500 Lot 191.pdf
Old Kings Rd 5349-4.pdf
Validus Dr 10660.pdf

You can add the permit number to the file name if that's helpful for you, but please place it at the end of the file name. I am reviewing ECs for 8 communities, and with so many to review, I'll need them in alphabetical order by street to efficiently review.

Please give me a call to talk this over if you have any questions. Thanks for the opportunity to support Longboat Key and I look forward to receiving the package.

Del Schwalls, PE, CFM | President, Schwalls Consulting LLC | Engineering & Floodplain Management Solutions | Orlando, FL | ds@schwallsconsulting.com | 443.326.1682 | www.schwallsconsulting.com
PE in FL, AL, GA, SC

From: Patti Fige <PFige@longboatkey.org>
Sent: Tuesday, March 19, 2024 12:31 PM
To: Del Schwalls <dschwalls@schwallsconsulting.com>
Cc: Allen Parsons <AParsons@longboatkey.org>; Eileen Panza <EPanza@longboatkey.org>
Subject: FW: Community Rating System (CRS) Annual Recertification – Longboat Key, FL 125126

Del;

Here you go.

Patti

From: Arkens, Bradley <Bradley.Arkens@verisk.com>
Sent: Thursday, March 14, 2024 9:39 AM
To: Charlie Mopps <cmopps@longboatkey.org>
Cc: Susan Phillips <sphillips@longboatkey.org>; Isaac Brownman <IBrownman@longboatkey.org>; Henry, Eugene <Eugene.Henry@verisk.com>; Allen Parsons <AParsons@longboatkey.org>; Patti Fige <PFige@longboatkey.org>; Neal Mazzei <nmazzei@longboatkey.org>; Eileen Panza <EPanza@longboatkey.org>
Subject: RE: Community Rating System (CRS) Annual Recertification – Longboat Key, FL 125126

Hi Charlie, unfortunately it is that time of year again. Time flies. Since you had ended your cycle last year you only had to submit any finished elevation certificates on top of your cycle. Since there is no cycle this year you will have to complete the recertification. Which is the attachment I sent you. Please read carefully through the recert as the only items you have to attach supporting documentation for are bolded. Every other activity that is not bolded you do not have to attach documentation for, please just initial it. Also, only column A lines 1-16 are required on the program data table (3rd) page are required.

If you have any other questions feel free to reach out.

Bradley Arkens, CFM
CRS Resource Specialist
+1.541 890 7418
verisk.com | [LinkedIn](#) | [Twitter](#) | [YouTube](#)



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From: Charlie Mopps <cmopps@longboatkey.org>
Sent: Wednesday, March 13, 2024 12:28 PM
To: Arkens, Bradley <Bradley.Arkens@verisk.com>
Cc: Susan Phillips <sphillips@longboatkey.org>; Isaac Brownman <IBrownman@longboatkey.org>; Henry, Eugene <Eugene.Henry@verisk.com>; Allen Parsons <AParsons@longboatkey.org>; Patti Fige <PFige@longboatkey.org>; Neal Mazzei <nmazzei@longboatkey.org>; Eileen Panza <EPanza@longboatkey.org>
Subject: RE: Community Rating System (CRS) Annual Recertification – Longboat Key, FL 125126

Bradley, is it that time a year already? Last year you sent the below. I just want to confirm that we should be filling out the document you attached. Also, should we sent all the attachments listed in Annual Recertification form? As I am still new to this, I just want to make sure we would be completing what is necessary for this year.

Dear CRS Coordinator,

Our records indicate that you have either recently finalized, are scheduled for, or are currently in the middle of a full Community Rating System (CRS) cycle verification this year or last year. This means you are required to complete your Annual CC submission instead of a recertification. I am currently your CRS Resource Specialist and will be working with you through this process. Your Annual CC submission this year is due **May 1, 2023**.

What Is Needed?

- **You are required to submit your Permit List (see attached template)**
- **Finished construction certificates (CCs) (Elevation Certificates or Floodproofing Certificates, V Zone Certificates, and Engineered Opening Certificates)**
- **Remember, only new construction or Substantial Improvement/Substantial Damage CCs in the SFHA are required.**
- ***Your Specialist may continue to email you separately about any other documentation still be needed if your Cycle visit is still open.**

Your reporting period for this Annual CC submission is from your last

recertification date until this recertification date: from 5/1/2022 – 5/1/2023.

****We have a new section to help answer Annual CC submission questions****

<https://crsresources.org/ncart>.

Failure to provide this recertification material will cause your community to be removed from the CRS program and lose the flood insurance discounts your residents receive.

ATTENTION:

New Construction Certificate (CC) Requirements

- *It is now a Class 9 prerequisite to meet a 90% correctness rate annually at your recertification date for any finished construction Elevation Certificates (ECs) or Floodproofing Certificates in the SFHA.*
- *Certificates reviewed annually whether you have a Cycle visit that year or not.*
- **Two chances** to meet the 90% correctness rate. After that the matter will be referred to FEMA as a potential Class 10 retrograde.

You will be notified by email the status of your recertification once it has been submitted and reviewed. Since CRS is a FEMA program, all necessary information will be forwarded on to the FEMA Regional Office upon their request.

Once your Permit List and CCs are received and reviewed, you will be notified, by email, the status of your Annual CC Submittal. Your ISO/CRS Specialist will also be informed of your progress and ultimate result. All necessary information will be forwarded on to the FEMA Regional Office. If you should have any questions about this process, please contact me.

Sincerely,

Bradley Arkens, CFM

He/Him/His

ISO/CRS Resource Specialist

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Very Respectfully,

Charles “Charlie” Mopps, PMP

Program Manager/Assistant Public Works Director | Town of Longboat Key Public Works

From: Arkens, Bradley <Bradley.Arkens@verisk.com>

Sent: Wednesday, March 13, 2024 9:59 AM

To: Charlie Mopps <cmopps@longboatkey.org>

Cc: Susan Phillips <sphillips@longboatkey.org>; Isaac Brownman <IBrownman@longboatkey.org>; Tom Harmer <tharmer@longboatkey.org>; Henry, Eugene <Eugene.Henry@verisk.com>

Subject: Community Rating System (CRS) Annual Recertification – Longboat Key, FL 125126

Importance: High

Please acknowledge receipt of this email and attachment by replying to this message and be sure to read below carefully.

Dear CRS Coordinator,

You are required to recertify this year in order to maintain your community’s current CRS Classification.

DEADLINE TO SUBMIT: **MAY 1, 2024**

Your reporting period: MAY 1, 2023 – MAY 1, 2024

**You can cut off your official reporting period two weeks early if it helps you organize and prepare for the deadline. Your official reporting period will remain the same though annually.*

Enclosed is a customized Recertification packet listing the credited activities your community implements. Please read the packet carefully and submit only the documentation that is requested.

THE ONLY ITEMS NEEDED FOR SUBMISSION ARE:

- Note that the signature and date of your CEO on the CC-213 form is required. ***(Please note that while it looks like the CC-213 form is expired, the Office of Management and Budget (OMB) has extended the form until an updated one is approved.)***
- Complete Lines 1 – 16 (including FIRM date) on the Program Data Table
- Initial by each recert statement. Statements not initialed will indicate the community is no longer implementing that activity and points will be lost.
- Submit supporting documentation by activity statements that say **“attached”** in bold.
- Please complete the permit list template along with the appropriate

Construction Certificates.

- Only submit Elevation Certificates that are:
 - “Finished Construction” ECs received during the reporting period (**see above**).
 - For principal structures (buildings) on the property (do not submit ECs for “Accessory” buildings or other types of non-buildings like cell towers, fences, shelters, etc.)
 - For buildings in the SFHA only
 - For new construction or substantial damage/substantial improvement

HOW TO SUBMIT:

- Please submit your completed recertification packet via a file transferring site, email, or ask for our FTP login to submit. We are currently not using CRS Submit for any recertification or EC submissions.

Your CEO is copied on all CRS correspondence. If we do not have the current email address, please provide this to me so I can update our records and provide a copy of this notice.

****Click below for Recert or Annual CC help****
<https://crsresources.org/recert>.

Failure to provide this recertification material will cause your community to be removed from the CRS program and lose the flood insurance discounts your residents deserve.

You will be notified by email of the status of your recertification once it has been submitted and reviewed. Since CRS is a FEMA program, all necessary information will be forwarded on to the FEMA Regional Office upon their request.

Thank you for your continued participation in the CRS Program. If you should have any questions about the recertification form or the recertification process, please contact me.

Sincerely,

Bradley Arkens, CFM
CRS Resource Specialist
+1.541 890 7418
verisk.com | [LinkedIn](#) | [Twitter](#) | [YouTube](#)



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