



FEMA

FEMA Region II Preliminary Flood Map Feedback Portal

Step-by-Step Guide for Local Community Officials

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About This Guide

- This Guide:
 - Provides an overview of the Preliminary Flood Map Feedback Portal and how community officials can use it.
 - Walks through the necessary steps for:
 - providing feedback on the preliminary Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) report
 - reviewing and commenting on submittals from members of the public and notifying FEMA that the community review is complete
 - tracking submittals for your community

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- [Submitting Feedback Through the Portal](#)
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- [Submitting Additional Data](#)
- [Commenting on a Resolution Letter Issued by FEMA](#)
- [Additional Help Resources](#)

Introduction

- The Preliminary Flood Map Feedback Portal was developed by the FEMA Region II office to support the [statutory appeals process](#) for preliminary FIRMs released for certain communities in coastal New Jersey and New York.
- Local community officials can use the Portal to:
 - Submit feedback on the preliminary FIRMs and FIS report online.
 - View and track the status of requests.
 - Concur and/or provide other input on submissions from members of the public for their community.
 - Submit additional data requested by FEMA.
 - Comment on a resolution letter issued by FEMA.
- Members of the public also can use the Portal to:
 - Submit feedback and track the status of their requests.

Use of the Portal Is Optional, but Encouraged for Both Community Officials and the Public

- Use of the Portal to submit feedback on the preliminary FIRMs is optional. To learn more about other submittal options, visit <http://www.region2coastal.com/appeal>. However, the Portal is intended to make the submittal and review process simpler and more manageable for everyone.
- While your residents may still provide their feedback directly to you, we encourage you to communicate with your residents about the Portal. All Portal submittals will first be routed to community officials prior to FEMA's review (as required by National Flood Insurance Program regulations).

Special Considerations for Community Officials

- If a resident provides you with their feedback, you may provide the submittal to region2coastal@rampp-team.com to be entered into the Portal, rather than entering it yourself. That way it will be clear who the actual submitter of the feedback is in the Portal.
- If a consultant will be submitting or reviewing appeals and comments on behalf of your community, you can provide them with your login credentials at your discretion, or you may request additional credentials at region2coastal@rampp-team.com. Alternatively, consultants may register to use the Portal as a member of the public. Then, as would be the case with other submittals from members of the public, you, as a community official, will be notified and will need to review the submittal before FEMA performs its review (see page 26).

Access the Portal

- The Portal is accessible through <https://feedback.region2coastal.com>.
- From the Portal home screen (shown on the right), you can log in, get an overview of the site, and access frequently asked questions and helpful resources.
- To log in, click on the “Register/Login” button, enter your credentials, then click on the “Log in” button.
- Community officials should have received their login credentials by email at the start of the appeal period. If you did not, contact region2coastal@rampp-team.com to receive credentials.





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Submitting Feedback Using the Portal

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Create a New Submission

- When you log in to the Portal, you will be directed to your Community Official Dashboard. To create a new submission, select “Create new submission” from the dropdown list in the “Actions” section of the dashboard, then click on the “Continue” button.

The screenshot displays the FEMA Preliminary Flood Map Feedback Portal interface. The top navigation bar includes the FEMA logo, the title 'Preliminary Flood Map Feedback Portal', and the user information 'User: CommOfficial052373' with a 'Sign Out' link. The left sidebar contains three main sections: 'My Community Submissions', 'Status', and 'Actions'. The 'My Community Submissions' section features a table with columns for Submittal ID, Status, Date Created, and Date Last Edited. The table lists seven submissions, with the last three (IDs 1305, 1306, and 1307) highlighted in blue. Below the table, a note states 'Note: Unselect all records to export entire table.' and a 'Review Selection' button is visible. The 'Status' section shows a 'Submittal ID:' field and a progress bar with five stages: 'Submittal received', 'Community official review underway', 'FEMA review underway', 'Resolution letter issued by FEMA', and 'Resolution Complete'. The 'Status Alerts' section indicates 'No status alerts at this time'. The 'Actions' section at the bottom contains a 'Select action ...' dropdown menu, which is circled in red, and a 'Continue' button.

Submittal ID	Status	Date Created	Date Last Edited
1292	Rejected by Gatekeeper	03/28/15 14:02	03/28/15 14:02
1298	FEMA Review Underway	03/28/15 22:57	03/29/15 11:59
1300	FEMA Review Underway	03/28/15 14:31	03/29/15 8:55
1305	FEMA Review Underway	03/29/15 15:57	03/29/15 16:07
1306	Submitted to FEMA for Review	03/29/15 15:24	03/29/15 15:24
1307	FEMA Review Underway	03/29/15 10:08	03/29/15 11:34

Showing 1 to 11 of 11 entries

Review Selection

Submittal ID:

Status Alerts:


No status alerts at this time

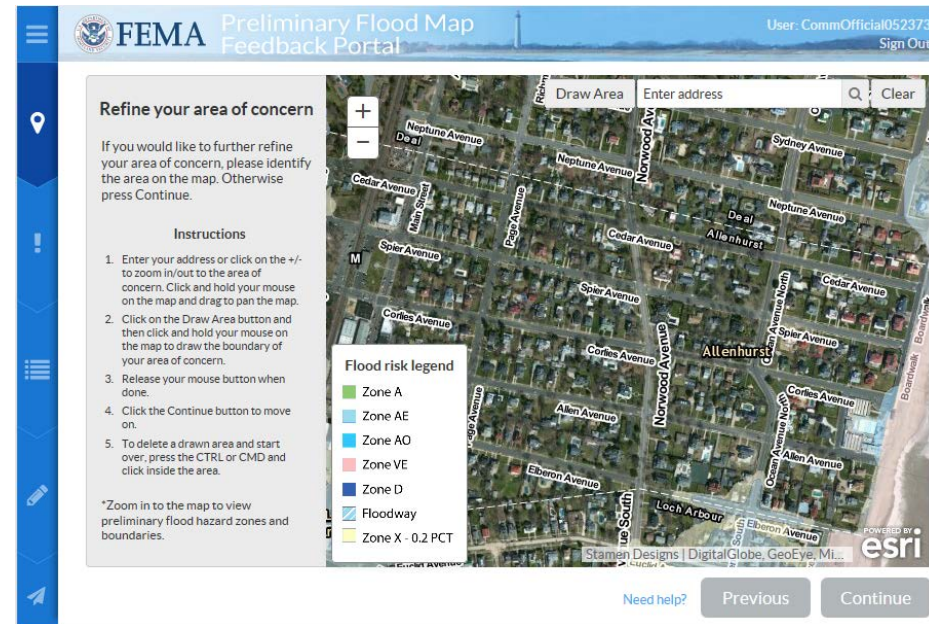
Select action ...

Continue

Refine Your Area of Concern

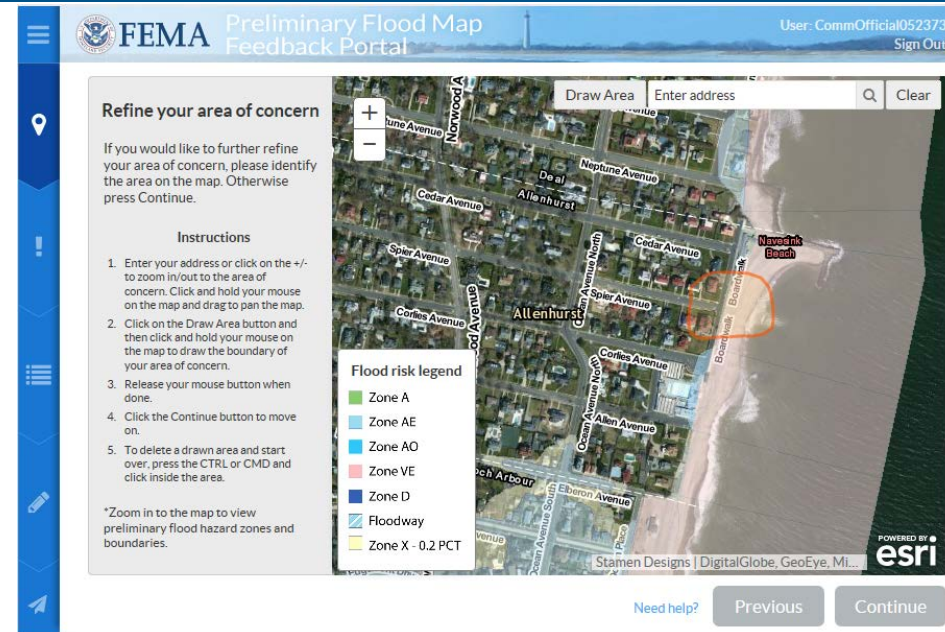
You will have an opportunity to further refine your area of concern on a map if you would like to.

- To locate your area of concern, you can enter an address in the “Search address” field, then click on the search button . You also can click and drag the map with your mouse and/or use the “+” and “-” zoom buttons in the top left corner of the map to navigate to the area.



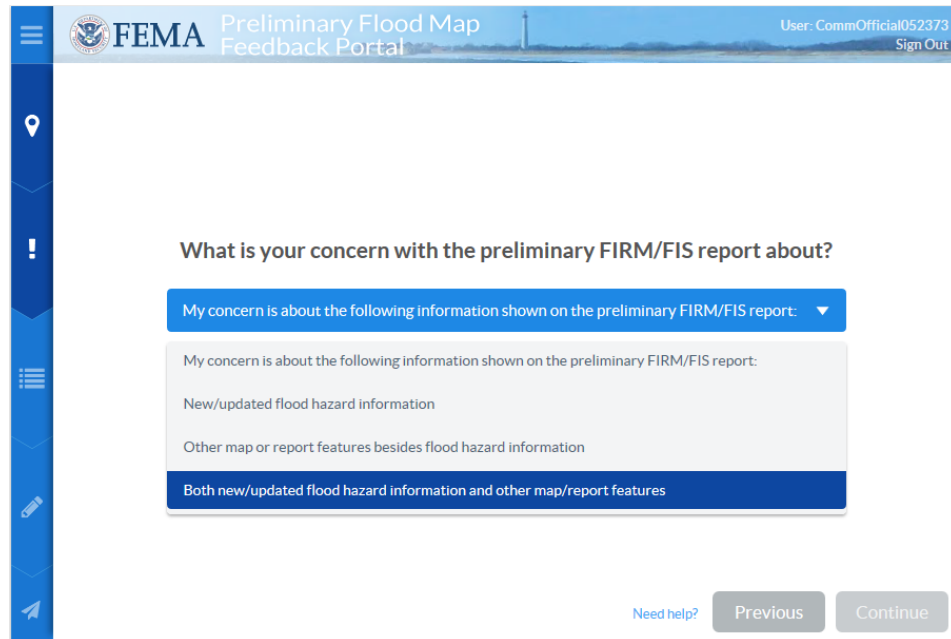
Refine Your Area of Concern

- To highlight your area of concern, click on the “Draw Area” button.
- Hold down your mouse button while you draw around your area of concern. Then release your mouse button when done.
- To delete a selected area, hold down the “ctrl” or “cmd” button on your keyboard as you click on the area on the map.
- To edit a selected area, double-click on the area and adjust the points, then double-click on the area again to save your changes.
- Click on the “Continue” button to move on if you have refined your area of concern or if do not wish to refine your area of concern.



Identify the Type of Concern

- Select what your concern is with the information shown on the preliminary FIRM or in the FIS report:
 - **new or updated flood hazard information.**
 - **features besides flood hazard information** (e.g., road names, flooding source names, and base map features).
 - both of the above.



The screenshot shows the FEMA Preliminary Flood Map Feedback Portal. The header includes the FEMA logo, the title 'Preliminary Flood Map Feedback Portal', and a user login 'User: CommOfficial052373 Sign Out'. A left sidebar contains navigation icons: a menu, a location pin, an exclamation mark, a list, a pencil, and an arrow. The main content area has the heading 'What is your concern with the preliminary FIRM/FIS report about?'. Below this is a dropdown menu with the text 'My concern is about the following information shown on the preliminary FIRM/FIS report:'. The dropdown is open, showing three options: 'New/updated flood hazard information', 'Other map or report features besides flood hazard information', and 'Both new/updated flood hazard information and other map/report features'. At the bottom right of the form are three buttons: 'Need help?', 'Previous', and 'Continue'.

Concerns About Flood Hazard Information

- If you have a concern with the preliminary flood hazard information, note what your concern is about, then click on the “Continue” button.

You can click on the hyperlinked light blue text for definitions of certain terms.

FEMA Preliminary Flood Map Feedback Portal

Logged in as user: BFlynn Sign Out

My concern with the preliminary flood hazard information is about:

Include all that apply:

Base Flood Elevations/base flood depths: ☐ Yes ☒ No

Floodplain or floodway boundaries/zone designations: ☐ Yes ☒ No

Hazard analysis methodology used: ☐ Yes ☒ No

Other:

Previous Continue

Topographic Information

- Select “yes” if you are submitting topographic information to support your submission. Then provide the information requested about the data. Click on the “Continue” button to move on.

The screenshot shows the FEMA Preliminary Flood Map Feedback Portal. The header includes the FEMA logo, the title "Preliminary Flood Map Feedback Portal", and a user login status "Logged in as user: BFlynn" with a "Sign Out" link. A vertical navigation bar on the left contains icons for home, location, alert, menu, pencil, and arrow. The main content area has the heading "I am submitting topographic information in support of my concern:" followed by radio buttons for "Yes" (selected) and "No". Below this is a section titled "Include all that apply:" containing three input fields: "Date:", "Datum:" (with a placeholder "e.g. NAVD88, NGVD29 etc."), and "Contour interval or equivalent:". At the bottom of this section is a checkbox "Information has been certified by a Professional Land Surveyor, engineer, or other professional:" with "Yes" and "No" radio buttons, where "No" is selected. At the bottom right are "Previous" and "Continue" buttons.

Revised Coastal Flood Hazard Analysis

- Select “yes” if you are submitting a revised coastal flood hazard analysis to support your submission. Then select which types. Click on the “Continue” button to move on.

The screenshot shows the FEMA Preliminary Flood Map Feedback Portal. The header includes the FEMA logo, the title "Preliminary Flood Map Feedback Portal", and a login status "Logged in as user: BFlynn" with a "Sign Out" link. A vertical navigation bar on the left contains icons for home, location, alert, menu, and a pencil. The main content area has the heading "I am submitting a revised coastal flood hazard analysis in support of my concern:" followed by two radio buttons: "Yes" (selected) and "No". Below this is the instruction "Include all that apply:" and a form box containing three sections: "Overland wave modeling:" with "Yes" and "No" radio buttons (where "No" is selected), "Storm surge modeling:" with "Yes" and "No" radio buttons (where "No" is selected), and "Other:" with an empty text input field. At the bottom right of the form are two buttons: "Previous" and "Continue".

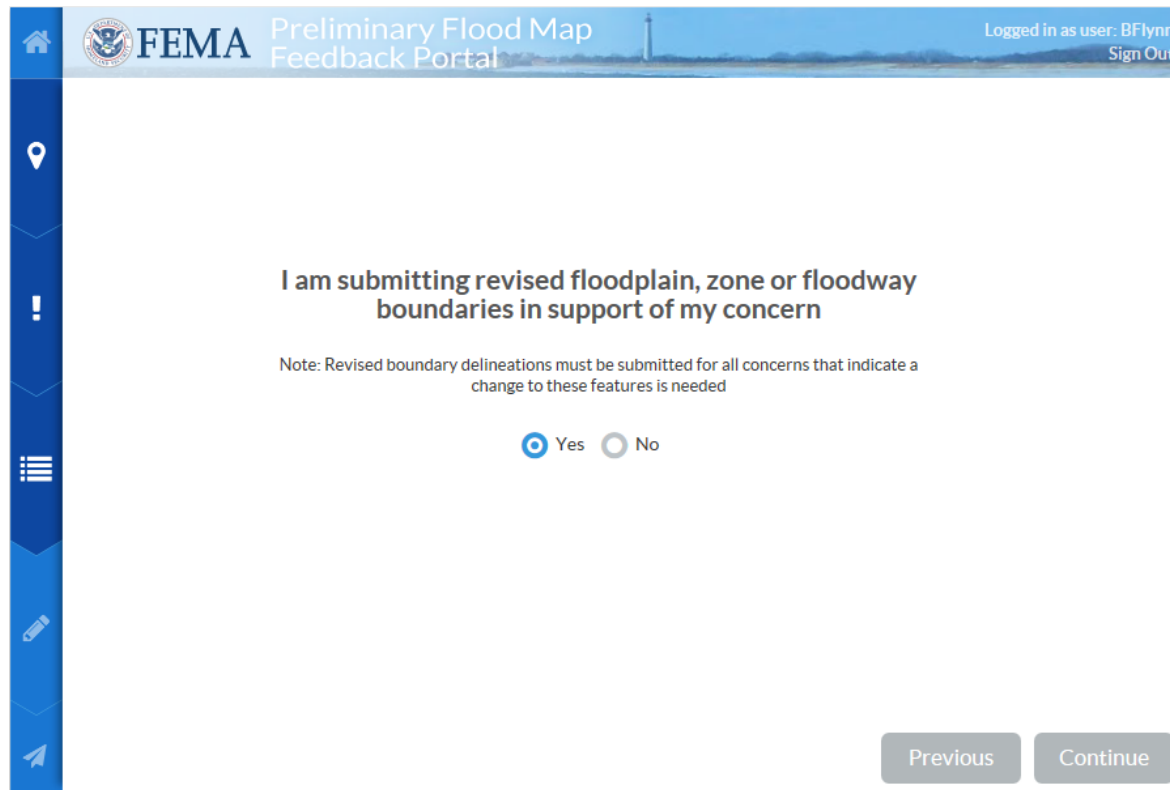
Revised Riverine Flood Hazard Analysis

- Select “yes” if you are submitting a revised riverine flood hazard analysis to support your submission. Then select which types. Click on the “Continue” button to move on.

The screenshot shows the FEMA Preliminary Flood Map Feedback Portal. The header includes the FEMA logo, the title 'Preliminary Flood Map Feedback Portal', and a user login status 'Logged in as user: BFlynn' with a 'Sign Out' link. A blue sidebar on the left contains navigation icons: a home icon, a location pin, an exclamation mark, a list icon, a pencil, and an arrow. The main content area has a heading 'I am submitting a revised riverine flood hazard analysis in support of my concern' followed by two radio buttons: 'Yes' (selected) and 'No'. Below this, a section titled 'Include all that apply:' contains two rows of radio buttons for 'Hydraulic Analysis' and 'Hydrologic Analysis', both with 'No' selected. There is also an 'Other:' label followed by a text input field. At the bottom right, there are 'Previous' and 'Continue' buttons.

Revised Floodplain, Zone, or Floodway Boundaries

- Select “yes” if you are submitting revised floodplain, zone, or floodway boundaries to support your submission. Click on the “Continue” button to move on.



The screenshot shows the FEMA Preliminary Flood Map Feedback Portal. The header includes the FEMA logo, the title "Preliminary Flood Map Feedback Portal", and a user login status "Logged in as user: BFlynn" with a "Sign Out" link. A vertical blue sidebar on the left contains icons for home, location, warning, menu, edit, and back. The main content area displays the text "I am submitting revised floodplain, zone or floodway boundaries in support of my concern". Below this is a note: "Note: Revised boundary delineations must be submitted for all concerns that indicate a change to these features is needed". There are two radio buttons: "Yes" (selected) and "No". At the bottom right, there are "Previous" and "Continue" buttons.

Concerns About Features Other Than Flood Hazard Information

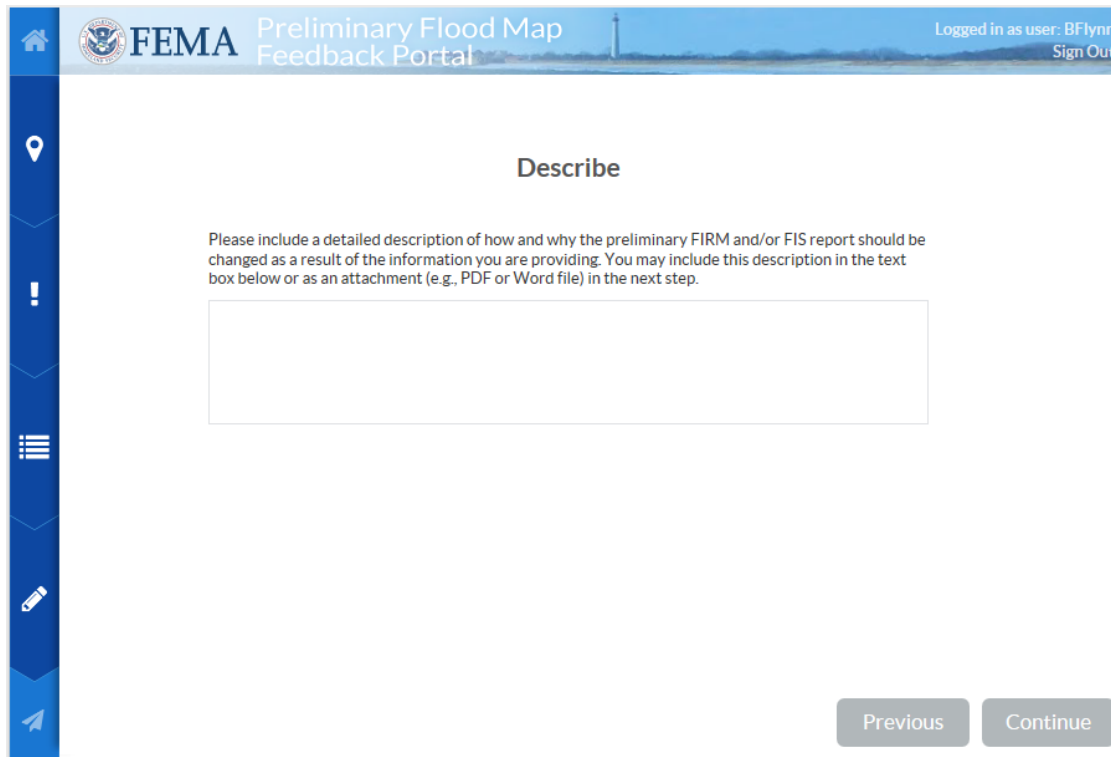
- If you have a concern about map or report features besides flood hazard information, check the boxes that apply, then click on the “Continue” button.
- On the next screen, provide details about supporting information you are submitting, then click on the “Continue” button.

The screenshot shows the FEMA Preliminary Flood Map Feedback Portal. The header includes the FEMA logo, the title "Preliminary Flood Map Feedback Portal", and the user status "Logged in as user: BFlynn Sign Out". The main heading is "My concern with the preliminary FIRM is about". Below this, a section titled "Select all that apply:" contains four checkboxes: "Road names" (checked), "Flooding source names", "Corporate boundaries", and "Other base map features (e.g., orthophotography clarity, datum, etc.)". At the bottom right are "Previous" and "Continue" buttons.

The screenshot shows the second step of the FEMA Preliminary Flood Map Feedback Portal. The header is identical to the first screenshot. The main heading is "I am submitting the following information in support of my concern". Below this, a section titled "Select all that apply:" contains two checkboxes: "Annotated preliminary FIRM panel(s) with needed updates noted" and "Other". Below the "Other" checkbox is a large text input area. At the bottom right are "Previous" and "Continue" buttons.

Describe Your Concern

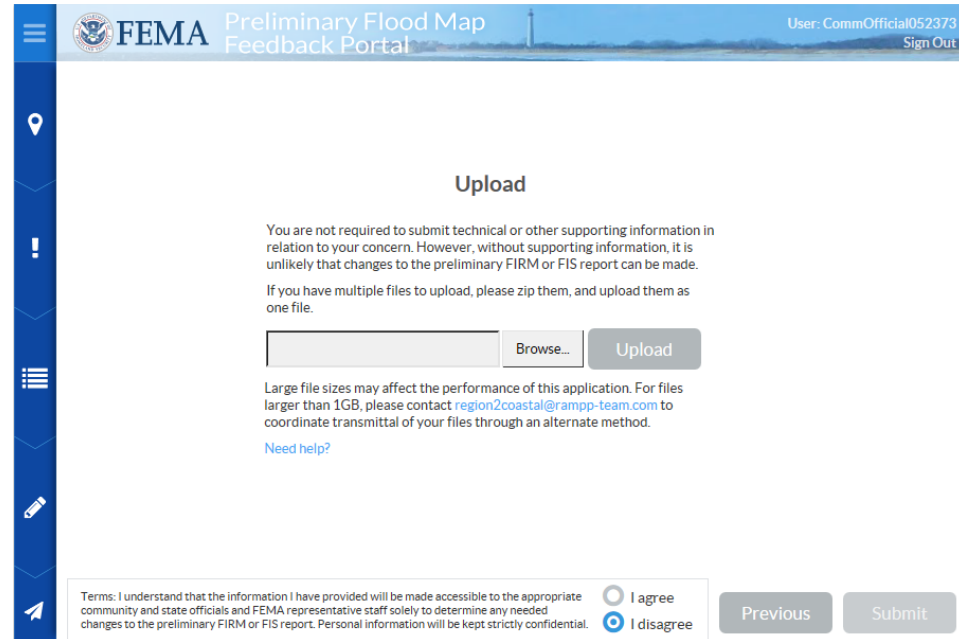
- You can provide a detailed description of your concern in the text field on the “Describe” screen. Otherwise, click on the “Continue” button to upload the information as an attachment.



The screenshot shows the 'Describe' screen of the FEMA Preliminary Flood Map Feedback Portal. The header includes the FEMA logo, the title 'Preliminary Flood Map Feedback Portal', and a user login status 'Logged in as user: BFlynn' with a 'Sign Out' link. A vertical sidebar on the left contains icons for home, location, exclamation mark, list, pencil, and a paper plane. The main content area is titled 'Describe' and contains a text box with the instruction: 'Please include a detailed description of how and why the preliminary FIRM and/or FIS report should be changed as a result of the information you are providing. You may include this description in the text box below or as an attachment (e.g., PDF or Word file) in the next step.' At the bottom right, there are two buttons: 'Previous' and 'Continue'.

Submit Your Request

- On the “Upload” screen, you can submit technical or other information to support your concern. Although this is not a requirement, it is unlikely that changes to the preliminary FIRM or FIS report can be made without supporting information.
- Once you have read and agreed to the submission terms by clicking on the “I agree” button, click the “Submit” button to send your request to FEMA.



The screenshot shows the FEMA Preliminary Flood Map Feedback Portal. The header includes the FEMA logo, the title "Preliminary Flood Map Feedback Portal", and a user login "User: CommOfficial052373 Sign Out". A left sidebar contains navigation icons. The main content area is titled "Upload" and contains the following text: "You are not required to submit technical or other supporting information in relation to your concern. However, without supporting information, it is unlikely that changes to the preliminary FIRM or FIS report can be made. If you have multiple files to upload, please zip them, and upload them as one file." Below this text is a file upload interface with a text box, a "Browse..." button, and an "Upload" button. Further down, it states: "Large file sizes may affect the performance of this application. For files larger than 1GB, please contact region2coastal@rampp-team.com to coordinate transmittal of your files through an alternate method." and a link "Need help?". At the bottom, there is a terms and conditions section with a checkbox for "I agree" and a radio button for "I disagree". The "I agree" option is selected. To the right of the terms are "Previous" and "Submit" buttons.



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View and Track the Status of Requests for Your Community

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View and Track Submissions

The Portal makes it easy for local community officials to view and manage submissions that affect their community and track the status of requests.

- You can view basic information, including the status, for all submittals for your community in the “My Community Submissions” section of the community official dashboard. This includes submissions directly from members of the public and also those submitted by your community.
- Click on a submission record in the top table to see additional status information in the “Status” section of the dashboard.
- To see more detailed information for a particular submission, click on the submission, then click on the “Review Selection” button.
- You can export the table of submittals by clicking on the “Copy”, “CSV”, or “Excel” button at the top right. To export the entire table (rather than one selected record), de-select a record by clicking on it so that no records are selected.

The screenshot displays the FEMA Preliminary Flood Map Feedback Portal. The top navigation bar includes the FEMA logo, the portal title, and a user profile for 'CommOfficial052373' with a 'Sign Out' link. A sidebar on the left contains three main sections: 'My Community Submissions', 'Status', and 'Actions'.

The 'My Community Submissions' section features a table with the following columns: Submittal ID, Status, Date Created, and Date Last Edited. The table contains six rows of data, with the row for Submittal ID 1306 (Status: Submitted to FEMA for Review) highlighted. To the right of the table are buttons for 'Copy', 'CSV', and 'Excel'. Below the table, a note states 'Unselect all records to export entire table.' and a 'Review Selection' button is present.

The 'Status' section for Submittal ID 1306 shows a progress flow: 'Submittal received' (checked), 'Community official review underway' (checked), and 'FEMA review underway' (checked). Below this, the 'Status Alerts' section is empty, displaying the message 'No status alerts at this time'.

The 'Actions' section at the bottom includes a 'Select action ...' dropdown menu and a 'Continue' button.

Submittal ID	Status	Date Created	Date Last Edited
1292	Rejected by Gatekeeper	03/28/15 14:02	03/28/15 14:02
1298	FEMA Review Underway	03/28/15 22:57	03/29/15 11:59
1300	FEMA Review Underway	03/28/15 14:31	03/29/15 8:55
1305	FEMA Review Underway	03/29/15 15:57	03/29/15 16:07
1306	Submitted to FEMA for Review	03/29/15 15:24	03/29/15 15:24
1307	FEMA Review Underway	03/29/15 10:08	03/29/15 11:34

The Submission Summary Screen

After selecting a submission and clicking the Review Selection button on the Dashboard, the Submission Summary screen will appear (see example at right).

This screen provides all of the information related to the request that was provided by the submitter. Click on each of the gray horizontal bars to reveal the information in a particular section. To hide the information, click on the gray bar associated with the particular section again.

The screenshot shows the FEMA Preliminary Flood Map Feedback Portal. At the top, it says "FEMA Preliminary Flood Map Feedback Portal" and "Logged in as user: BFlynn Sign Out". Below this, there are two tabs: "Submittal ID: 1214" and "Status: Community Official Review Underway". A "View All Submissions" button is also present. The main content area is titled "Submission Summary" and contains several sections: "Stakeholder", "Submittal", "Date Created: 2015-03-25", "Date Last Edited: 2015-03-25", "Location Concern Type: One or more areas in a single community", "Location: TOWNSHIP OF STAFFORD", "Description: I believe the maps are incorrect. I have more recent topographic information that demonstrates this.", "Upload:", and "Additional data:". Below these sections is a "Map" section with a note: "(Note: You may have to zoom in into the map to see Preliminary Flood Hazard Areas)". The map shows a satellite view of a coastal area with labels for "Abbeconnn", "Reed Bay", "Brigantia", and "Bongartine". At the bottom, there is an "Actions" section with a "Select action ..." dropdown menu and a "Continue" button.

Community Official Actions

- As a community official, there are other actions you can take through the Portal, which are discussed in the next sections.
- You can perform these actions from the “Actions” section of either the Community Official Dashboard (shown at top right), which is the screen you see after logging in to the Portal, or the Submission Summary screen (shown at bottom right).
 - If you want to perform an action on a submission from the Community Official Dashboard, you must first click on the submission to select it.

FEMA Preliminary Flood Map Feedback Portal

Logged in as user: BFhymn Sign Out

Submittal ID	Status	Date Created	Date Last Edited
1214	Community Official Review Underway	2015-03-25T07:57:28.103	2015-03-25T13:55:16.097
1243	Community Official Review Underway	2015-03-25T12:07:49.05	2015-03-25T12:07:49.05

Showing 1 to 2 of 2 entries

Review Selection

Submittal ID: 1214

Status: Submittal received → Community official review underway → FEMA review underway → Resolution letter issued by FEMA → Resolution Complete

Status Alerts: Community official review underway

Completion of the community official review of the selected submission is required. Please review the information contained in this submittal, provide any comments about the submittal, and submit to FEMA when your review is complete by selecting the actions from the menu below.

Select action ...

Continue

FEMA Preliminary Flood Map Feedback Portal

Logged in as user: BFhymn Sign Out

Submittal ID: 1214 Status: Community Official Review Underway View All Submissions

Stakeholder

First Name: Samara
Last name: Ebinger
Mailing Address: 8401 Arlington Blvd Suite X, Fairfax, VA 22031
Email: sebinge@devberry.com

Submittal

Date Created: 2015-03-25
Date Last Edited: 2015-03-25
Location Concern Type: One or more areas in a single community
Location: TOWNSHIP OF STAFFORD
Description: I believe the maps are incorrect. I have more recent topographic information that demonstrates this.
Upload:
Additional data:

Map (Note: You may have to zoom in into the map to see Preliminary Flood Hazard Areas)

Select action ...

Continue



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Reviewing Submittals from the Public

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Reviewing Submittals from the Public

Local community officials will receive an email notification when a member of the public submits feedback on the preliminary FIRM and/or FIS report that affects their community.

Before FEMA can begin its review of the submittal, the community must first perform these 3 steps:

- 1. Review the submittal**
- 2. Provide review comments (if desired) on the submittal**
- 3. Notify FEMA that the community official review of the submittal is complete**

See the following pages for information about how to complete these steps through the Portal.

Step 1: View the Submittal

First, review the details of the submittal by clicking on the applicable row at the top of the Community Official Dashboard. Then click on the “Review Selection” button, which takes you to the Submission Summary screen.

This screen provides all of the information related to the request that was provided by the submitter. Click on each of the gray horizontal bars to reveal the information in a particular section. To hide the information, click on the gray bar associated with the particular section again.

The screenshot shows the FEMA Preliminary Flood Map Feedback Portal. At the top, it says 'Logged in as user: BFhymn Sign Out'. Below the header is a table with columns: Submittal ID, Status, Date Created, and Date Last Edited. The table contains two rows: 1214 (Community Official Review Underway, 2015-03-25T07:57:28.103, 2015-03-25T13:55:16.097) and 1243 (Community Official Review Underway, 2015-03-25T12:07:49.05, 2015-03-25T12:07:49.05). Below the table is a 'Showing 1 to 2 of 2 entries' message. A red circle highlights the 'Review Selection' button in the bottom right corner of the table area.

The screenshot shows the Submission Summary screen for submittal 1214. The status is 'Community Official Review Underway'. The page is divided into sections: Stakeholder (Samara Ebinger, 8401 Arlington Blvd Suite X, Fairfax, VA 22031, sebinger@devberry.com), Submittal (Date Created: 2015-03-25, Date Last Edited: 2015-03-25, Location Concern Type: One or more areas in a single community, Location: TOWNSHIP OF STAFFORD, Description: I believe the maps are incorrect. I have more recent topographic information that demonstrates this.), and Map (Note: You may have to zoom in into the map to see Preliminary Flood Hazard Areas). The map shows a satellite view of the area with a red outline indicating the flood hazard area. At the bottom, there is a 'Select action...' dropdown and a 'Continue' button.

Step 2: Provide Review Comments on Submittal

In this step, you may provide review comments about a submittal from a member of the public that only FEMA and its support team will be able to see. For example, review comments can include whether or not your community agrees with the submittal or other information related to the submittal that you would like to provide. You are **not** required to add review comments.

If you are adding review comments, see the next page. If not, go to page 30 for Step 3.

Step 2: Provide Review Comments on Submittal, continued

To add review comments for a submittal from a member of the public:

From either the Community Official Dashboard with a submission selected or the Submission Summary screen (shown at top right):

- Select “View/Edit Annotation” from the dropdown list in the “Actions” section of the dashboard, then click on the “Continue” button.
- Add your comments in the text field, then click on the “Update Annotation” button.

The screenshot displays the FEMA Preliminary Flood Map Feedback Portal interface. At the top, the header includes the FEMA logo, the title "Preliminary Flood Map Feedback Portal", and a user login status "Logged in as user: BFlynn Sign Out". Below the header, the "Submission Summary" section shows details for Submittal ID 1243, with a status of "Community Official Review Underway" and a "View All Submissions" link. The submittal details include: Date Created (2015-03-25), Date Last Edited (2015-03-25), Location Concern Type (One or more areas in a single community), Location (TOWNSHIP OF STAFFORD), Description (Please update the road names and stream names based on the more up to date data I am providing), Upload, and Additional data. A dropdown menu for "Select action ..." is open, showing options: "View/edit annotation" (highlighted), "Upload additional data", "Finish and submit to FEMA", and "Add resolution letter comment". To the right of the dropdown is a map showing a coastal area with labels "Reed Bay" and "Briarcliff on the line". Below the map is a "Continue" button. The "Actions" section at the bottom shows a dropdown menu with "View/edit annotation" selected and a "Continue" button. The "Annotation" section at the bottom contains a text field with the prompt "Include any information that would help to explain why or how the user's feedback should be considered or implemented, or alternatively, why the submittal should not be considered." and buttons for "Cancel" and "Update Annotation".

Step 3: Send a Submittal From the Public to FEMA

After entering any desired review comments for the submittal (see previous page), perform the following steps from either the Community Official Dashboard with a submittal selected or the Submission Summary screen (shown on the right):

- Select “Finish and submit to FEMA” from the dropdown list in the “Actions” section.
- Click on the “Yes” button to confirm your action and update the status of the submission, then click on the “Continue” button.

The screenshot shows the FEMA Preliminary Flood Map Feedback Portal. The top navigation bar includes the FEMA logo, the title "Preliminary Flood Map Feedback Portal", and a user login status "Logged in as user: BFlynn" with a "Sign Out" link. The main content area is titled "Submission Summary" and displays details for Submittal ID 1243, which is currently in "Community Official Review Underway" status. A "View All Submissions" button is located in the top right. The submittal details include: Date Created (2015-03-25), Date Last Edited (2015-03-25), Location Concern Type (One or more areas in a single community), Location (TOWNSHIP OF STAFFORD), and Description (Please update the road names and stream names based on the more up to date data I am providing). An "Upload" section is also present. On the left, a vertical sidebar contains a "Submission Summary" section and an "Actions" section. The "Actions" section has a dropdown menu with options: "Select action...", "View/edit annotation", "Upload additional data", "Finish and submit to FEMA" (highlighted in blue), and "Add resolution letter comment". To the right of the actions is a map showing a coastal area with labels for "Reed Bay" and "Brislington Brackish". At the bottom right, there is a confirmation prompt: "Are you sure you'd like to update the status of this submission?" with "Yes" and "No" radio buttons (the "No" button is selected) and a "Continue" button.



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After the Initial Submittal: Other Actions for Community Officials

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After the Initial Submittal

Following submittal of feedback directly from a community OR after a community official has reviewed the feedback from a member of the public, the next step will be for FEMA to perform its initial review of the submittal. This review may result in one of the following:

1. FEMA determines that all of the data required to evaluate the submittal has been received. A **resolution letter** will be drafted and sent to local community officials and (if applicable) the member of the public who submitted the feedback. You will receive the letter by standard mail and by email. See page 35 for actions you can take through the Portal once the resolution letter is issued.

OR

2. FEMA determines that additional data is needed to evaluate the submittal. An **additional data letter** will be drafted and sent to local community officials and (if applicable) the member of the public who submitted the feedback. You will receive the letter by standard mail and by email. See page 33 for actions you can take through the Portal if an additional data letter is issued.

Submit Additional Data

Community officials will receive email notification if additional data is needed for FEMA to further evaluate a submission.

From either the Community Official Dashboard with a submission selected or the Submission Summary screen (shown at right):

- Select “Upload additional data” from the dropdown list in the “Actions” section of the dashboard, then click on the “Continue” button.
- On the next screen, click on the “Browse” button to select the file you wish to upload, then click on the “Add to Submission” button.

The image shows two screenshots of the FEMA Preliminary Flood Map Feedback Portal. The top screenshot is the 'Submission Summary' screen for submission ID 1243. It shows the submission details and a dropdown menu with 'Upload additional data' selected. The bottom screenshot is the 'Upload' screen, which prompts the user to browse for a file to upload. Both screenshots show the user is logged in as 'BFLynn'.

Submission Summary

FEMA Preliminary Flood Map Feedback Portal

Logged in as user: BFLynn Sign Out

Submittal ID: 1243 Status: Community Official Review Underway View All Submissions

Stakeholder

Submittal

Date Created: 2015-03-25
Date Last Edited: 2015-03-25
Location Concern Type: One or more areas in a single community
Location: TOWNSHIP OF STAFFORD
Description: Please update the road names and stream names based on the more up to date data I am providing.
Upload:
Additional data:

Select action ...
View/edit annotation
Upload additional data
Finish and submit to FEMA
Add resolution letter comment

Upload additional data

Continue

Upload

You are not required to submit information to support your concern. However, without supporting information, it is unlikely that changes to the preliminary FIRM or FIS report can be made.

Browse...

Larger file sizes may affect the performance of this application. If your files exceed the suggested file size, you may contact region2coastal@rampp-team.com for assistance.

Cancel Add to Submission

Submit Additional Data, continued

If additional data is required for a submittal *from a member of the public*, you also will be notified. If additional data is provided by the submitter, you will need to follow the steps in the “Reviewing Submittals from the Public” section (see page 26) before FEMA reviews the additional data.

Commenting on a Resolution Letter Issued by FEMA

Community officials will receive an email notification when a resolution letter has been issued for a submittal. The letter will also be sent via standard mail.

If desired, you (and/or the member of the public who submitted the feedback, if applicable) may comment on the resolution issued by FEMA within 30 days of issuance of the resolution letter.

- To comment on a resolution in the Portal, select “Add resolution letter comment” from the dropdown list in the “Actions” section of the dashboard, then add your desired comments.
- If comments on the resolution are provided, FEMA will be in contact with the relevant parties as needed to discuss and work towards a mutually agreeable resolution.

Resources

- Additional help resources are available directly through the Portal
- Appeal period information on the FEMA Region II Coastal Outreach Website
<http://www.region2coastal.com/appeal>
- [Criteria for Appeals of Flood Insurance Rate Maps](#)
- FEMA Region II Coastal Outreach Team
region2coastal@rampp-team.com



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