



INSTRUCTIONS FOR JOINING
THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP)



1. **Before adoption by City Council or Quorum Court**, complete the attached Resolution, Ordinance (including the referenced Code), and Application Form and email or mail to the following address:

Michael J. Borengasser, CFM, State NFIP Coordinator
michael.borengasser@arkansas.gov
Arkansas Natural Resources Commission
101 E. Capitol, Suite 350
Little Rock, AR 72201
501-682-3969

2. The underlined information on the Ordinance and referenced Code for your particular community should be filled in on the attachment. Please do so on the Word document and email, or write on the printed form and mail for proof reading, **prior to adoption**.
3. Complete the Application Form to the best of your ability. If you do not know the information in Sections 5 and 6 on the form, we will research to find reasonable "estimates".
4. The documents will be reviewed by Commission staff, **prior to adoption by the City Council or Quorum Court**, to make sure that they will be accepted by the NFIP and that the community will not have to make changes after their adoption.
5. Documents will be returned for adoption by the community.
6. Once the **Resolution** has been passed, the **Ordinance** adopted and the **Application** is completed, mail one hard copy of all three documents, including the **Code**, to each of the following:

Mark Lujan, Mitigation Division
Federal Emergency Management Agency
Federal Regional Center
800 North Loop 288
Denton, TX 76209

Michael J. Borengasser, CFM, State NFIP Coordinator
Arkansas Natural Resources Commission
101 E. Capitol, Suite 350
Little Rock, AR 72201

7. For questions, contact Michael Borengasser at 501-682-3969.