



FEMA

# FEMA Region II Preliminary Flood Map Feedback Portal

## Step-by-Step Guide for Members of the Public

**RiskMAP**  
Increasing Resilience Together



# About This Guide

- This Guide:
  - Provides an overview of the Preliminary Flood Map Feedback Portal and how the public 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
    - tracking the status of submittals
  - Lists helpful resources to assist with submitting feedback through the Portal.

# Jump to a Topic

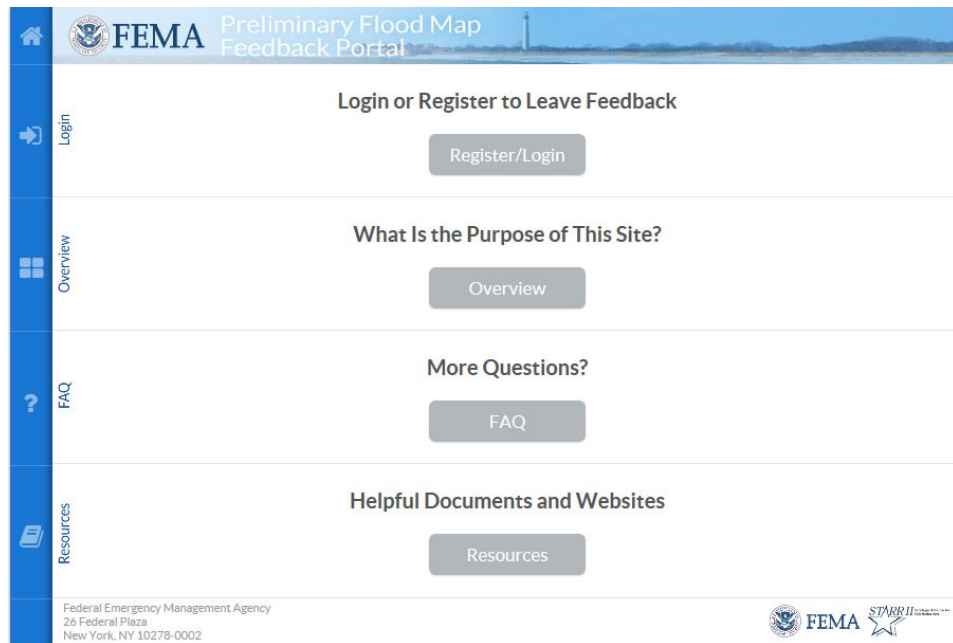
- [Accessing the Portal](#)
- [Submitting Feedback Through the Portal](#)
- [Viewing and Tracking the Status of Requests](#)
- [Submitting Additional Data](#)
- [Commenting on a Resolution Letter Issued by FEMA](#)
- [Additional Help Resources](#)

# 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.
- Members of the public can use the Portal to:
  - Submit feedback on the preliminary FIRMs and FIS report online.
  - Track the status of their submissions.
- Use of the Portal to provide feedback on the preliminary FIRMs is optional. Members of the public may instead choose to provide their feedback directly to their local community officials (either the community Chief Executive Officer or Floodplain Administrator) separately.

# Access the Portal

- The Portal is accessible through <https://feedback.region2coastal.com>.
- Members of the public must register before they can use the Portal to submit feedback and then track the status of their request.
- To register, first click on the “Register/Login” button on the Portal home screen to access the Register/Login main screen.



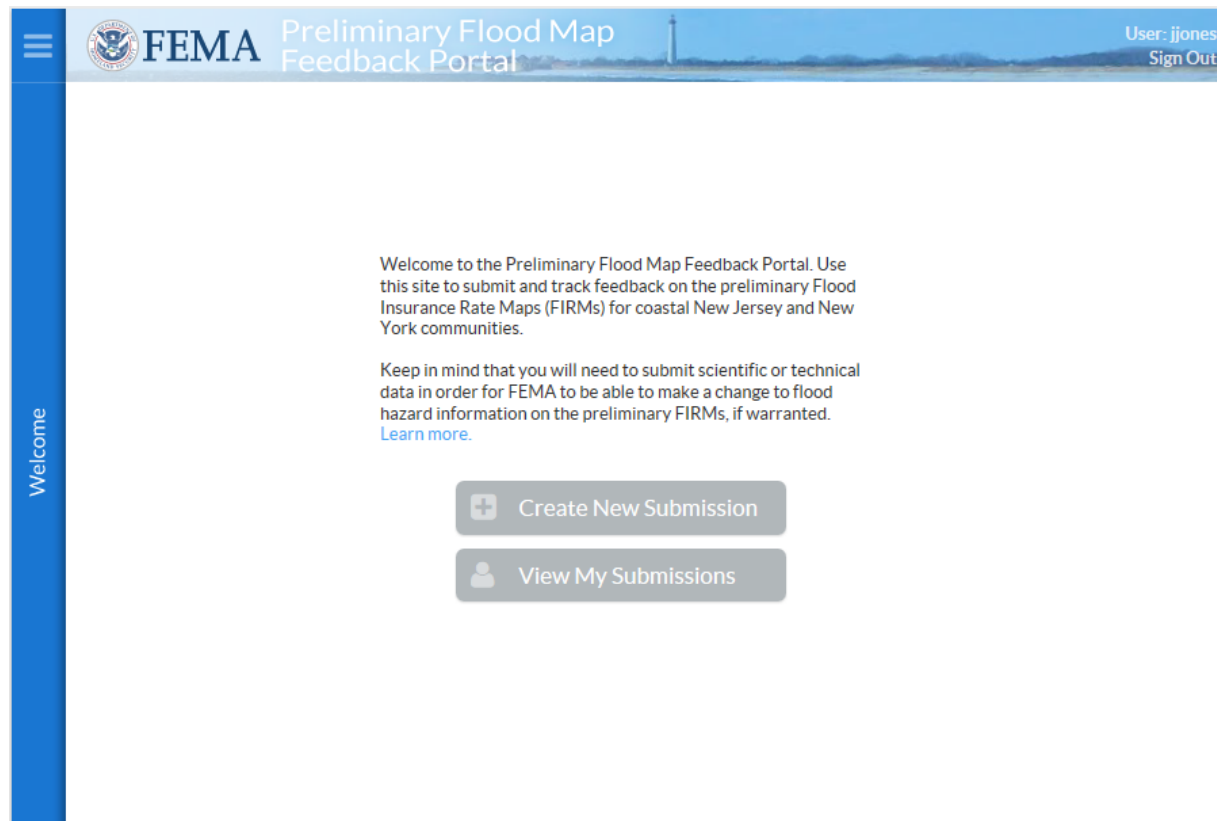
# Register to Use the Portal

- Once on the Register/Login main screen, click on the “Register” hyperlink above the user name text field. Enter your contact information, then click on the “Next” button.
- On the next screen, choose the item that applies for you from the “I am a” dropdown list. Then choose a user name and password to access the Portal, and enter your email address.
- Click on the “Complete Registration” button to automatically log in to the Portal.

The image displays two screenshots of the FEMA Preliminary Flood Map Feedback Portal registration process. The top screenshot shows the initial registration screen with a sidebar on the left containing navigation icons (home, back, forward, search, help, and a document icon). The main content area has a header with the FEMA logo and the text 'Preliminary Flood Map Feedback Portal'. Below the header, there are two links: 'Register' and 'Forgot password?'. The 'Register' link is highlighted. Below these links are two text input fields: 'User name' and 'Password'. At the bottom of the form are two buttons: 'Previous' and 'Log in'. The bottom screenshot shows the next step in the registration process. It features the same sidebar and header. The main content area has a form with several text input fields: 'First name', 'Last name', 'Phone number', 'Mailing address', 'Mailing address', 'City', 'State', and 'ZIP code'. To the right of the form is a note: 'Note: Community officials have been provided with special login credentials to use the Preliminary Flood Map Feedback Portal. If you are a community CEO or Floodplain Administrator representing your community and have not received credentials, please contact us at [region2coastal@rampg-team.com](mailto:region2coastal@rampg-team.com).' Below the form is a CAPTCHA image with the text 'Type the text' and a 'Privacy & Terms' link. At the bottom right of the form is a 'Next' button. The footer of both screenshots includes the FEMA logo, the text 'Federal Emergency Management Agency 26 Federal Plaza New York, NY 10278-0002', and the 'RiskMAP' logo with the tagline 'Increasing Resilience Together'.

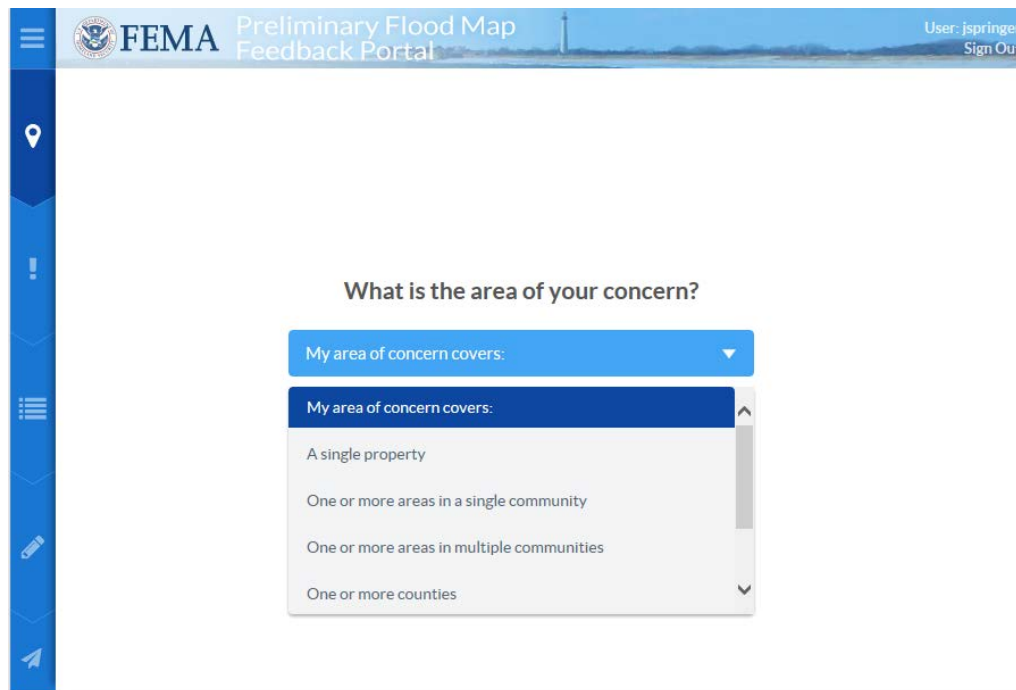
# Create a New Submission

- After your registration is complete, you will see the screen below. You will see this screen anytime you log in to use the Portal. To submit feedback, click on the “Create New Submission” button.



# Identify Your Area of Concern

- Select the area of your concern from the dropdown list(s) as appropriate, then click on the “Continue” button.




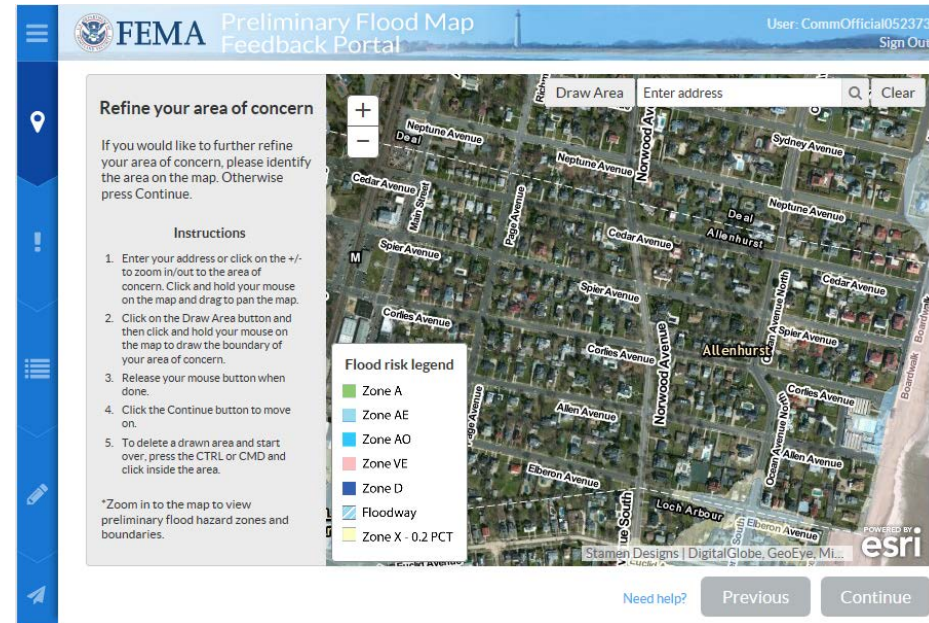
The screenshot shows the FEMA Preliminary Flood Map Feedback Portal. The header includes the FEMA logo, the title 'Preliminary Flood Map Feedback Portal', and a user profile 'User: jspringer' with a 'Sign Out' link. A vertical sidebar on the left contains navigation icons. The main content area displays the question 'What is the area of your concern?'. Below this is a dropdown menu with the text 'My area of concern covers:'. The dropdown is open, showing four options: 'A single property', 'One or more areas in a single community', 'One or more areas in multiple communities', and 'One or more counties'.



# Refine Your Area of Concern

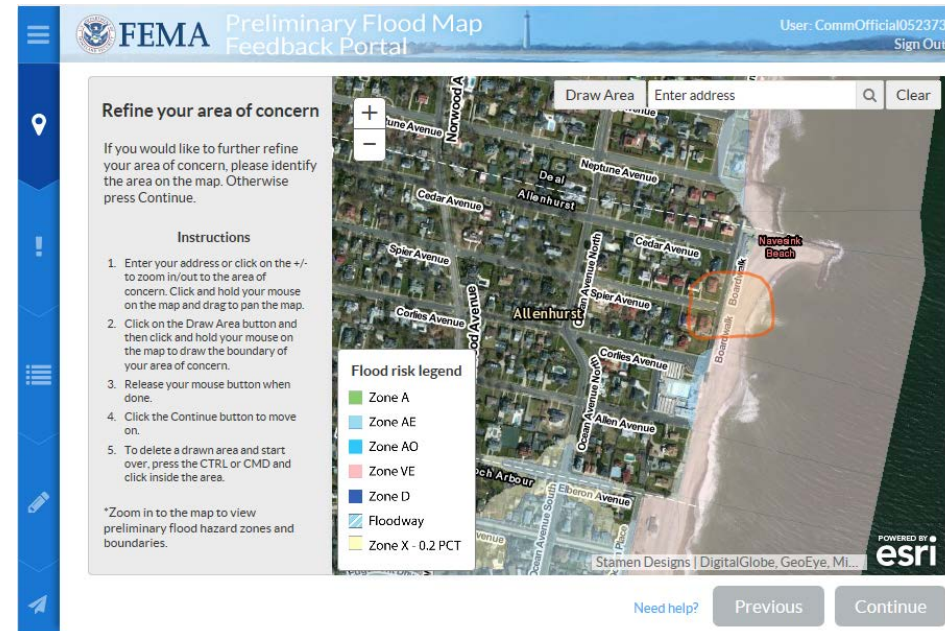
Unless your area of concern covers an entire state or the entire coastal study area, you will have an opportunity to further refine the area if you would like to.

- 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.



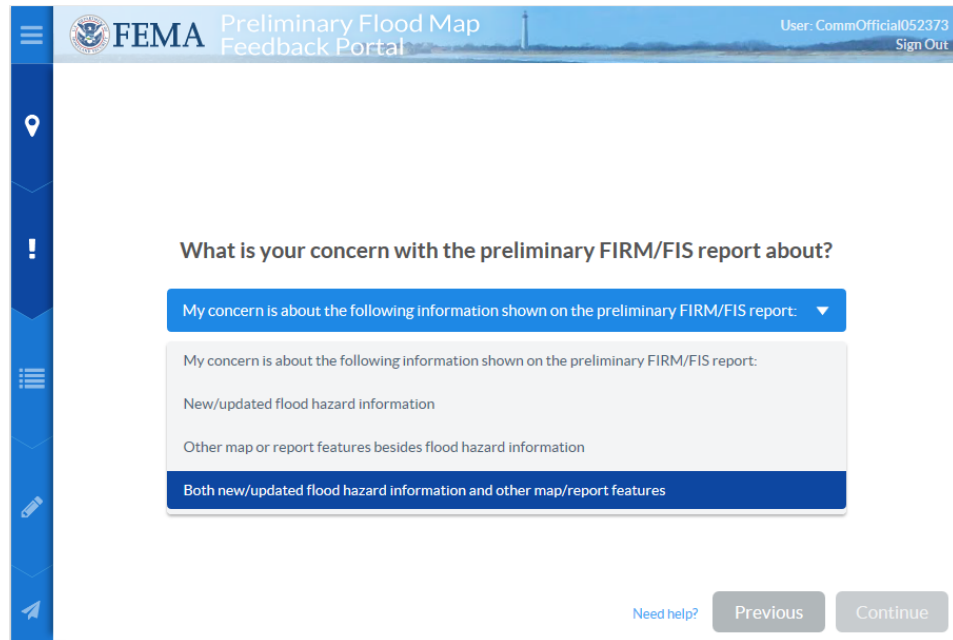
# Refine Your Area of Concern

- 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 identifier 'User: CommOfficial052373' with a 'Sign Out' link. A vertical sidebar on the left contains icons for a menu, location, exclamation mark, list, pencil, and arrow. The main content area asks '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

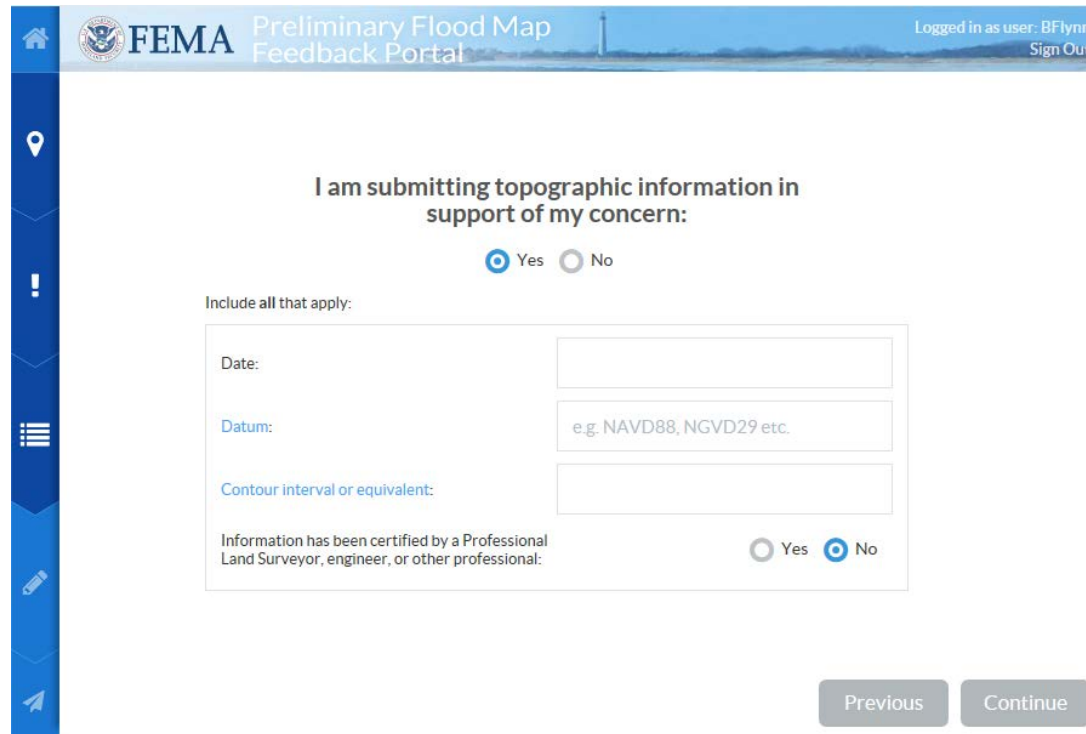
Hazard analysis methodology used: ☐ Yes ☒ No

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, and a pencil. 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 blue sidebar on the left contains icons for home, location, alert, menu, and navigation. The main content area has a 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 a section titled "Include all that apply:" containing two rows of radio buttons for "Overland wave modeling:" and "Storm surge modeling:", both with "No" selected. There is also an "Other:" label and a text input field. At the bottom right are "Previous" and "Continue" buttons.

FEMA Preliminary Flood Map Feedback Portal

Logged in as user: BFlynn  
Sign Out

I am submitting a revised coastal flood hazard analysis in support of my concern:

☒ Yes ☐ No

Include all that apply:

Overland wave modeling: ☐ Yes ☒ No

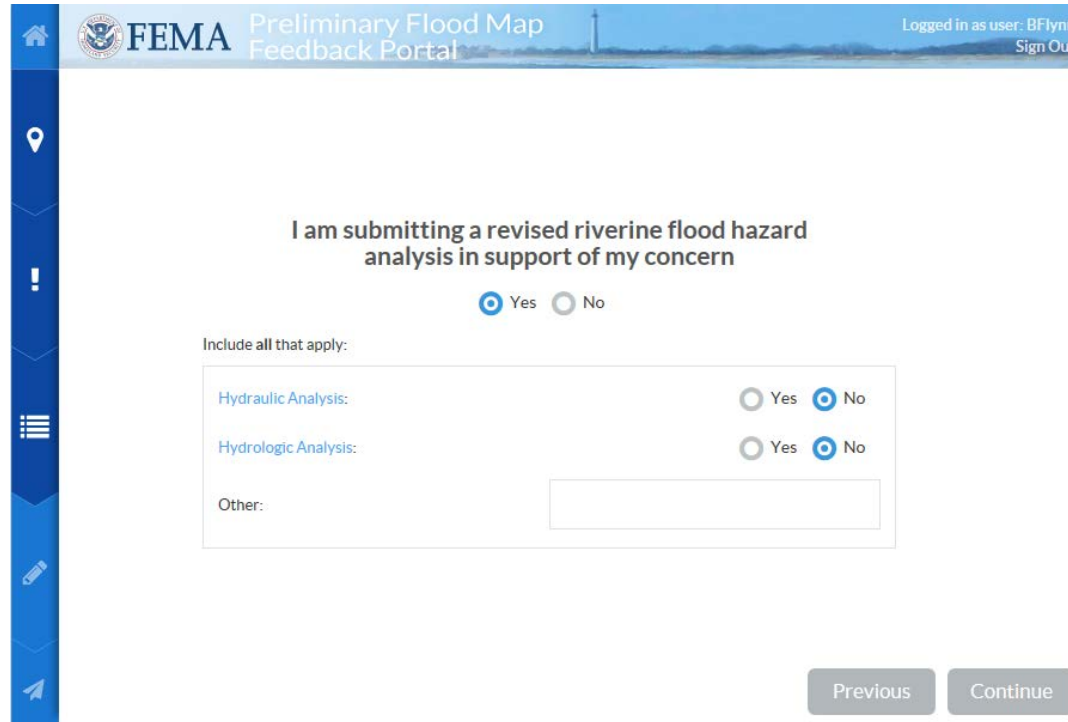
Storm surge modeling: ☐ Yes ☒ No

Other:

Previous 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 vertical navigation bar on the left contains icons for home, location, alert, menu, and map. The main content area displays the question: 'I am submitting a revised riverine flood hazard analysis in support of my concern'. Below this are two radio buttons: 'Yes' (selected) and 'No'. Under the heading 'Include all that apply:', there are two rows of radio buttons for 'Hydraulic Analysis' and 'Hydrologic Analysis', both with 'No' selected. An 'Other:' text input field is also present. At the bottom right are 'Previous' and 'Continue' buttons.

FEMA Preliminary Flood Map Feedback Portal

Logged in as user: BFlynn  
Sign Out

I am submitting a revised riverine flood hazard analysis in support of my concern

☒ Yes ☐ No

Include all that apply:

Hydraulic Analysis: ☐ Yes ☒ No

Hydrologic Analysis: ☐ Yes ☒ No

Other:

Previous Continue



# 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 interface. At the top, the FEMA logo is on the left, and the text "Preliminary Flood Map Feedback Portal" is in the center. On the right, it says "Logged in as user: BFlynn" with a "Sign Out" link. A vertical blue sidebar on the left contains icons for home, location, exclamation mark, menu, pencil, and arrow. The main content area has the heading "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

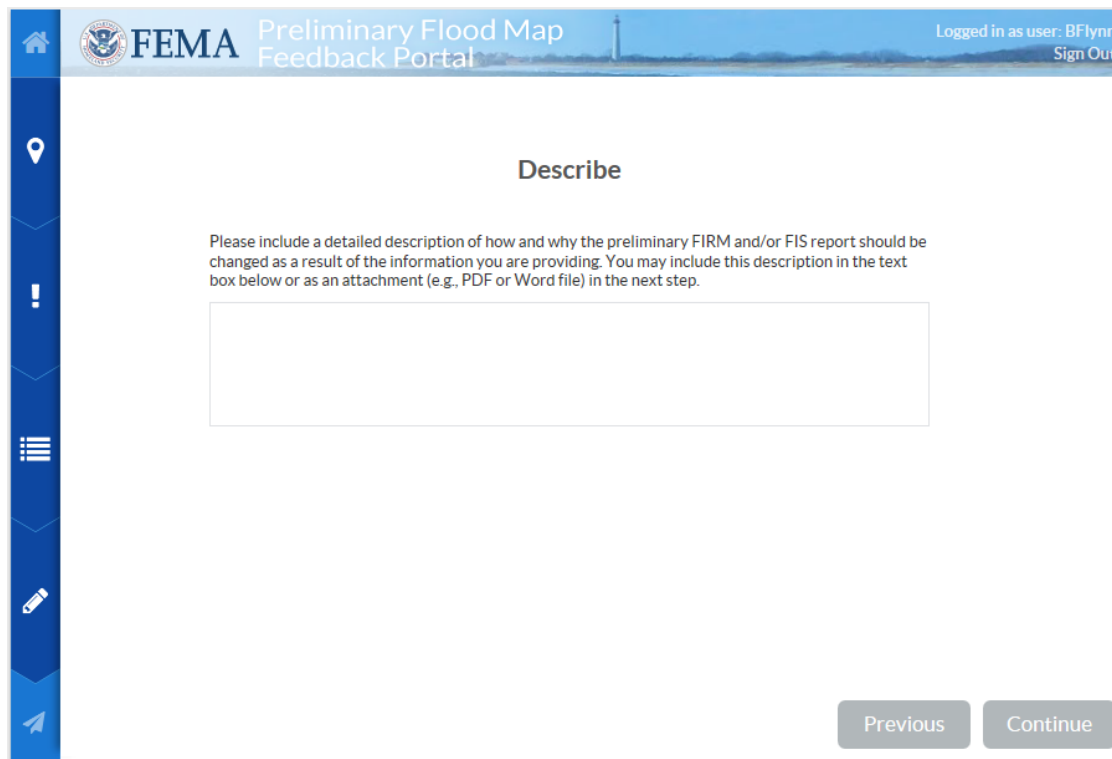
- If you have a concern about map or report features besides flood hazard information, check the boxes that apply, then click on the “Continue” button.
- On the next screen, provide details about supporting information you are submitting, then click on the “Continue” button.

The screenshot shows the FEMA Preliminary Flood Map Feedback Portal. The header includes the FEMA logo, the title "Preliminary Flood Map Feedback Portal", and a user login 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 a list of options with 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 screen. 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 options with checkboxes: "Annotated preliminary FIRM panel(s) with needed updates noted" and "Other". Below the "Other" option is a large text input area. At the bottom right are "Previous" and "Continue" buttons.

# Describe Your Concern

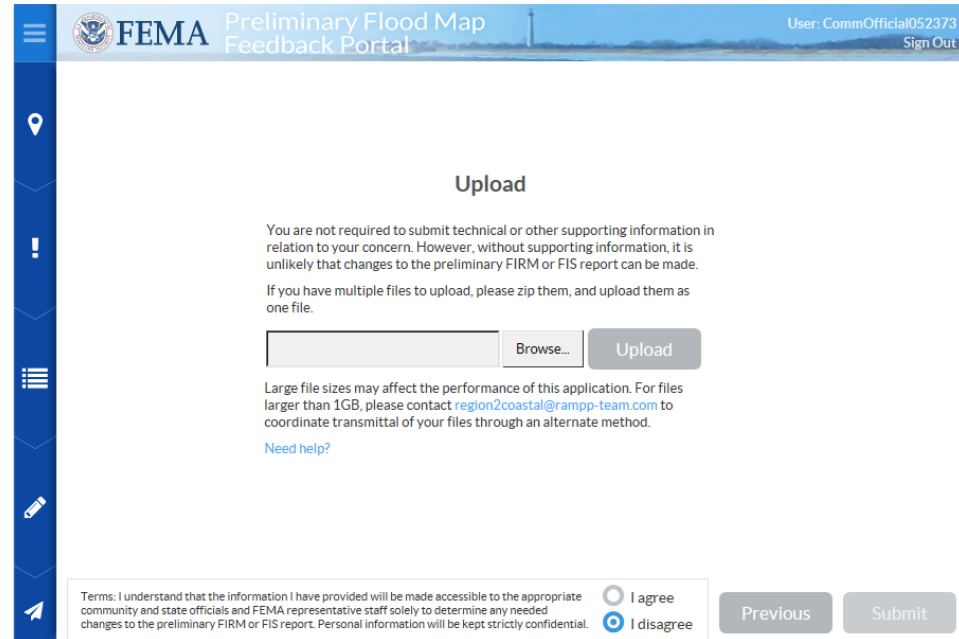
- You can provide a detailed description of your concern in the text field on the “Describe” screen. Otherwise, click on the “Continue” button to upload the information as an attachment.



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 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 ID "User: CommOfficial052373" with a "Sign Out" link. 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." Below this, it says: "If you have multiple files to upload, please zip them, and upload them as one file." There is a file input field with a "Browse..." button and an "Upload" button. A note states: "Large file sizes may affect the performance of this application. For files larger than 1GB, please contact [region2coastal@rampp-team.com](mailto:region2coastal@rampp-team.com) to coordinate transmittal of your files through an alternate method." A link for "Need help?" is provided. 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" checkbox is selected. To the right of the terms are "Previous" and "Submit" buttons.

# View and Track Your Submissions

To view and track your submissions, log in to the Portal, then click on the “View My Submissions” button, which takes you to the submissions dashboard (shown on the right).

- You can view basic information about your submittals, including the status, in the “My Submissions” section of the dashboard.
- Click on a submission 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, which will take you to the submission summary screen.

The screenshot displays 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 profile 'User: jones' with a 'Sign Out' link. The left sidebar contains three main sections: 'My Submissions', 'Status', and 'Actions'. The 'My Submissions' section is highlighted with a red box and contains a table with the following data:

Submittal ID	Status	Date Created	Date Last Edited
1324	Submittal Received	03/29/15 19:10	03/29/15 19:10

Below the table, it says 'Showing 1 to 1 of 1 entries' and a 'Review Selection' button. The 'Status' section is also highlighted with a red box and shows a progress bar for Submittal ID 1324. The progress bar has five steps: 'Submittal received' (active), 'Community official review underway', 'FEMA review underway', 'Resolution letter issued by FEMA', and 'Resolution Complete'. Below the progress bar, the 'Status Alerts' section shows 'No status alerts at this time'. At the bottom, there is a 'Select action ...' dropdown menu and a 'Continue' button.

# After the Initial Submittal

Following submittal of feedback, the next step will be for your local community official to review the submittal (as required by National Flood Insurance Program regulations) before FEMA performs its initial review. FEMA's 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 you and your local community officials. You will receive the letter by standard mail and by email. See page 23 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 you and your local community officials. You will receive the letter by standard mail and by email. See page 22 for actions you can take through the Portal if an additional data letter is issued.

# Submit Additional Data

You will receive a formal letter and an email notification if additional data is needed by FEMA to further evaluate your submission.

From either the submissions dashboard with a submission selected (shown on the right) or the submission summary screen:

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

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 'User: jones' with a 'Sign Out' link. The left sidebar contains three main sections: 'My Submissions', 'Status', and 'Upload'. The 'My Submissions' section shows a table with one entry: Submittal ID 1324, Status 'Submittal Received', Date Created '03/29/15 19:10', and Date Last Edited '03/29/15 19:10'. Below the table is a 'Review Selection' button. The 'Status' section shows the 'Submittal ID: 1324' and a progress bar with stages: 'Submittal received' (checked), 'Community official review underway', 'FEMA review underway', 'Resolution letter issued by FEMA', and 'Resolution Complete'. A dropdown menu for 'Select action...' is open, showing options: 'Upload additional data', 'Indicate resolution non-concurrence', and 'Create a new submittal'. The 'Upload' section shows a form titled 'Upload' with a message: '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.' Below this is a 'Browse...' button. At the bottom are 'Cancel' and 'Add to Submission' buttons.

Submittal ID	Status	Date Created	Date Last Edited
1324	Submittal Received	03/29/15 19:10	03/29/15 19:10

Showing 1 to 1 of 1 entries

Review Selection

Submittal ID: 1324

Submittal received

Community official review underway

FEMA review underway

Resolution letter issued by FEMA

Resolution Complete

Select action...

Upload additional data

Indicate resolution non-concurrence

Create a new submittal

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@ramp-team.com](mailto:region2coastal@ramp-team.com) for assistance.

Cancel Add to Submission

# Comment on a Resolution

You will receive a resolution letter and an email notification when FEMA has completed the review of your submittal after all necessary data has been received.

Following issuance of the resolution letter, you and your community officials will have 30 days to provide comments on the resolution, if desired.

- To comment on a resolution, select “Add resolution letter comment” from the dropdown list in the “Actions” section of the dashboard, then enter the desired text into the window and select “Continue”.
- After comments are received, FEMA will be in contact to discuss further.

# 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](mailto:region2coastal@rampp-team.com)





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