FEMA Region II
Preliminary Flood Map
Feedback Portal

Step-by-Step Guide for Members of the Public
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.
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- 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](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.
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.
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 you 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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.

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.
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