



FEMA

W-11037

June 13, 2011

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

A handwritten signature in cursive script that reads "Jhun de la Cruz".

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

SUBJECT: Submit-for-Rate and RCBAP Review

Beginning in June 2011, the Federal Insurance and Mitigation Administration (FIMA) Underwriting Branch will be conducting reviews of WYO Companies' Submit-for-Rate (SFR) files and Residential Condominium Building Association Policy (RCBAP) files. FIMA will conduct SFR and RCBAP reviews for each company in those years when no Underwriting Operation Review of the company's flood business takes place.

The number of SFR files to be reviewed annually will be 3 percent of the company's SFR policies issued within the preceding 12-month period – as reported on the Transaction Record Reporting and Processing (TRRP) Plan – or 25 files, whichever is less. The number of RCBAP files to be reviewed annually will be 3 percent of the company's RCBAP files issued within the preceding 12-month period – as reported on the TRRP Plan – or 10 files, whichever is less. These files will be randomly selected.

A FIMA insurance examiner has been assigned to each company as the point of contact for the SFR and RCBAP review. The insurance examiner will provide the company the list of policies selected for review. The company must make the selected files available to FIMA via ftp upload within 15 days of receiving the list and notify the FIMA insurance examiner when the files are available for retrieval. Documents required to be uploaded are the following:

- NFIP Application
- Elevation Certificate Form
- Photographs
- Submit-for-Rate Worksheet
- Elevated Building Determination Form
- Miscellaneous (variance statement, list of machinery and equipment, breakaway wall certification, V-Zone Risk Factor Rating Form, etc.)

FIMA will provide a folder named “sfr-rcbap-review” on each company’s and each vendor’s ftp site (the same NFIP Legacy Systems Services site that is currently used for TRRP reporting). The name of each document uploaded must include the associated policy number. Please follow the file naming convention provided below:

- APxxxxxxxxxxnn (Application)
- ECxxxxxxxxxxnn (Elevation Certificate)
- PHxxxxxxxxxxnn (Photo)
- WSxxxxxxxxxxnn (Submit-for-Rate Worksheet)
- EBDFxxxxxxxxxx (Elevated Building Determination Form)
- MISCxxxxxxxxxx (Miscellaneous)

The letters at the beginning of the file name represent the type of document contained in the file; “xxxxxxxxxx” represents the 10-digit policy number; and “nn” represents the unique identifier for each document for those policies with multiple documents of the same type. For example, two photos are required: one of the front of building and one of the rear of the building. The file name given to the uploaded photos should be PH + 10-digit policy number + 01 or 02.

The FIMA insurance examiners will work directly with the company’s designated point of contact as needed to request additional information and to see that errors are corrected. The company must provide additional information or make corrections as requested by the FIMA insurance examiner within 30 days of receipt of the insurance examiner’s request.

Within 90 days of the completion of the SFR and RCBAP review, FIMA will send a written report (similar to the Underwriting Operation Review report) to the company’s Principal Coordinator and Underwriting Manager for response.

It is FIMA’s intent that the results of the SFR and RCBAP review be used to correct any errors discovered and to identify where additional underwriter training is needed.

For questions or comments concerning the SFR and RCBAP review, please contact your NFIP Business Analyst.

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Required Routing: Data Processing, Underwriting