

# Guidance for Flood Risk Analysis and Mapping

## **Key Decision Point (KDP) Process Guidance Document**

February 2018



**FEMA**

Requirements for the Federal Emergency Management Agency (FEMA) Risk Mapping, Assessment, and Planning (Risk MAP) Program are specified separately by statute, regulation, or FEMA policy (primarily the Standards for Flood Risk Analysis and Mapping). This document provides guidance to support the requirements and recommends approaches for effective and efficient implementation. Alternate approaches that comply with all requirements are acceptable.

For more information, please visit the FEMA Guidelines and Standards for Flood Risk Analysis and Mapping webpage (<https://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping>). Copies of the Standards for Flood Risk Analysis and Mapping policy, related guidance, technical references, and other information about the guidelines and standards development process are all available here. You can also search directly by document title at <https://www.fema.gov/library>.

## Table of Revisions

The following summary of changes details revisions to this document subsequent to its most recent version in May 2017.

<b>Affected Section or Subsection</b>	<b>Date</b>	<b>Description</b>
Minor updates to section 4.2.1	February 2018	Adds a pre-KDP5 FEDD file review to the timing and workflow of the KDP5 process.

## Table of Contents

1.0	Introduction .....	6
1.1.	KDP Process Implementation Timeline .....	8
1.2.	KDP Documentation and Review Process.....	8
2.0	Project Planning for each KDP .....	8
2.1.	KDP 0 – Initiate Flood Risk Project.....	8
2.2.	KDP 1 – Continue Flood Risk Project .....	11
3.0	Preliminary FIRM.....	14
3.1.	KDP 2 – Develop Preliminary FIRM.....	14
3.2.	KDP 3 – Distribute Preliminary Products .....	17
4.0	Post-Preliminary FIRM KDPs .....	21
4.1.	KDP 4 – Initiate Appeal Period.....	21
4.2.	KDP 5 – Issue Letter of Final Determination .....	25
	Appendix A: KDP Process Flowchart .....	28
	Appendix B: High-Level Headquarters KDP Review Cycle Calendar.....	30
	Appendix C: KDP Questions As Displayed in the KDP Documentation Tool .....	31
	Appendix D: KDP Workgroup Acknowledgment.....	49
	Appendix E: Acronym List.....	50

## List of Figures

Figure 1: High-level KDP Process .....	<b>Error! Bookmark not defined.</b>
Figure 2: KDP 0 Workflow .....	<b>Error! Bookmark not defined.</b>
Figure 3: KDP 0 Headquarters Review Process Flowchart .....	<b>Error! Bookmark not defined.</b>
Figure 4: KDP 1 Workflow .....	<b>Error! Bookmark not defined.</b>
Figure 5: KDP 1 Headquarters Review Process Flowchart .....	<b>Error! Bookmark not defined.</b>
Figure 6: KDP 2 Workflow .....	<b>Error! Bookmark not defined.</b>
Figure 7: KDP 2 Headquarters Review Process Flowchart .....	<b>Error! Bookmark not defined.</b>
Figure 8: KDP 3 Workflow .....	<b>Error! Bookmark not defined.</b>
Figure 9: KDP 3 Headquarters Review Process Flowchart .....	<b>Error! Bookmark not defined.</b>
Figure 10: KDP 4 Workflow .....	<b>Error! Bookmark not defined.</b>
Figure 11: KDP 4 Headquarters Review Process Flowchart.....	<b>Error! Bookmark not defined.</b>
Figure 12: KDP 5 Workflow .....	<b>Error! Bookmark not defined.</b>
Figure 13: KDP 5 Headquarters Review Process Flowchart.....	<b>Error! Bookmark not defined.</b>

## 1.0 Introduction

The Key Decision Point (KDP) process is a formal method to document the decision to advance forward in a Flood Risk Project's life cycle at six distinct points and to document the rationale behind these decisions. This guidance document outlines the expectations and actions required at each of the six KDPs and describes the process FEMA Regions and Headquarters will follow to document, review, and approve each KDP.

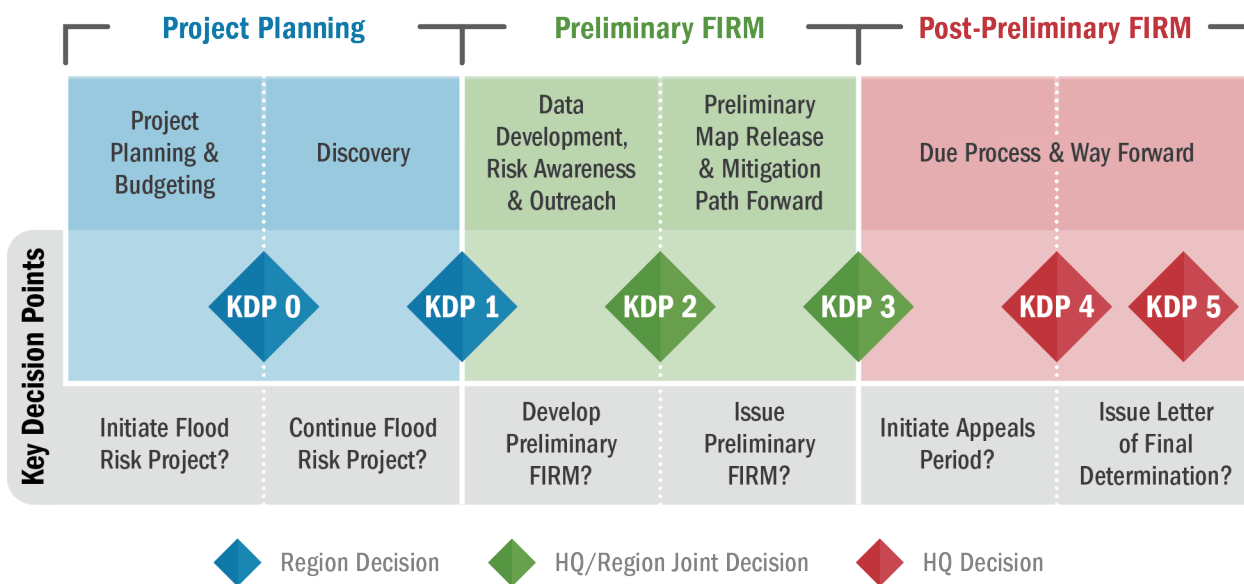
The KDPs and their documentation add a level of formality to the existing Risk MAP planning and decision-making processes already in use and provide a system of record for these decisions.

The KDPs document answers to the following questions:

- KDP 0: Is FEMA ready to initiate this Flood Risk Project?
- KDP 1: Is FEMA ready to continue this Flood Risk Project?
- KDP 2: Is FEMA ready to develop a Preliminary Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) for this Flood Risk Project?
- KDP 3: Is FEMA ready to issue the Preliminary FIRM and FIS to the community for this Flood Risk Project?
- KDP 4: Is FEMA ready to initiate an Appeal Period for this Flood Risk Project?
- KDP 5: Is FEMA ready to issue the Letter of Final Determination (LFD) for this Flood Risk Project?

Figure 1 illustrates the timing of each KDP relative to a generalized Flood Risk Project process.

A more detailed version of the figure below, outlining the various stages of a Flood Risk Project and the intersections with each KDP is provided in Appendix A: KDP Process Flowchart.



**Figure 1: High-level KDP Process**

Also, highlighted in Figure 1 is where the authority for each KDP decision rests. Project Planning KDPs are regional decisions. Once these KDPs have been documented, the region can immediately move on to the next phase of the process. Preliminary FIRM KDPs are joint FEMA Region and Headquarters decisions. The regions will complete the KDP documentation along with their recommendation on whether to move the Flood Risk Project forward but cannot advance the Flood Risk Project until a “Go” decision is provided by Headquarters.

Post-preliminary KDPs are Headquarters decisions. The regions will complete the KDP documentation but cannot move forward until Headquarters reviews the submitted documentation and provides a “Go” determination. More information on the decision-making process (e.g., FEMA Headquarters review cycles, timing, etc.) is discussed in subsequent sections of this document.

There are a number of Risk MAP Standards that relate to the KDP Process. Information about the FEMA Risk MAP Standards can be found at [FEMA.gov](https://www.fema.gov).

### Projects Requiring KDPs

Adherence to the KDP process is required for all Flood Risk Projects. A Flood Risk Project is defined as any FEMA-funded Risk MAP project that will go through the Discovery process, Local Levee Partnership Team (LLPT) process, or similar process with the intention of producing regulatory and/or Flood Risk Datasets.

Additionally, all Physical Map Revisions (PMRs) requiring investment from FEMA must go through the KDP process. This includes both FEMA-initiated PMRs and community-initiated PMRs. Community-initiated PMRs will enter the KDP process with KDP Number 2 and continue through KDP Number 5. See section 3.1.1 for additional information about the KDP entry point for community-initiated PMRs.

Letters of Map Revision (LOMR) projects are not subject to the KDP process.

### **1.1. KDP Process Implementation Timeline**

All Flood Risk Projects must comply with the full KDP process unless they were initiated before January 2015. All projects initiated prior to that date will only be expected to complete subsequent KDPs. These projects will not have to retroactively document previously made decisions. Therefore, for previously initiated Flood Risk Projects, regions will only be required to apply the KDP process towards future work, not work which has occurred in the past.

### **1.2. KDP Documentation and Review Process**

All KDPs will be documented and stored in the KDP Documentation Tool on the Risk MAP Program's SharePoint site:

<https://rmd.msc.fema.gov/site/kdp/KDP%20Documentation/default.aspx>

The KDP Documentation Tool will be managed and supported by the FEMA Headquarters Program Management (PM) team. The Headquarters PM team will export and summarize KDP data from the tool for Headquarters members to review on a set cycle. The Headquarters PM team will also monitor key Mapping Information Platform (MIP) data points to alert regions when a Flood Risk Project has reached a KDP or advanced past a KDP without proper documentation. The processes for entering data into the KDP Documentation Tool, the review cycles, and associated MIP data points are described in detail for each KDP in subsequent sections. A full calendar of all KDP Headquarters review cycles is provided in Appendix B: High-Level Headquarters KDP Review Cycle Calendar.

## **2.0 Project Planning for each KDP**

Each FEMA region approaches multi-year planning and sequencing differently, and, as a result, the information captured in this phase will vary. Because of this, the decision process for advancing Flood Risk Projects past this stage will vary as well. KDP 0 and KDP 1 will document the regional decisions to initiate and to continue a Flood Risk Project, respectively, and will capture the intent with which these decisions were made.

### **2.1. KDP 0 – Initiate Flood Risk Project**

KDP 0 documents the regional decision to initiate a Flood Risk Project or group of Flood Risk Projects and captures the rationale for this decision. KDP 0 documentation should explain the reason that the project was selected over others and include information that led to this project being identified, such as state multi-year plans, community engagement outcomes, or Coordinated Needs Management Strategy (CNMS) data. Should any data development type tasks become necessary at this point in the project lifecycle, before moving into data development, it should be clearly expressed in the KDP 0 documentation. See MIP User Care for a list of tasks associated with data development.

KDP 0 is unique in that documented decisions to advance forward can be for an individual Flood Risk Project or a group of similar Flood Risk Projects. If each Flood Risk Project was completed



separately and had the identical documentation then they could be grouped into a single KDP 0 submittal.

### 2.1.1. KDP 0 Timing

KDP 0 must be documented before creating a project in the MIP or generating a FEMA Case Number. KDP 0 will generally occur once Headquarters has distributed the Planning and Funding Memorandum and coordination has occurred on regional targets. This timing also aligns with further defining project purchases that are currently contained in the Project Planning and Purchasing Portal (P4) tool. The documentation of KDP 0 may occur once the decision to advance to the Discovery process, initiate an LLPT, or initiate other data-related tasks (e.g., Large Scale Automated Engineering (LSAE), etc.) has been made. The KDP 0 documentation must be completed before advancing to these tasks. Figure 2 provides a general workflow for formulating the KDP 0 decision and when it should be documented.

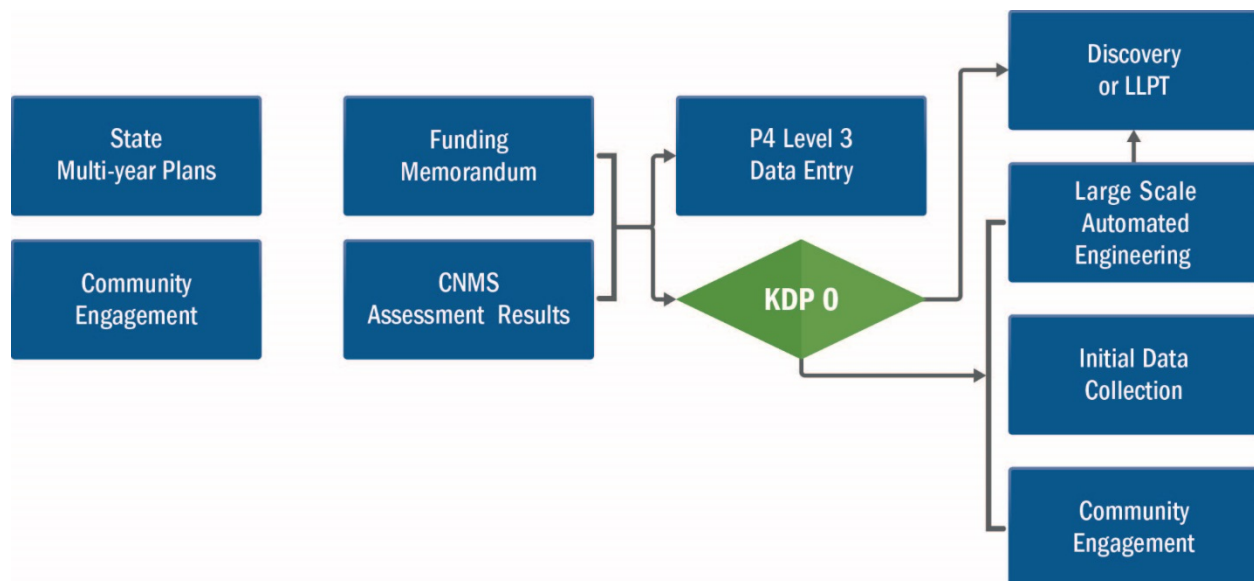


Figure 2: KDP 0 Workflow

If the region decides against initiating a Flood Risk Project, no KDP 0 documentation is required. However, it is suggested that regions retain any information collected to support the decision to inform future decisions.

### 2.1.2. KDP 0 Documentation and Review Procedures

Once the decision is made to move a project into the Discovery and/or data development purchases and tasks, the Regional Branch Chief, or their designee, must document the KDP 0 decision in the KDP Documentation Tool located on the FEMA Risk MAP SharePoint site at the following location: <https://rmd.msc.fema.gov/site/kdp/KDP%20Documentation/default.aspx>. While ultimate decision making authority for KDP 0 lies with the Regional Branch Chief, a designee may be selected to document the information in the KDP Documentation Tool on the Regional Branch Chief's behalf. KDP 0 also provides space to document the endorsement of other project stakeholders (e.g., State NFIP Coordinator, State Hazard Mitigation Officer).

As each region operates differently, regions are responsible for developing the internal processes for coordinating endorsement from stakeholders and documenting KDP 0. A region can advance to the next stage of the Flood Risk Project as soon as KDP 0 documentation is submitted, as Headquarters approval is not required.

Headquarters will review all documented KDP 0 decisions for awareness purposes on a monthly basis, realizing the majority of KDP 0 documentation will occur during the same few months of the fiscal year. On the first business day of the month, the Headquarters PM team will export all of the KDP 0 documentation that was entered into the KDP Documentation Tool during the previous month.

Additionally, the Headquarters PM team will export from the MIP all Discovery purchase and task information that began in the previous month. The Discovery purchase and task information will be used by the Headquarters PM team to identify any projects that have moved past KDP 0 without the decision being documented. On the second business day of the month, regions who have not documented KDP 0 will be notified of their non-compliance via an email from the Headquarters Engineering Services Branch Chief, or their designee, to the Regional Branch Chief, or their designee.

The Headquarters PM team will summarize all KDP 0 documentation exported from the KDP Documentation Tool by the 18<sup>th</sup> business day of the month and send the summary to the Headquarters Engineering Services Branch Chief, or their designee, for review. The Headquarters Engineering Services Branch Chief, or their designee, will review the summary provided by the 19<sup>th</sup> business day of the month and, by the 20<sup>th</sup> business day of the month, notify the Regional Branch Chief, or their designee, if there are any comments or questions about the documentation. The KDP 0 Headquarters review process is outlined in the flow chart in Figure 3. A comprehensive KDP Headquarters Review schedule is provided in Appendix B: High-Level Headquarters KDP Review Cycle Calendar.

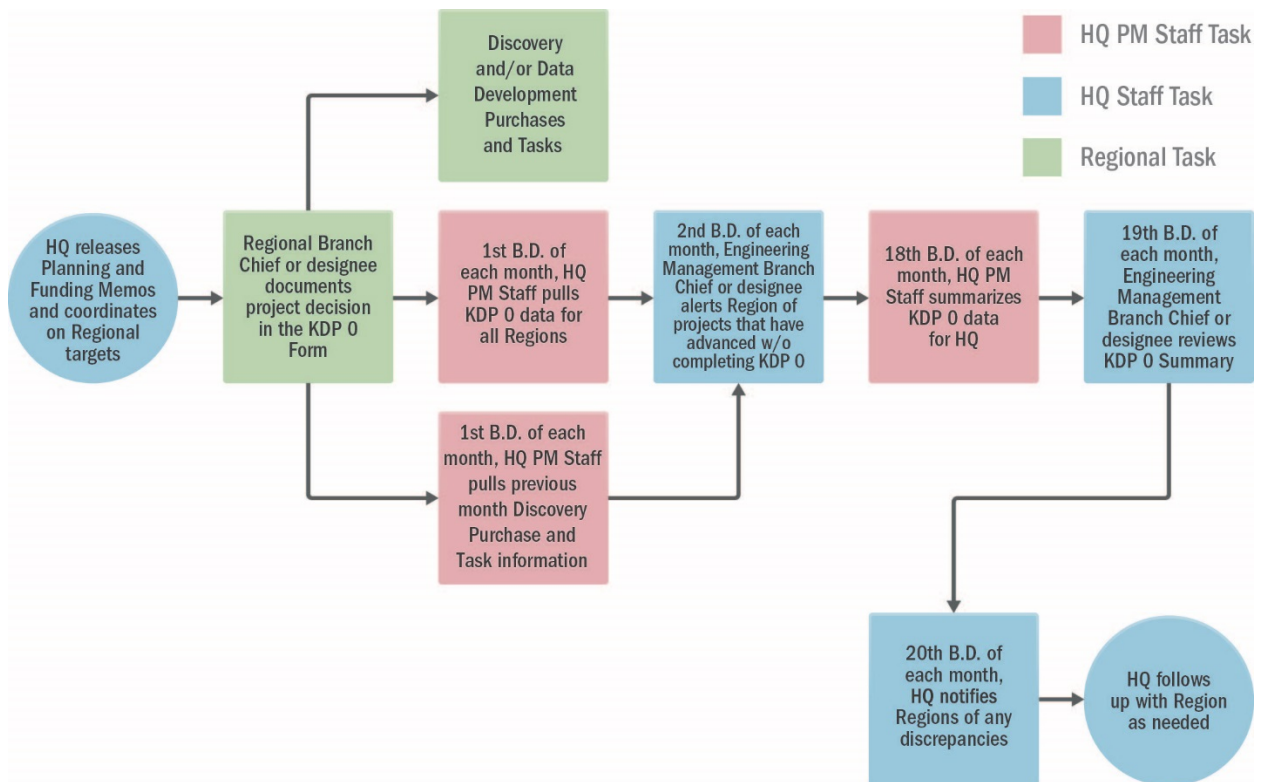


Figure 3: KDP 0 Headquarters Review Process Flowchart

## 2.2. KDP 1 – Continue Flood Risk Project

KDP 1 documents the regional decision to move forward with a Flood Risk Project through data development, risk awareness, and/or outreach tasks and captures the rationale for this decision. KDP 1 documentation should document the information gained through the Discovery process, LLPT, LSAE, and/or community engagement. The information provided should explain the needs identified, provide an understanding of the data available, and include any additional information to support the continuation of the Flood Risk Project. Expected changes to program metrics (e.g., Deployment, New, Validated, or Updated Engineering [NVUE] Initiated, Action Measures) are also captured at KDP 1. A full list of KDP 1 questions can be found in Appendix C: KDP Questions as Displayed in the KDP Documentation Tool..

### 2.2.1. KDP 1 Timing

KDP 1 must occur before new data development purchases and tasks are created in the MIP. KDP 1 will generally occur following the closeout of the Discovery process, LLPT process, or other related data tasks. While KDP 1 must occur before new data development purchases and tasks are created, it may be documented at any time once the decision to move forward to new data development purchases and tasks occurs. Figure 4 provides a general workflow for formulating the KDP 1 decision and when it should be documented.

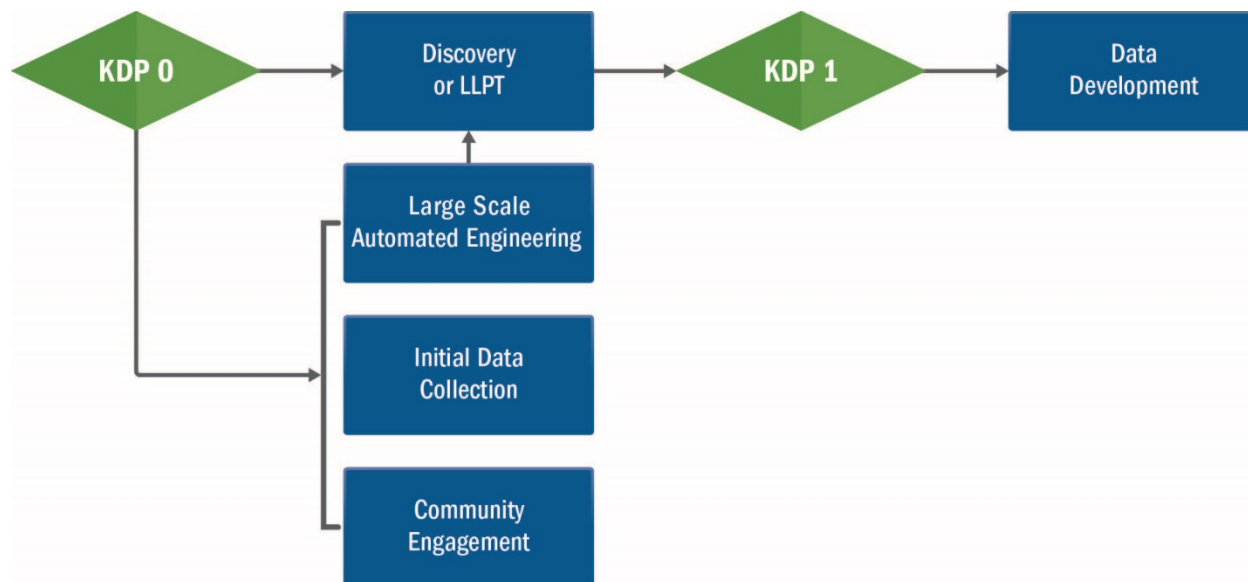


Figure 4: KDP 1 Workflow

Data development purchases and tasks following KDP 1 may vary depending on the identified goals of the project and the findings that resulted from the KDP 0 investments.

### 2.2.2. KDP 1 Documentation and Review Procedures

The Regional Branch Chief, or their designee, must document the KDP 1 decision in the KDP Documentation Tool located on the FEMA Risk MAP SharePoint site at the following location: <https://rmd.msc.fema.gov/site/kdp/KDP%20Documentation/default.aspx>. While decision making authority for KDP 1 lies with the Regional Branch Chief, a designee may be selected to document the information in the KDP Documentation Tool on the Regional Branch Chief's behalf. KDP 1 also provides space to document the endorsement of other project stakeholders (e.g., State NFIP Coordinator, State Hazard Mitigation Officer). As each FEMA region operates differently, regions are responsible for developing the internal processes for coordinating endorsement from stakeholders and documenting KDP 1. A region can advance to the next stage of the Flood Risk Project as soon as KDP 1 documentation is submitted, as Headquarters approval is not required.

Headquarters will review all documented KDP 1 decisions for awareness purposes on a monthly basis. On the first business day of the month, the Headquarters PM team will export all of the KDP 1 documentation entered into the KDP Documentation Tool during the previous month. Additionally, the Headquarters PM team will export from the MIP all Discovery and data development purchase and task information occurring in the previous and current month.

The Discovery and data development purchase and task information will be used by the Headquarters PM team to identify any projects which have finished the Discovery process and have entered into the KDP 1 window. On the second business day of the month, the Headquarters Engineering Services Branch Chief, or their designee, will email Regional Branch Chiefs, or their designee, of instances new projects have entered the KDP 1 window to ensure awareness.

The data development purchase or task information will be used by the Headquarters PM team to identify any projects, which have, or will be moving on to new data development purchases and tasks without documenting KDP 1. On the second business day of the month, Regions that have not documented KDP 1 will be notified of their non-compliance via an email from the Headquarters Engineering Services Branch Chief, or their designee, to the Regional Branch Chief, or their designee. The Regional Branch Chief, or their designee, will be expected to submit the KDP 1 documentation before the next scheduled KDP data pull or coordinate with the Headquarters Engineering Services Branch Chief on an alternate approach.

The Headquarters PM team will summarize all KDP 1 documentation exported from the KDP Documentation Tool by the 18<sup>th</sup> business day of the month and send the summary to the Headquarters Engineering Services Branch Chief, or their designee, for review. The Headquarters Engineering Services Branch Chief, or their designee, will review the summary provided by the 19<sup>th</sup> business day of the month and, by the 20<sup>th</sup> business day of the month, notify the Regional Branch Chief, or their designee, if there are any comments or questions about the documentation. The KDP 1 Headquarters review process is outlined in the flow chart in Figure 5. A comprehensive KDP Headquarters Review schedule is provided in Appendix B: High-Level Headquarters KDP Review Cycle Calendar.

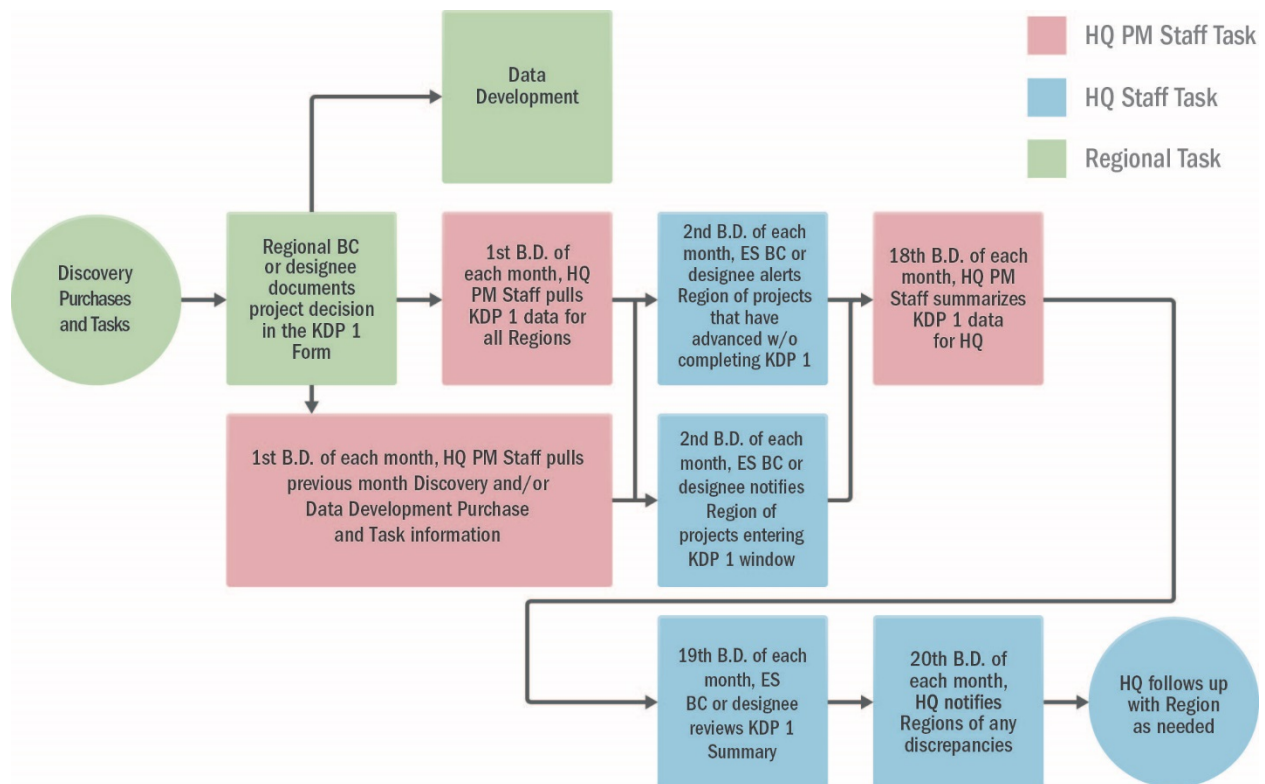


Figure 5: KDP 1 Headquarters Review Process Flowchart

### 3.0 Preliminary FIRM

KDP 2 and KDP 3 will document the decision to develop and distribute Regulatory Products, respectively, and will capture the intent with which these decisions were made. Within FEMA's internal business processes, the decision to develop a Preliminary FIRM affirms that the Regulatory Process of updating a community's FIRM should continue. Some components of Flood Risk Projects will be consistent across all regions, such as data development standards, quality reviews, and Congressional and property owner notification timelines. Other components, however, such as the timing of community meetings and the development of Flood Risk Datasets may vary from region to region. This variation is expected and should not affect the documentation of Preliminary FIRM KDPs.

It should be noted that the graphics presented in this section are depictions of typical Flood Risk Projects and may not accurately represent how every region operates.

#### 3.1. KDP 2 – Develop Preliminary FIRM

KDP 2 documents the joint regions and Headquarters decision to develop a Preliminary FIRM and captures the rationale for this decision. Information captured during KDP 2 is used to understand the impacts of the new flood hazard data compared to the current effective data. Additional information captured at KDP 2 describes the impact of levees on the project area, ensures community engagement has been ongoing following Discovery, and ensures all data has been collected to lessen the likelihood of Appeals based on new data. KDP 2 is also intended to

capture the development and delivery strategy, if applicable, for any Flood Risk Datasets. A full list of KDP 2 questions can be found in Appendix C: KDP Questions as Displayed in the KDP Documentation Tool.

### 3.1.1. KDP 2 Timing

KDP 2 must be completed before Preliminary FIRM development begins (e.g., before Quality Review [QR] 1 is submitted). KDP 2 will generally occur once community coordination has occurred, including the community meetings where flood hazard changes are discussed, and draft data is shared. KDP 2 will also follow Base Map submittal in the MIP.

Additionally, KDP 2 is the first KDP for community-initiated PMR projects. For these projects, KDP 2 can be documented as soon as the PMR project has been created in the MIP and the decision to develop a Preliminary FIRM has been made. Once receiving KDP 2 approval, regions are responsible for notifying and coordinating a path forward with all Cooperating Technical Partners (CTPs) and mapping partners. Figure 6 provides a workflow for formulating the KDP 2 decision and when it should be documented.

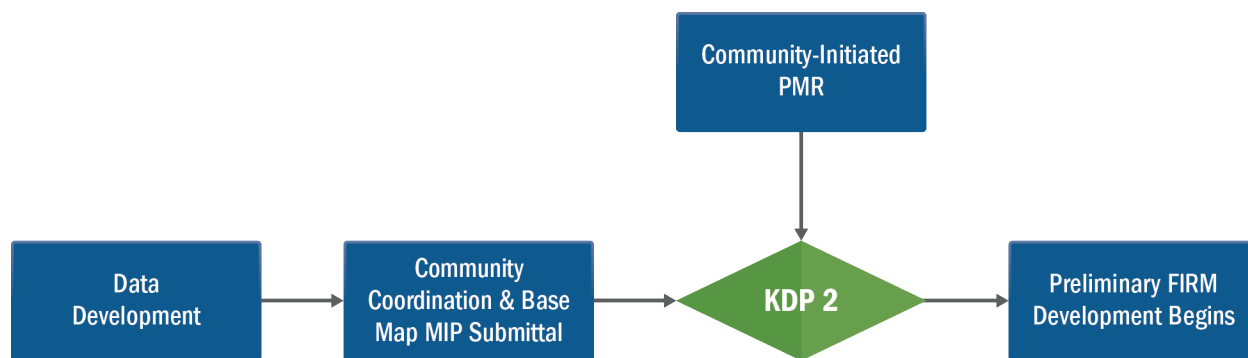


Figure 6: KDP 2 Workflow

There may be instances where single projects coming out of KDP 1 will develop more than one Preliminary FIRM (e.g., separate counties within the project require individual Preliminary FIRMs). The impact of each individual Preliminary FIRM and the changes resulting since the previous Effective FIRM will be quantified for each Preliminary FIRM that is developed and should be documented accordingly. In these instances, KDP 2 documentation, and all subsequent KDPs, will be required for each Preliminary FIRM developed when it reaches the described point in the workflow. Alternately, if changes are consistent across multiple counties and timeframes align, KDP 2 information for these counties can be documented and submitted together.

### 3.1.2. KDP 2 Documentation and Review Procedures

Once the determination has been made to develop Preliminary FIRMs for a Flood Risk Project or a community-initiated PMR, the Regional Branch Chief, or their designee, must document the KDP 2 decision in the KDP Documentation Tool located on the FEMA Risk MAP SharePoint site: <https://rmd.msc.fema.gov/site/kdp/KDP%20Documentation/default.aspx>. Because KDP 2 is a joint regional and Headquarters decision, the region may not advance until receiving a “Go” decision from Headquarters. Headquarters will review all documented KDP 2 decisions on a bi-weekly basis and provide “Go” or “Recommend Further Review” decisions to the regions. While

it is the responsibility of the Regional Branch Chief to provide the KDP 2 regional decision, a designee may be selected to document the information in the KDP Documentation Tool on the Regional Branch Chief's behalf. As each region operates differently, regions are responsible for developing internal processes for documenting KDP 2.

On the first business day of the month, the Headquarters PM team will export all of the KDP 2 documentation entered into the KDP Documentation Tool during the previous bi-weekly review cycle. Additionally, the Headquarters PM team will export from the MIP all data development purchase and task information updated during the previous and current bi-weekly review cycles.

The data development purchase and task information will be used by the Headquarters PM team to identify any projects which have moved into the KDP 2 window since the previous review cycle. On the second business day of the month, the Headquarters Engineering Services Branch Chief, or their designee, will email Regional Branch Chiefs, or their designee, of projects that have entered the KDP 2 window, but not yet completed KDP 2 documentation to ensure awareness and avoid project delays.

The data development purchase and task information will also be used by the Headquarters PM team to identify any projects which have, or will be submitting, the FIRM to the FIRM database without documenting KDP 2. On the second business day of the month, Regions that have not documented KDP 2 will be notified of their non-compliance, via an email from the Headquarters Engineering Services Branch Chief, or their designee, to the Regional Branch Chief, or their designee. The Regional Branch Chief, or their designee, will be expected to submit the KDP 2 documentation before the next scheduled KDP data pull or coordinate with the Headquarters Engineering Services Branch Chief on an alternate approach.

The Headquarters PM team will summarize all KDP 2 documentation exported from the KDP Documentation Tool by the third business day of the month and send the summary to the Headquarters Engineering Services Branch Chief, or their designee, for review. The Headquarters Engineering Services Branch Chief, or their designee, will review the summary provided by the fourth business day of the month, and, by the fifth business day of the month, notify the Regional Branch Chief, or their designee, of the "Go" or "Recommend Further Review" decision. All final decisions will be entered into the KDP Documentation Tool by Headquarters PM staff.

In the event of a "Go" decision, the Headquarters Engineering Services Branch Chief, or their designee, will notify the Regional Branch Chief, or their designee, via email. In the event of additional information being necessary for a decision to be made, the Headquarters Engineering Services Branch Chief, or their designee, will coordinate with the Regional Branch Chief, or their designee, to obtain the additional data and ensure all questions are answered.

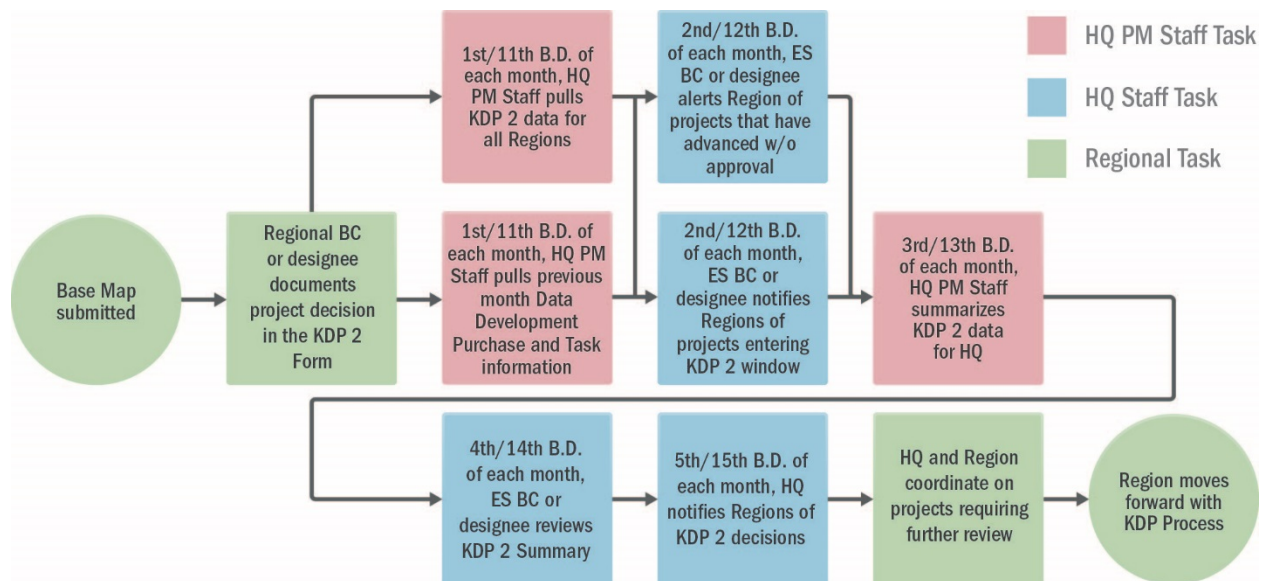
In the event of a "Recommend Further Review" decision, the Headquarters Engineering Services Branch Chief, or their designee, will coordinate with the Regional Branch Chief, or their designee, to determine the revised project plan and immediate next steps. A "Recommend Further Review" decision may require updating KDP 2 documentation and again progressing through the Headquarters review process, but the exact path forward will be handled on a project by project basis. It is important to note a "Recommend Further Review" decision does not mean the project



must end or only Flood Risk Datasets be developed; instead, it may be a pause in the project to allow for additional community engagement or development of additional products.

KDP 2 follows a bi-weekly review cycle. The review process will begin again on the 11<sup>th</sup> business day when the Headquarters PM team exports the relevant KDP 2 data from the KDP Documentation Tool and MIP. Headquarters will send any potential notifications to the regions based on this data pull on the 12<sup>th</sup> business day. The Headquarters PM team will develop summaries of KDP 2 documentation for Headquarters review by the 13<sup>th</sup> business day. Headquarters staff will review the summaries by the 14<sup>th</sup> business day and deliver final decisions to the regions by the 15<sup>th</sup> business day.

The KDP 2 Headquarters review process is outlined in the flow chart in Figure 7. A comprehensive KDP Headquarters Review schedule is provided in Appendix B: High-Level Headquarters KDP Review Cycle Calendar.



**Figure 7: KDP 2 Headquarters Review Process Flowchart**

Should an emergency arise and a review of KDP 2 documentation and immediate KDP 2 decision from Headquarters become necessary, the Regional Branch Chief should contact the Headquarters Engineering Services Branch Chief to initiate an ad hoc expedited review of KDP 2 data. Under this process, the Regional Branch Chief, or their designee, will enter the KDP 2 documentation into the KDP Documentation Tool. The Headquarters PM team will then immediately pull the requested data from the KDP Documentation Tool and develop a summary of the documentation outside of the standard KDP 2 review cycle. This individual KDP documentation will be reviewed by the Headquarters Engineering Services Branch Chief, or their designee, and a final decision will be provided to the region.

### 3.2. KDP 3 – Distribute Preliminary Products

KDP 3 documents the joint Regional and Headquarters decision to distribute the Preliminary FIRM and FIS to communities and captures the rationale for this decision. Information documented at

KDP 3 is used to verify all quality assurances have been met to distribute a technically credible product and the systems of record, such as the MIP, CNMS and any other systems, have been updated or are scheduled to be updated within the allotted time frame.

KDP 3 is also intended to capture the delivery strategy, if applicable, for any Flood Risk Datasets. A full list of KDP 3 questions can be found in Appendix C: KDP Questions as Displayed in the KDP Documentation Tool.

### 3.2.1. KDP 3 Timing

KDP 3 must be completed prior to any Regulatory Products being released to communities. KDP 3 will generally occur following the resolution of all issues found during QR3. KDP 3 acts as an intentional pause in the project before the Preliminary FIRM and FIS is distributed so the region can review the products being provided to communities and Headquarters has awareness of any issues that may require further engagement. Once receiving KDP 3 approval, Regions are responsible for notifying and coordinating a path forward with all CTPs and mapping partners. Figure 8 provides a general workflow for formulating the KDP 3 decision and when it should be documented.

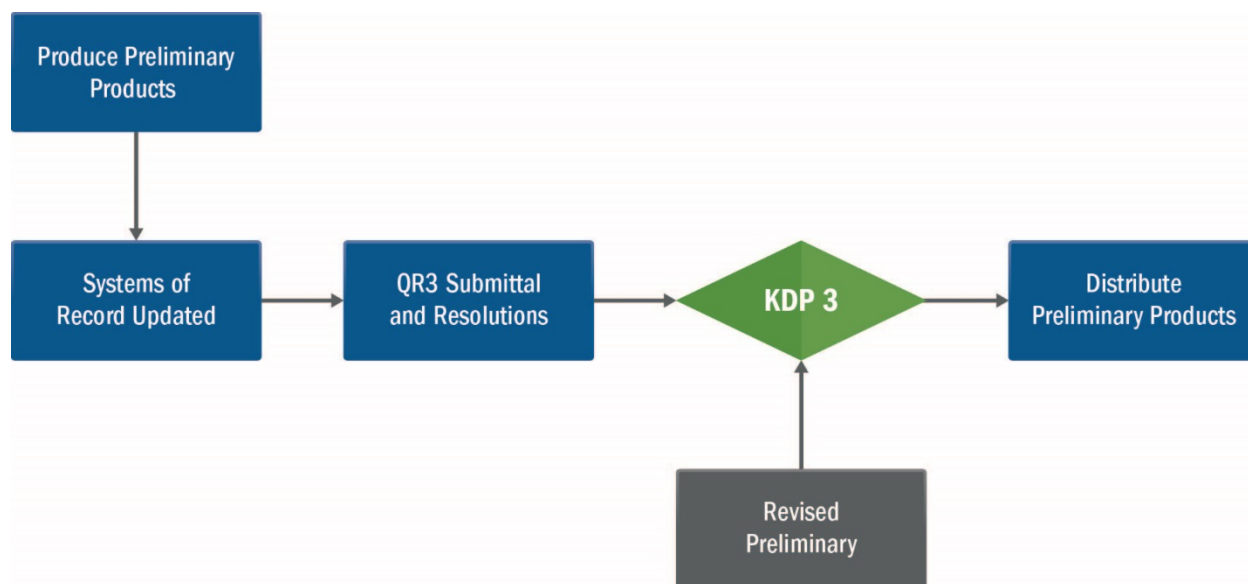


Figure 8: KDP 3 Workflow

There may be instances where single projects coming out of KDP 2 will issue more than one Preliminary FIRM (e.g., different counties within the project release Preliminary FIRMs on different dates). While Preliminary FIRMs may be developed simultaneously, the decision to distribute each Preliminary FIRM is being made according to different timeframes, and should, therefore, be documented accordingly. In these instances, KDP 3 documentation, and all subsequent KDPs, will be required for each Preliminary FIRM released when it reaches the described point in the workflow. Alternately, if changes are consistent across multiple counties and time frames align, KDP 3 information for these counties can be documented and submitted together.

In instances when a Revised Preliminary must be issued, and a second statutory Appeal Period is required, the Regional Branch Chief, or their designee, must update the KDP 3 documentation to reflect the cause of the change and resolution approach. If there is no KDP 3 documentation in the KDP Documentation Tool to edit (e.g., the Revised Preliminary is for a project begun prior to the KDP Process being implemented), a new KDP 3 form must be completed. The updated KDP 3 documentation, in this case, would require Headquarters approval before issuing the Revised Preliminary FIRM (i.e., the KDP 3 documentation must be submitted for Headquarters approval in the KDP Documentation Tool). This updated KDP 3 documentation would be reviewed in the subsequent KDP 3 Headquarters review cycle. Additionally, this case would necessitate KDP 4 be updated and approved by Headquarters.

In instances when a Revised Preliminary must be issued but a second statutory Appeal Period is not required, the Regional Branch Chief, or their designee, must update the KDP 3 documentation to reflect the cause of the change and resolution approach. If there is no KDP 3 documentation in the KDP Documentation Tool to edit (e.g., the Revised Preliminary is for a project begun prior to the KDP Process being implemented), a new KDP 3 form must be completed. In this instance, the updated KDP 3 documentation would require no further Headquarters approval before issuing the Revised Preliminary FIRM (i.e., the KDP 3 documentation must be saved in the KDP Documentation Tool, but not submitted to Headquarters). In these instances, no change would be necessary to previously documented KDP 4 information; however, if no KDP 4 documentation exists in the KDP Documentation Tool, a new KDP 4 form must be created and saved to explain that a second Appeal Period is unnecessary, and the project will be moving forward.

### **3.2.2. KDP 3 Documentation and Review Procedures**

Once the determination has been made to distribute the Preliminary FIRM and FIS to communities, the Regional Branch Chief, or their designee, must document the KDP 3 decision in the KDP Documentation Tool on the Risk MAP SharePoint site at the following location: <https://rmd.msc.fema.gov/site/kdp/KDP%20Documentation/default.aspx>. Because KDP 3 is a joint Regional and Headquarters decision, the region may not advance until receiving a “Go” decision from Headquarters. Headquarters will review all documented KDP 3 decisions on a bi-weekly basis and provide “Go” or “Recommend Further Review” decisions to the regions. While it is the responsibility of the Regional Branch Chief to provide the KDP 3 Regional decision, a designee may be selected to document the information in the KDP Documentation Tool on the Regional Branch Chief’s behalf. As each region operates differently, regions are responsible for developing the internal processes for documenting KDP 3.

On the first business day of the month, the Headquarters PM team will export all of the KDP 3 documentation entered into the KDP Documentation Tool during the previous bi-weekly review cycle. Additionally, the Headquarters PM team will export from the MIP all data development and Preliminary purchase and task information occurring in the previous and current bi-weekly review cycles.

The data development and Preliminary purchase and task information will be used by the Headquarters PM team to identify any projects which entered the KDP 3 window during the previous review cycle. On the second business day of the month, the Headquarters Engineering Services Branch Chief, or their designee, will email Regional Branch Chiefs, or their designee, of

projects that have entered the KDP 3 window, but not yet completed KDP 3 documentation to ensure awareness and avoid project delays.

The Preliminary purchase and task information will be used by the Headquarters PM team to identify any projects which have or will be submitting Preliminary FIRMs in the current review cycle without documenting KDP 3. On the second business day of the month, regions who have not documented KDP 3 will be notified of their non-compliance, via an email from the Headquarters Engineering Services Branch Chief, or their designee, to the Regional Branch Chief, or their designee. The Regional Branch Chief, or their designee, will be expected to submit the KDP 3 documentation before the next scheduled KDP data pull or coordinate with the Headquarters Engineering Services Branch Chief on an alternate approach.

The Headquarters PM team will summarize all KDP 3 documentation exported from the KDP Documentation Tool by the third business day of the month and send the summary to the Headquarters Engineering Services Branch Chief, or their designee, for review. The Headquarters Engineering Services Branch Chief, or their designee, will review the summary provided by the fourth business day of the month, and, by the fifth business day of the month, notify the Regional Branch Chief, or their designee, of the “Go” or “Recommend Further Review” decision. All final decisions will be entered into the KDP Documentation Tool by Headquarters PM Staff.

In the event of a “Go” decision, the Headquarters Engineering Services Branch Chief, or their designee, will notify the Regional Branch Chief, or their designee, via email. In the event of additional information being necessary for a decision to be made, the Headquarters Engineering Services Branch Chief, or their designee, will coordinate with the Regional Branch Chief, or their designee, to obtain the additional data and ensure all questions are answered.

In the event of a “Recommend Further Review” decision, the Headquarters Engineering Services Branch Chief, or their designee, will coordinate with the Regional Branch Chief, or their designee, to determine the revised project plan and immediate next steps. A “Recommend Further Review” decision may require updating KDP 3 documentation and again progressing through the Headquarters review process, but the exact path forward will be handled on a project by project basis. It is important to note a “Recommend Further Review” decision does not mean the project must end or only Flood Risk Datasets be developed; instead, it may be a pause in the project to allow for additional community engagement or development of additional products.

As KDP 3 follows a bi-weekly review cycle, the review process will begin again on the 11<sup>th</sup> business day, when the Headquarters PM team exports the relevant KDP 3 data from the KDP Documentation tool and the MIP. Headquarters sends any potential notifications to the regions based on this data pull on the 12<sup>th</sup> business day, and the Headquarters PM team develops summaries of KDP 3 documentation for Headquarters review by the 13<sup>th</sup> business day. Headquarters staff will review the summaries by the 14<sup>th</sup> business day and deliver final decisions to the regions by the 15<sup>th</sup> business day. The KDP 3 Headquarters review process is outlined in the flow chart in Figure 9. A comprehensive KDP Headquarters Review schedule is provided in Appendix B: High-Level Headquarters KDP Review Cycle Calendar.

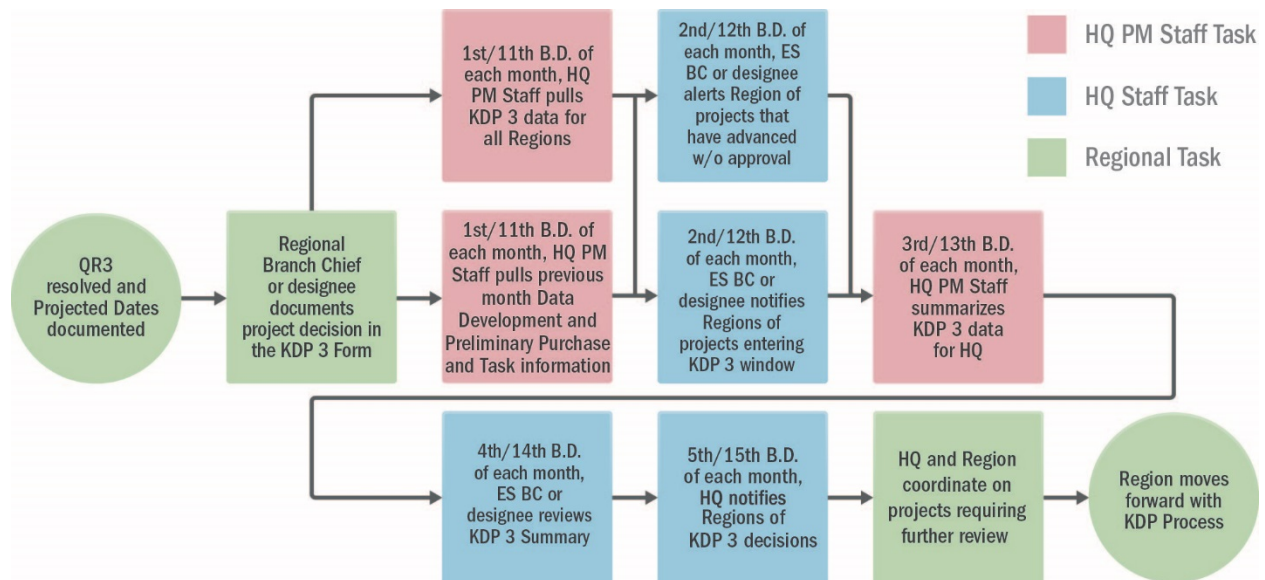


Figure 9: KDP 3 Headquarters Review Process Flowchart

Should an emergency arise and a review of KDP 3 documentation and immediate KDP 3 decision from Headquarters become necessary, the Regional Branch Chief should contact the Headquarters Engineering Services Branch Chief to initiate an ad hoc expedited review of KDP 3 data. Under this process, the Regional Branch Chief, or their designee, will enter the KDP 3 documentation into the KDP Documentation Tool. The Headquarters PM team will then immediately pull the requested data from the KDP Documentation Tool and develop a summary of the documentation outside of the standard KDP 3 review cycle. This individual KDP documentation will be reviewed by the Headquarters Engineering Services Branch Chief, or their designee, and a final decision will be provided to the Region.

## 4.0 Post-Preliminary FIRM KDPs

KDP 4 and KDP 5 will fit into the existing Post-Preliminary Process (PPP) carried out at Headquarters. The PPP includes the 30-day review and comment period occurring after Preliminary FIRMs are distributed, the 90-day statutory Appeal Period, and map adoption by affected communities. KDP 4 and KDP 5 will document the decision to initiate an Appeal Period and issue a Letter of Final Determination (LFD), respectively, and will capture the intent with which these decisions were made.

### 4.1. KDP 4 – Initiate Appeal Period

KDP 4 documents the Headquarters decision to initiate the Appeal Period and captures the rationale for this decision. Information captured during KDP 4 is used to understand if communities impacted by the regulatory FIRM have been properly engaged through community meetings and other information-sharing approaches and all process requirements have been addressed. Additionally, KDP 4 documents that the Technical Support Data Notebook (TSDN) is prepared if requested by a potential appellant. A full list of KDP 4 questions can be found in Appendix C: KDP Questions as Displayed in the KDP Documentation Tool.



#### 4.1.1. KDP 4 Timing

KDP 4 must occur before the region authorizes the mapping partner to initiate population of the Flood Hazard Determination within the MIP. Concurrently, with Quality Review 4 Part 1 review of the Populate FHD submission, the mapping partner must also submit all required Flood Elevation Determination Docket (FEDD) File components for the Interim FEDD Review 1. KDP 4 will typically occur after the Region has communicated with affected communities to ensure they understand the impacts of moving forward with the regulatory process and their statutory rights. This typically occurs via community meetings, which may include the Consultation Coordination Officer (CCO) meeting, the Community Open House meeting, or other meetings used for engaging local officials. This can also occur via webinars or other platforms coordinated by the region. Once receiving KDP 4 approval, regions are responsible for notifying and coordinating a path forward with all CTPs and mapping partners. KDP4, Interim FEDD File Review 1, and QR4 Part 1 must all be approved prior to the proposed notice being routed for Federal Register publication. Figure 10 provides a general workflow for formulating the KDP 4 decision and when it should be documented.

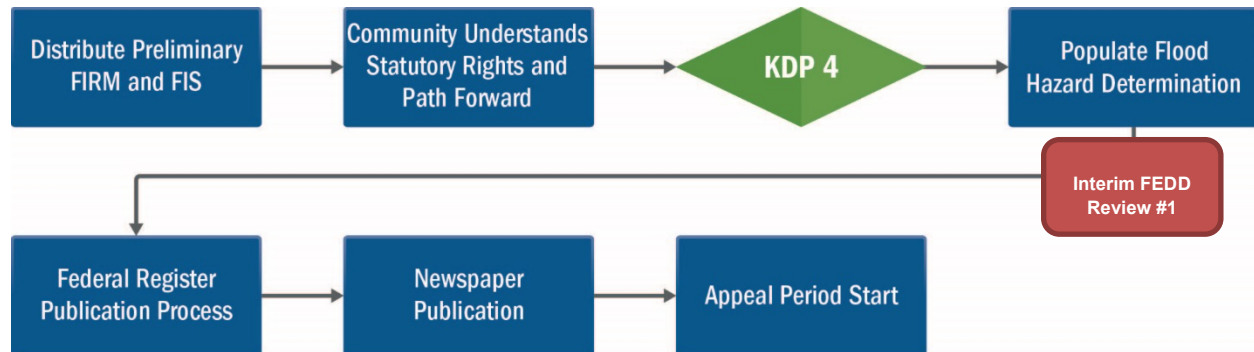


Figure 10: KDP 4 Workflow

Revised Preliminary projects requiring an additional Appeal Period will also require an updated KDP 4. For these projects, the KDP 4 section of the KDP Documentation Tool requesting Appeal information should be updated and resubmitted for approval. If there is no KDP 4 documentation in the KDP Documentation tool to edit (e.g., the Revised Preliminary is for a project begun prior to the KDP Process being implemented), a new KDP 4 form must be completed. Once submitted, the Revised Preliminary Appeal Period process will follow the same approval method as all KDP 4 projects.

#### 4.1.2. KDP 4 Documentation and Review Procedures

Once the determination has been made to move a project to the Appeal Period, the Regional Branch Chief, or their designee, must document the KDP 4 decision in the KDP Documentation Tool located on the FEMA Risk MAP SharePoint site at the following location: <https://rmd.msc.fema.gov/site/kdp/KDP%20Documentation/default.aspx>. Because KDP 4 is a Headquarters decision, once KDP 4 has been documented, the region may not advance until receiving a “Go” decision from Headquarters. Headquarters will review all documented KDP 4 decisions on a bi-weekly basis and provide “Go” or “Recommend Further Review” decisions to regions. While it is the responsibility of the Regional Branch Chief to provide the KDP 4 Regional

documentation, a designee may be selected to document the information in the KDP Documentation Tool on the Regional Branch Chief's behalf. As each region operates differently, regions are responsible for developing the internal processes for documenting KDP 4.

On the first business day of the month, the Headquarters PM team will export all of the KDP 4 documentation that was entered into the KDP Documentation Tool during the previous bi-weekly review cycle. Additionally, the Headquarters PM team will export from the MIP all Preliminary and Due Process purchase and task information occurring in the previous and current bi-weekly review cycles.

The Preliminary purchase and task information will be used by the Headquarters PM team to identify any projects which have delivered Preliminary FIRMs to communities and moved into the KDP 4 window but have yet to document KDP 4. On the second business day of the month, the Headquarters Engineering Services Branch Chief, or their designee, will email Regional Branch Chiefs, or their designee, of instances of projects that have moved into the KDP 4 window, but KDP 4 documentation has not been input into the KDP Documentation Tool to ensure awareness and avoid project delays. While a project may have entered into the KDP 4 window, community outreach and the decision to begin an Appeal Period must occur before KDP 4 can be documented.

The Due Process purchase and task information will be used by the Headquarters PM team to identify any projects, which have or will be beginning the Appeal Period without documenting KDP 4. On the second business day of the month, regions who have not documented KDP 4 will be notified of their non-compliance, via an email from the Headquarters Engineering Services Branch Chief, or their designee, to the Regional Branch Chief, or their designee. The Regional Branch Chief, or their designee, will be expected to immediately coordinate with the Headquarters Engineering Services Branch Chief on a path forward.

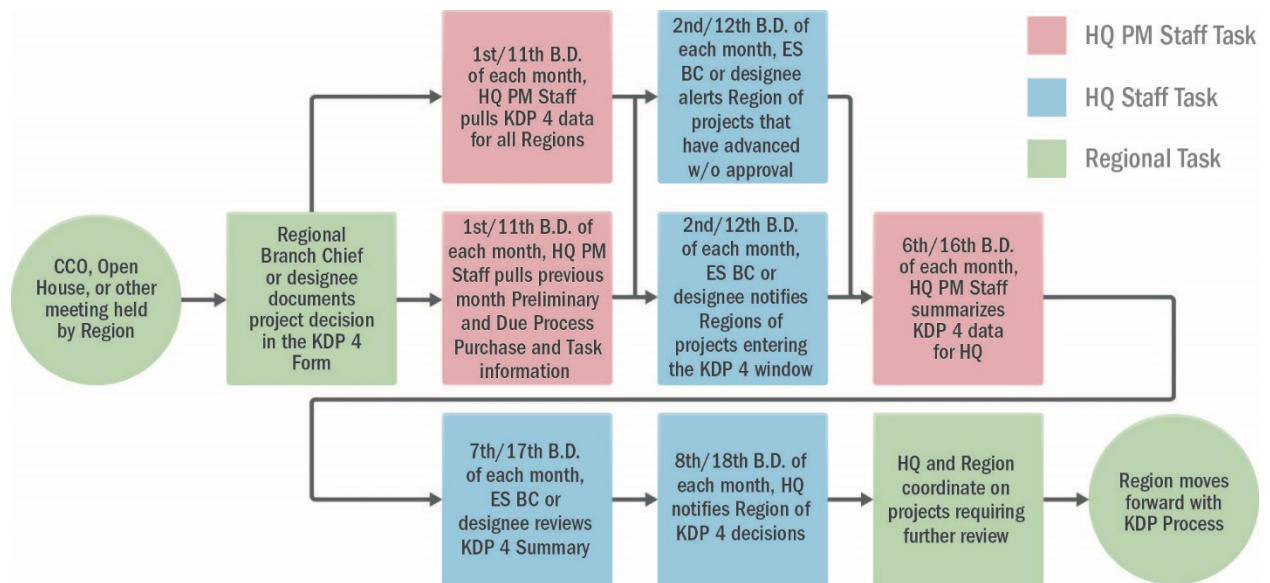
The Headquarters PM team will summarize all KDP 4 documentation exported from the KDP Documentation Tool by the sixth business day of the month and send the summary to the Headquarters Engineering Services Branch Chief, or their designee, for review. The Headquarters Engineering Services Branch Chief, or their designee, will review the summary provided by the seventh business day of the month, and, by the eighth business day of the month, notify the Regional Branch Chief, or their designee, of the "Go" or "Recommend Further Review" decision. All final decisions will be entered into the KDP Documentation Tool by Headquarters PM Staff.

In the event of a "Go" decision, the Headquarters Engineering Services Branch Chief, or their designee, will notify the Regional Branch Chief, or their designee, via email. In the event of additional information being necessary for a decision to be made, the Headquarters Engineering Services Branch Chief, or their designee, will coordinate with the Regional Branch Chief, or their designee, to obtain the additional data and ensure all questions are answered.

In the event of a "Recommend Further Review" decision, the Headquarters Engineering Services Branch Chief, or their designee, will coordinate with the Regional Branch Chief, or their designee, to determine the revised project plan and immediate next steps. A "Recommend Further Review" decision may require updating KDP 4 documentation and again progressing through the

Headquarters review process. In some circumstances, KDP 3 may need to be revisited as well. The exact path forward will be handled on a project by project basis. It is important to note a “Recommend Further Review” decision does not mean the project must end; instead, it may be a pause in the project to allow for additional community engagement or development of additional products.

As KDP 4 follows a bi-weekly review cycle, the review process will begin again on the 11<sup>th</sup> business day, when the Headquarters PM team exports the relevant KDP 4 data from the KDP Documentation Tool. MIP Headquarters sends any potential notifications to the Regions based on this data pull on the 12<sup>th</sup> business day, and the Headquarters PM team develops summaries of KDP 4 documentation for Headquarters review by the 16<sup>th</sup> business day. Headquarters staff will review the summaries by the 17<sup>th</sup> business day and deliver final decisions to the Regions by the 18<sup>th</sup> business day. The KDP 4 Headquarters review process is outlined in the flow chart in Figure 11. A comprehensive KDP Headquarters Review schedule is provided in Appendix B: High-Level Headquarters KDP Review Cycle Calendar.



**Figure 11: KDP 4 Headquarters Review Process Flowchart**

Should an emergency arise and a review of KDP 4 documentation and immediate KDP 4 decision from Headquarters become necessary, the Regional Branch Chief should contact the Headquarters Engineering Services Branch Chief to initiate an ad hoc expedited review of KDP 4 data. Under this process, the Regional Branch Chief, or their designee, will enter the KDP 4 documentation into the KDP Documentation Tool. The Headquarters PM team will then immediately pull the requested data from the KDP Documentation Tool and develop a summary of the documentation outside of the standard KDP 4 review cycle. This individual KDP documentation will be reviewed by the Headquarters Engineering Services Branch Chief, or their designee, and a final decision will be provided to the region.



## 4.2. KDP 5 – Issue Letter of Final Determination

KDP 5 documents the Headquarters decision to issue the LFD and captures the rationale for this decision. Information captured during KDP 5 is used to understand the level of community engagement that has occurred, and appropriate Congressional coordination has taken place. If Appeals were submitted, information about how they were addressed and resolved is also documented in KDP 5. An assurance that the due process requirements have been addressed should be documented as well. A full list of KDP 5 questions can be found in Appendix C: KDP Questions as Displayed in the KDP Documentation Tool.

### 4.2.1. KDP 5 Timing

KDP 5 must occur before the Region authorizes the mapping partner to prepare the final map products, the QR5, QR6, and QR7 packages, and the FEDD File. KDP 5 will generally occur after all Appeals have been resolved. Prior to submitting the KDP 5 form an interim FEDD file review (interim review #2) must be submitted and pass review.

The LFD Questionnaire must be submitted as an attachment to the KDP 5 form on the KDP Documentation Tool. The LFD Questionnaire can be found on the Post Preliminary Administration page on the Risk MAP SharePoint site. Once receiving KDP 5 approval, regions are responsible for notifying and coordinating a path forward with all CTPs and mapping partners. Figure 12 provides a workflow for formulating the KDP 5 decision and when it should be documented.

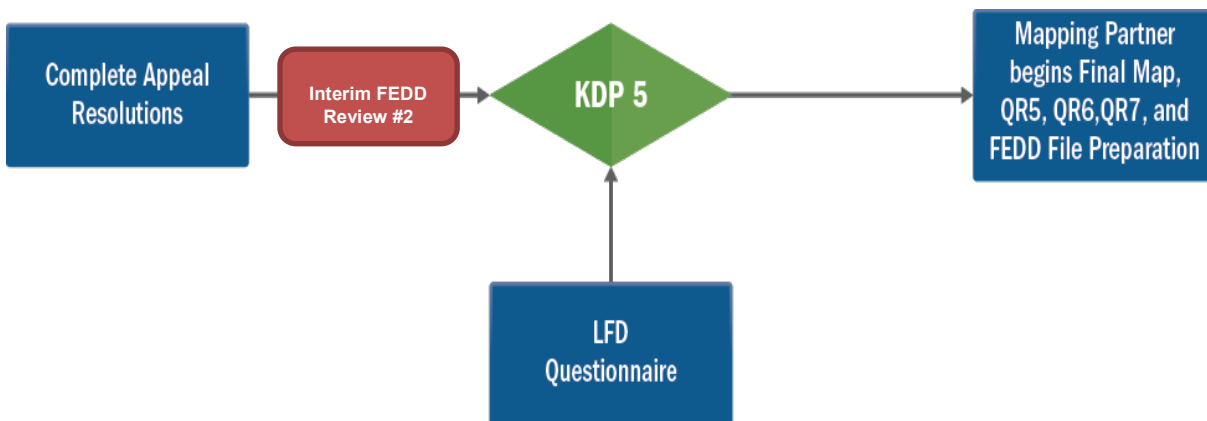


Figure 12: KDP 5 Workflow

### 4.2.2. KDP 5 Documentation and Review Procedures

Once the determination has been made to move a project into the final Flood Risk Project phase, the Regional Branch Chief, or their designee, must document the KDP 5 decision in the KDP Documentation Tool on the Risk MAP SharePoint site at the following location: <https://rmd.msc.fema.gov/site/kdp/KDP%20Documentation/default.aspx>. Because KDP 5 is a Headquarters decision, once KDP 5 has been documented, the region may not advance until receiving a “Go” decision from Headquarters. Headquarters will review all documented KDP 5 decisions on a bi-weekly basis and provide “Go” or “Recommend Further Review” decisions to the regions. While it is the responsibility of the Regional Branch Chief to provide the KDP 5

Regional documentation, a designee may be selected to document the information in the KDP Documentation Tool on the Regional Branch Chief's behalf. As each region operates differently, regions are responsible for developing the internal processes for documenting KDP 5.

On the first business day of the month, the Headquarters PM team will export all of the KDP 5 documentation entered into the KDP Documentation Tool during the previous bi-weekly review cycle. Additionally, the Headquarters PM team will export from the MIP all Due Process purchase and task information occurring in the previous and current bi-weekly review cycles.

The Due Process purchase and task information will be used by the Headquarters PM team to identify any projects which have advanced into the KDP 5 window. On the second business day of the month, the Headquarters Engineering Services Branch Chief, or their designee, will email Regional Branch Chiefs, or their designee, of projects that have entered the KDP 5 window, but not yet completed KDP 5 documentation to ensure awareness and avoid project delays.

The Due Process purchase and task information will also be used by the Headquarters PM team to identify any projects which have or will be issuing the LFD without documenting KDP 5. On the second business day of the month, Regions who have not documented KDP 5 will be notified of their non-compliance, via an email from the Headquarters Engineering Services Branch Chief, or their designee, to the Regional Branch Chief, or their designee. The Regional Branch Chief, or their designee, will be expected to immediately coordinate with the Headquarters Engineering Services Branch Chief on a path forward.

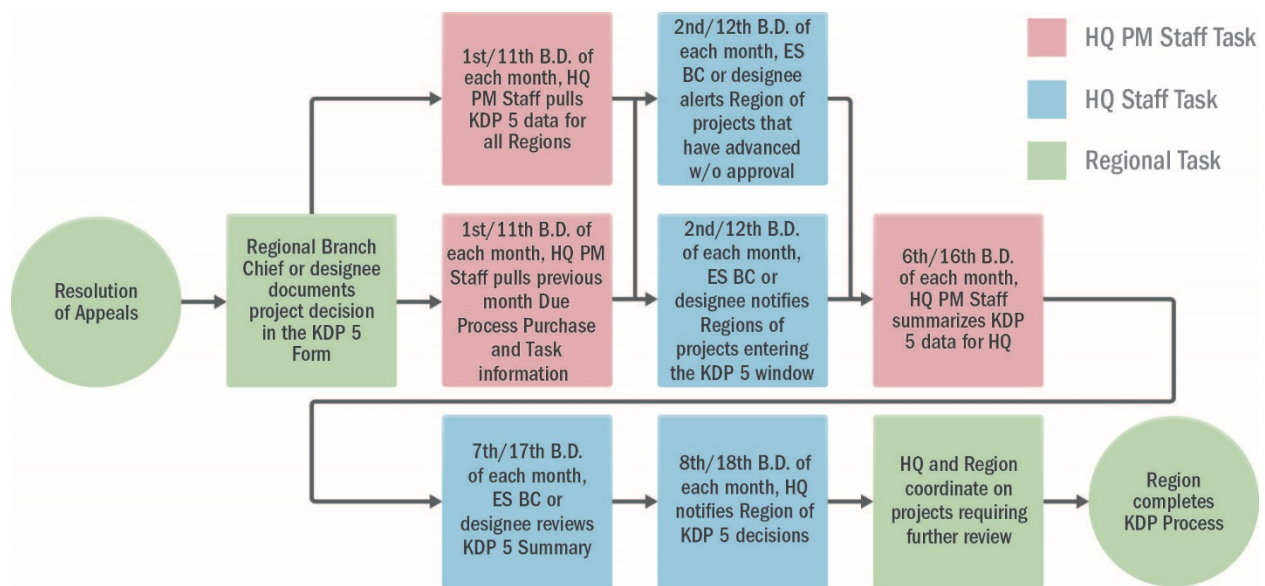
The Headquarters PM team will summarize all KDP 5 documentation exported from the KDP Documentation Tool by the sixth business day of the month and send the summary to the Headquarters Engineering Services Branch Chief, or their designee, for review. The Headquarters Engineering Services Branch Chief, or their designee, will review the summary provided by the seventh business day of the month, and, by the eighth business day of the month, notify the Regional Branch Chief, or their designee of the "Go" or "Recommend Further Review" decision. All final decisions will be entered into the KDP Documentation Tool by Headquarters PM Staff.

In the event of a "Go" decision, the Headquarters Engineering Services Branch Chief, or their designee, will notify the Regional Branch Chief, or their designee, via email. In the event of additional information being necessary for a decision to be made, the Headquarters Engineering Services Branch Chief, or their designee, will coordinate with the Regional Branch Chief, or their designee, to obtain the additional data and ensure all questions are answered.

In the event of a "Recommend Further Review" decision, the Headquarters Engineering Services Branch Chief, or their designee, will coordinate with the Regional Branch Chief, or their designee, to determine the revised project plan and immediate next steps. A "Recommend Further Review" decision may require updating KDP 5 documentation and again progressing through the Headquarters review process. In some circumstances, KDP 3 and/or KDP 4 may need to be revisited as well. The exact path forward will be handled on a project by project basis. It is important to note a "Recommend Further Review" decision does not mean the project must end;

instead, it may be a pause in the project to allow for additional community engagement or development of additional products.

As KDP 5 follows a bi-weekly review cycle, the review process will begin again on the 11<sup>th</sup> business day, when the Headquarters PM team exports the relevant KDP 5 data from the KDP Documentation Tool. MIP Headquarters sends any potential notifications to the regions based on this data pull on the 12<sup>th</sup> business day, and the Headquarters PM team develops summaries of KDP 5 documentation for Headquarters review by the 16<sup>th</sup> business day. Headquarters staff will review the summaries by the 17<sup>th</sup> business day and deliver final decisions to the regions by the 18<sup>th</sup> business day. The KDP 5 Headquarters review process is outlined in the flow chart in Figure 13. A comprehensive KDP Headquarters Review schedule is provided in Appendix B: High-Level Headquarters KDP Review Cycle Calendar.



**Figure 13: KDP 5 Headquarters Review Process Flowchart**

Should an emergency arise and a review of KDP 5 documentation and immediate KDP 5 decision from Headquarters be necessary, the Regional Branch Chief should contact the Headquarters Engineering Services Branch Chief to initiate an ad hoc expedited review of KDP 5 data. Under this process, the Regional Branch Chief, or their designee, will enter the KDP 5 documentation into the KDP Documentation Tool. The Headquarters PM team will then immediately pull the requested data from the KDP Documentation Tool and develop a summary of the documentation outside of the standard KDP 5 review cycle. This individual KDP documentation will be reviewed by the Headquarters Engineering Services Branch Chief, or their designee, and a final decision be provided to the Region.

## Appendix A: KDP Process Flowchart

The graphic below depicts how a typical Flood Risk Project and community-initiated PMR will flow through the KDP Process based on the decision made at each KDP. For a more detailed explanation of an individual KDP, please reference the appropriate section of the guidance document.

While Flood Risk Projects are subject to multiple standards, there are numerous variations associated with how the regions operate. The graphic below does not attempt to capture all these variations. Various tasks (e.g., Development of Flood Risk Datasets, Community Engagement, etc.) are shown where they typically occur in the project life cycle; however, there may be situations where these actions occur at different points or do not take place at all. These variations will not affect the timing and documentation of the six KDPs.

### Project Planning KDPs

All Flood Risk Projects will begin with the Project Planning KDPs (i.e., KDP 0 and KDP 1). Should the regional decision be “Go” at these KDPs, the region will move on to the next project task. Typical tasks coming out of KDP 0 and KDP 1 are shown in the graphic. Should the regional decision be “No Go” at either of these KDPs, typically, this will stop (or pause) all tasks associated with the project.

### Preliminary and Post-Preliminary FIRM KDPs

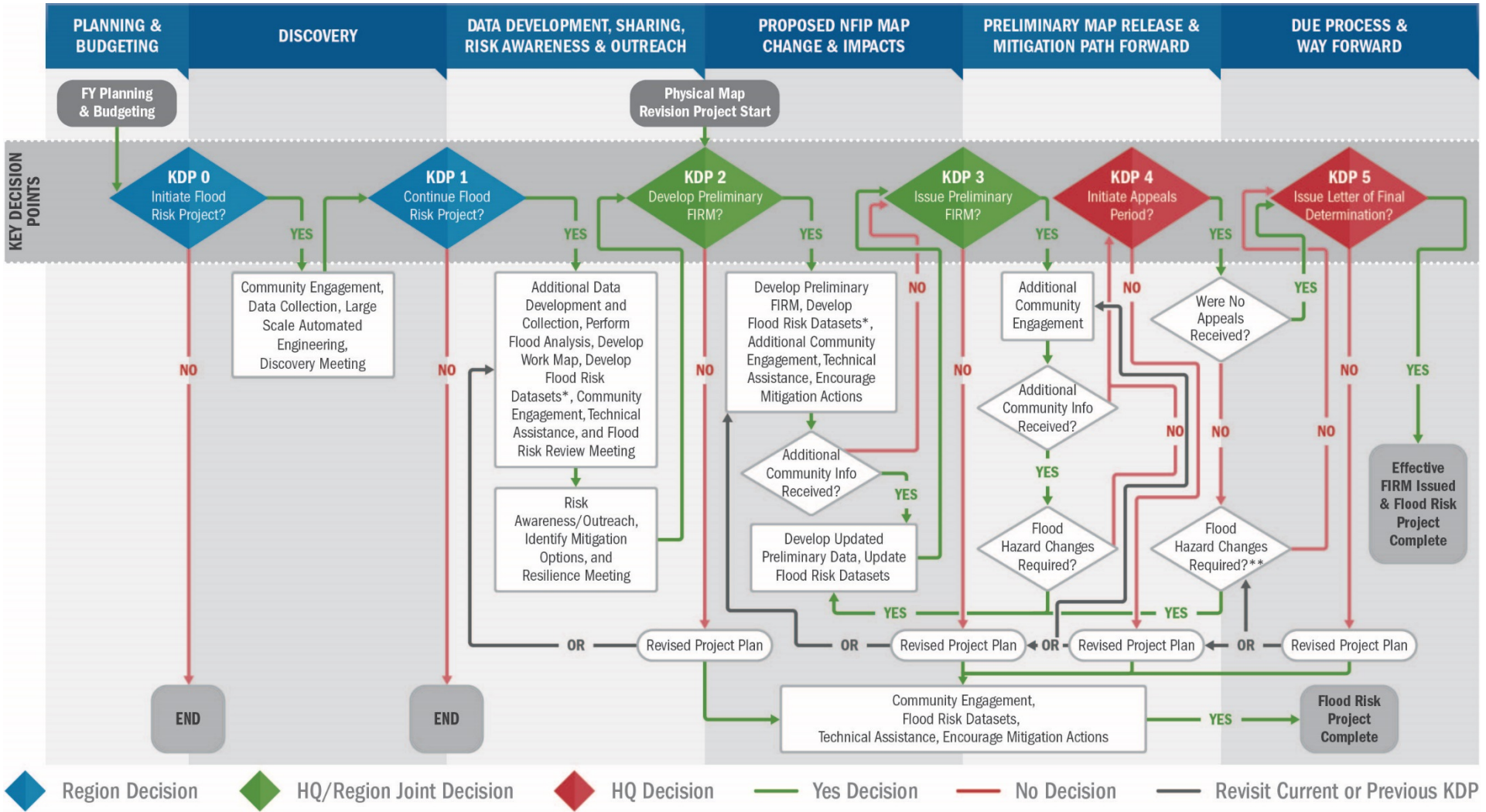
Assuming the Flood Risk Project received a “Go” decision at each of the Project Planning KDPs, the project will move into the Preliminary FIRM KDPs (i.e., KDP 2, KDP 3) and Post-Preliminary FIRM KDPs (i.e., KDP 4, KDP 5). KDP 2 is also the point where community-initiated PMRs enter the KDP process. Should the project receive a “Go” decision at these KDPs, the Region will move on to the next project task. Should the project receive a “Recommend Further Review” at any of these KDPs, the region will be required to revise the project plan.

At this point the region will have two options. The first option is the region can end the Regulatory Process but continue with development of Flood Risk Datasets and/or other community engagement activities. This option would require no further KDP documentation.

The second option is the region can assess the cause of the “Recommend Further Review” decision, revise the project plan, and revisit the current KDP in order to receive a “Go” decision and move forward with the Regulatory Process. Instances requiring KDPs to be revisited are depicted with grey lines in the graphic below.

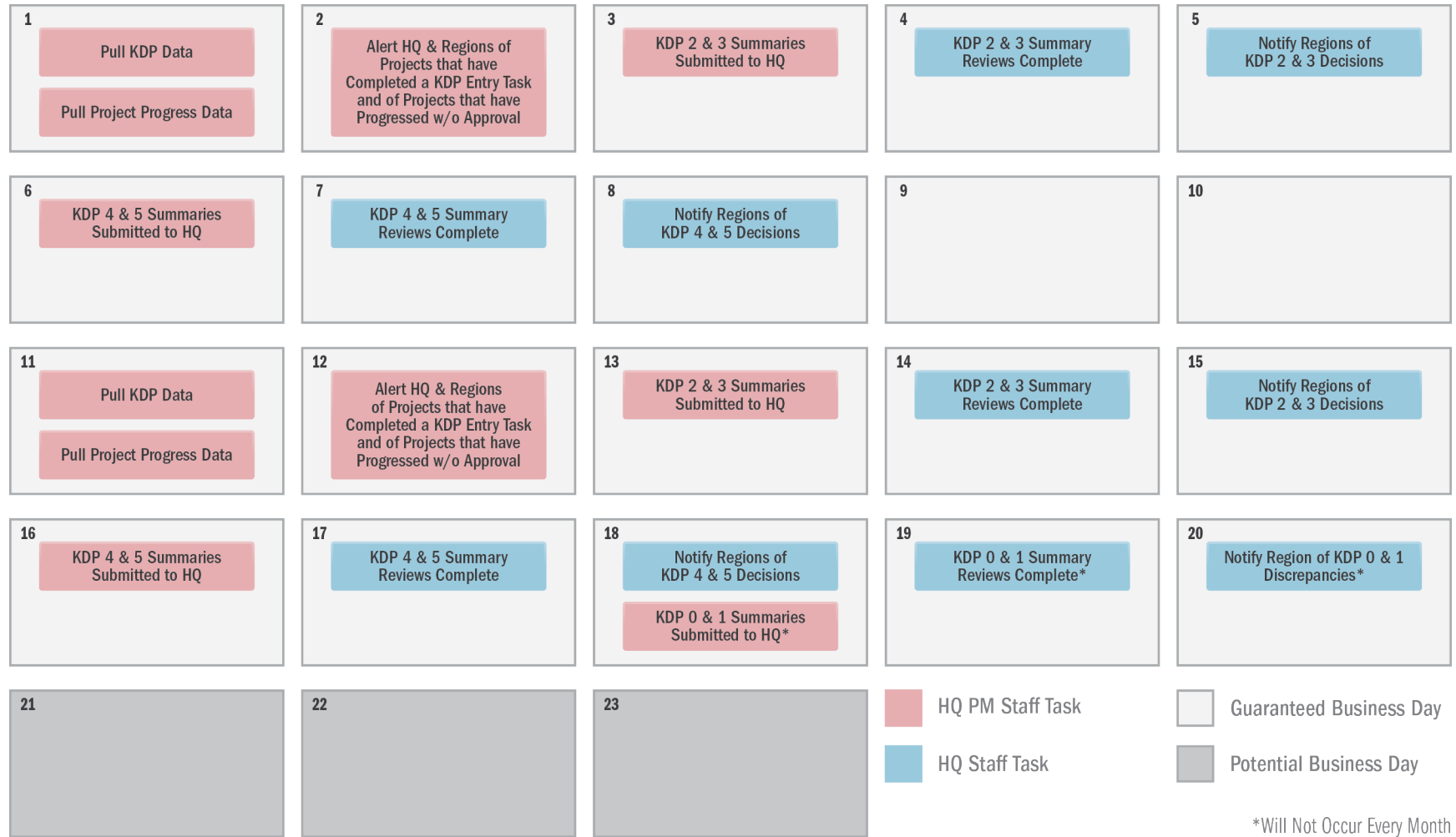
Following a “Recommend Further Review” decision at KDP 4 or KDP 5 and depending on the scale of change required in the project plan, a project may be required to revisit and update the documentation for a previous KDP (i.e., KDP 3 and/or KDP 4).

Additionally, following KDP 3 and/or KDP 4, there may be instances where Revised Preliminaries are required. This will require the region to update the associated documentation in KDP 3 and/or KDP 4. The need for Headquarters to reevaluate the “Go” decision will depend on the circumstances surrounding the Revised Preliminary. Additional information on the Revised Preliminary process associated with KDP 3 and KDP 4 can be found in Section 3.2.1 and 4.1.1 of this document, respectively.



\* Timing of Flood Risk Dataset Development may vary. \*\* Revised Preliminaries will require revised KDP 3 and/or KDP 4. Please refer to the KDP Guidance Document for more information.

## Appendix B: High-Level Headquarters KDP Review Cycle Calendar





# Appendix C: KDP Questions as Displayed in the KDP Documentation Tool

## KDP 0 – Initiate Flood Risk Project

### KDP 0

Please fill out this form as accurately and completely as possible. To save your progress use the "Save" button at the top of the form. Once the record has been saved you will be able to search for this project via the welcome screens. The form is not completed and the project will not be considered in compliance until the "Submit as Final" button has been pressed on the bottom of the screen. For more information regarding the fields on this form, please reference the KDP User Guide available on the KDP SharePoint or click the hyperlink below.

[KDP User Guide](#)

### KDP 0 Decision Form (Initiate Flood Risk Project)

Optional attachments may be included in support of KDP 0 (e.g., the Regional Sequencing Plan).

Fiscal Year:

Region:

State:

For Multi-State projects/groups of projects, please list all affected States below.

Project/Group Name:

Please list the Project Names from the P4 for each project included in this documentation.

Regional Branch Chief

Regional Project Manager

Other Regional POC(s)

Please select the factors below that greatly influenced the Region's decision to initiate the project(s). While all of the factors will play a role in the decision, please only highlight the factors that were exceptional drivers in moving this project forward.

#### External Stakeholders

- Community Requests
- States

- Elected Officials
- Other Federal Agencies

#### Risk MAP Goals

- Flood Hazard Data
- Public Awareness
- Hazard Mitigation Planning
- Enhanced Digital Platform
- Alignment and Synergies

#### Effective FIRM Quality

- Validity of Map Data
- Previous Revision Date
- More Accurate Topography

#### CTPs

- Goals and Objectives

#### Budget

- Project Planning Memo
- Funding Memo

#### Metrics

- Deployment
- Action
- NVUE
- Awareness

#### Changing Flood Hazards

- LOMCs
- Repetitive Loss
- Land Use and Drainage
- Climatology
- Built Environment
- Population

Please list any additional factors and potential risks that were identified that greatly influenced the Region's decision to move forward with this project(s).

For the following question- please use the drop-down on the right side of the form to answer 'Yes' or 'No.' Please provide additional information in the corresponding text-box when applicable.

Has the Region engaged the community or local stakeholders to capture local needs?

Please use the box below to add additional context for the three questions above. If yes, please describe the local needs captured. If no, please describe the next steps for engaging affected communities.

Are levee systems within the project footprint?    
 If yes, ensure the FAST has been updated with relevant information.

If yes, is there an ongoing or recently completed USACE project or analysis that may impact how the levee is mapped? Please explain.

Might this project require additional Headquarters staff involvement?

If yes, please select any factors below that apply to this project.

- |  |  |
|--|--|
| <input type="checkbox"/> Congressional Interest                              | <input type="checkbox"/> Continuous Changes                          |
| <input type="checkbox"/> Economically Challenged Affected Community          | <input type="checkbox"/> Influential/High-Profile Affected Community |
| <input type="checkbox"/> Complex Modelling/Mapping                           | <input type="checkbox"/> Threat of litigation                        |
| <input type="checkbox"/> External stakeholder involvement (OFAs, NGOs, etc.) | <input type="checkbox"/> Politically sensitive affected community    |
| <input type="checkbox"/> Complex Levee                                       | <input type="checkbox"/> Complex Coastal                             |
| <input type="checkbox"/> Contractual   | <input type="checkbox"/> Other (please describe below)               |

*Based on knowledge of the project, and given the information provided on this form, the following individuals have been consulted and it is their judgment that it is in the best interest of the Risk MAP program to develop the preliminary FIRM for this project.*

**Regional Approval Block**

Approved by FEMA Regional Branch Chief: <input type="checkbox"/>	Approval/Rejection Date: <input type="text"/>
<i>Additional optional reviewers showing awareness or concurrence with this project may include:</i>	
State CTP Lead: <input type="checkbox"/>	Approval/Rejection Date: <input type="text"/>
State NFP Coordinator: <input type="checkbox"/>	Approval/Rejection Date: <input type="text"/>
State Hazard Mitigation: <input type="checkbox"/>	Approval/Rejection Date: <input type="text"/>

**Headquarters Approval Block**

Approved by Engineering Management Branch Chief: <input type="checkbox"/>	Approval/Rejection Date: <input type="text"/>
Go	
Final Decision Confirmation	<input type="checkbox"/>

Save	Exit	Submit for HQ Review*	Ready for Regional Branch Chief Review
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\*Note: Only the Regional Branch Chief or their designee can submit this form for Headquarters review.



# KDP 1 – Continue Flood Risk Project

## KDP 1

Please fill out this form as accurately and completely as possible. To save your progress use the "Save" button at the top of the form. Once the record has been saved you will be able to search for this project via the welcome screens. The form is not completed and the project will not be considered in compliance until the "Submit as Final" button has been pressed on the bottom of the screen. For more information regarding the fields on this form, please reference the KDP User Guide available on the KDP SharePoint or click the hyperlink below.

[KDP User Guide](#)   [Save](#)   [Exit](#)

### KDP 1 Decision Form (Continue Flood Risk Project)

Optional attachments may be included in support of KDP 1.

[Browse...](#)   [Attach File](#)

Region:

State:

For Multi-State projects/groups of projects, please list all affected States below.

Project Name:

MIP Case Number(s):

Please use the following check-boxes that are most applicable to identify the project type:

- |                                      |  |   |
|--------------------------------------|--|---|
| <input type="checkbox"/> Traditional | <input type="checkbox"/> LAMP                    | <input type="checkbox"/> Non-Deployable             |
| <input type="checkbox"/> Countywide  | <input type="checkbox"/> Coastal                 | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> Watershed   | <input type="checkbox"/> Community Initiated PMR |   |

Please list the counties impacted by this project

[Add County](#)

[Clear](#)

If this project is associated with an existing KDP 0, it will be listed below:

ID	Region	State	Project Name	MIP	Submitted
----	--------	-------	--------------	-----	-----------

If a KDP 0 association is missing or the wrong project is displayed, please click the following button to establish the project association.

Associate to KDP 0

Please answer the following questions that are applicable to your project- please use the drop-downs on the right side of the form to answer 'Yes' or 'No' and provide additional information in the corresponding text-boxes where applicable.

Will this project include a Flood Risk Products?

If yes, what FRPs will be included?

If no, please explain why:

Risk MAP Program Standard 2 states: a Project Management Team shall be formed as soon as a Flood Risk Project is initiated, and this team shall manage the project for its entire lifecycle. Has a project management team been formed as required by Risk MAP Standard 2?

Has written notification to the community Chief Executive Officers and Floodplain Administrators been provided (per Risk MAP standard 620) that explains the selected modeling, explains why the selected modeling is appropriate, and that provides a 30-day period for communities to consult on the appropriateness of the modeling?

Please use the box below to add additional context for the two questions above.

Did all impacted communities attend the Discovery Meeting? If not, please describe the process for engaging these communities.

Did Discovery identify specific needs for new or revised flood hazard information?

Please use the box below to add additional context.

Are there any major community concerns that are unable to be met with the funds available? If yes, please describe.

Do the results of the Base Level Engineering/Automated Engineering support the need for a new flood study?

Please use the box below to add additional context.

Were any additional pieces of information identified during Discovery that inform the Region's decision to move this project forward? If yes, please describe below.

If FRP/LAMP project, what additional information would you like to share with the Regional Project Monitor and Branch Chief?

Are NVUE Initiated miles accurately inputted in P4 and reflected in CNMS as Being Studied?

If no, please provide an explanation below.

Are there levees within the project footprint?

If yes, please describe how the levees will be mapped and if this will address a "mapping issue" in the FAST. If the "mapping issue" is not addressed (i.e. levee is mapped to underrepresent the risk such as provisionally accredited, secluded, Zone AR, or Zone A99), what is the plan to address the "mapping issue" with a future project?

If yes, is there an ongoing or recently completed USACE project or analysis that may impact how the levee is mapped? Please explain.

**What metrics will be gained by advancing this project?**

Deployment (communities/population)

NVUE Initiated (miles)

Action Measure 1 (communities)

Please provide any additional information about the above metrics (e.g., anticipated versus achieved, etc.).

Might this project require additional Headquarters staff involvement?

If yes, please select any factors below that apply to this project.

- |  |  |
|--|--|
| <input type="checkbox"/> Congressional Interest                              | <input type="checkbox"/> Continuous Changes                          |
| <input type="checkbox"/> Economically Challenged Affected Community          | <input type="checkbox"/> Influential/High-Profile Affected Community |
| <input type="checkbox"/> Complex Modelling/Mapping                           | <input type="checkbox"/> Threat of litigation                        |
| <input type="checkbox"/> External stakeholder involvement (OFAs, NGOs, etc.) | <input type="checkbox"/> Politically sensitive affected community    |
| <input type="checkbox"/> Complex Levee                                       | <input type="checkbox"/> Complex Coastal                             |
| <input type="checkbox"/> Contractual   | <input type="checkbox"/> Other (please describe below)               |

*Based on knowledge of the project, and given the information provided on this form, the following individuals have been consulted and it is their judgment that it is in the best interest of the Risk MAP program to develop the preliminary FIRM for this project.*

**Regional Approval Block**

Approved by FEMA Regional Branch Chief:   Approval/Rejection Date:

Additional optional reviewers showing awareness or concurrence with this project may include:

State CTP Lead:   Approval/Rejection Date:

State NHP Coordinator:   Approval/Rejection Date:

State Hazard Mitigation:   Approval/Rejection Date:

**Headquarters Approval Block**

Approved by Engineering Management Branch Chief:   Approval/Rejection Date:

Go  Recommend Further Review

Final Decision Confirmation

If moving forward with the project is not recommended, how will consultation with the community occur and what additional information can FEMA provide that is non-regulatory?

\*Note: Only the Regional Branch Chief or their designee can submit this form for Headquarters review.

## KDP 2 – Develop Preliminary FIRM

### KDP 2 Decision Form (Develop Preliminary FIRM)

Optional attachments may be included in support of KDP 2 (e.g., the 316 PMR Review Letter).

Region:

State:

For Multi-State projects/groups of projects, please list all affected States below.

Project Name:

MIP Case Number(s):

Please use the following check-boxes that are most applicable to identify the project type:

- Traditional       IAMP       Non-Deployable  
 Countywide       Coastal       Other   
 Watershed       Community Initiated PMR

Please list the counties impacted by this project

If this project is associated with an existing KDP 1, it will be listed below:

ID	Region	State	Project Name	MIP	Submitted

If a KDP 1 association is missing or the wrong project is displayed, please click the following button to establish the project association.

**Are there significant changes expected since the last effective? Answers should be relative to similar projects in your Region.**

Changes in SFHA Zones:

Changes in V Zone:

Changes in WSEL or VFE:

Changes in population impacted:

Changes in number of structures:

Previously unidentified flood control structures:

Is this project a revised preliminary?

Please explain how these changes are expected to impact communities and any Regional concerns caused by the level of change.

For the following questions- please use the drop-downs on the right side of the form to answer 'Yes' or 'No.' Please provide additional information in the corresponding text-boxes where applicable.

Has the Region developed a strategy for distribution of the flood risk products? If yes, please describe this strategy. If not, please describe any next steps in formulating this strategy.

Has the format of the regulatory product been defined? (Countywide, Partial Countywide, etc.). Please use the box below for additional context.

Are there levees within the project footprint?

If yes, please describe how the levees will be mapped and if this will address a "mapping issue" in the FAST. If the "mapping issue" is not addressed (i.e. levee is mapped to underrepresent the risk such as provisionally accredited, secluded, Zone AR, or Zone A99), what is the plan to address the "mapping issue" with a future project?

If yes, is there an ongoing or recently completed USACE project or analysis that may impact how the levee is mapped? Please explain.

Is the Region comfortable with the level of community engagement that has occurred and that all stakeholders understand the impact of moving forward with the regulatory process? Please use the box below for additional context.

Was SID 620 implemented for this project (Requires notification to community officials and 30 day response period regarding models to be used for a flood risk project)? If yes, please describe the method of implementation.

Has all known local and leveraged data been received in an effort to reduce the potential for appeals? Please use the box below for additional context.

If changes have occurred in project scope since the previous KDP, are NVUE-initiated miles accurately inputted in P4 and reflected in CNMS as Being Studied?

If no, please provide an explanation below.

Might this project require additional Headquarters staff involvement?

If yes, please select any factors below that apply to this project.

- |  |  |
|--|--|
| <input type="checkbox"/> Congressional Interest                              | <input type="checkbox"/> Continuous Changes                          |
| <input type="checkbox"/> Economically Challenged Affected Community          | <input type="checkbox"/> Influential/High-Profile Affected Community |
| <input type="checkbox"/> Complex Modelling/Mapping                           | <input type="checkbox"/> Threat of litigation                        |
| <input type="checkbox"/> External stakeholder involvement (OFAs, NGOs, etc.) | <input type="checkbox"/> Politically sensitive affected community    |
| <input type="checkbox"/> Complex Levee                                       | <input type="checkbox"/> Complex Coastal                             |
| <input type="checkbox"/> Contractual   | <input type="checkbox"/> Other (please describe below)               |

*Based on knowledge of the project, and given the information provided on this form, the following individuals have been consulted and it is their judgment that it is in the best interest of the Risk MAP program to develop the preliminary FIRM for this project.*

#### Regional Approval Block

Approved by FEMA Regional Branch Chief:

Approval/Rejection Date:

#### Headquarters Approval Block

Approved by Engineering Management Branch Chief:   N/A

Approval/Rejection Date:

Go Recommend Further Review

Final Decision Confirmation

If moving forward with the project is not recommended, how will consultation with the community occur and what additional information can FEMA provide that is non-regulatory?

Save	Exit	Submit for HQ Review*	Ready for Regional Branch Chief Review
------	------	-----------------------	--

\*Note: Only the Regional Branch Chief or their designee can submit this form for Headquarters review.

## KDP 3 – Distribute Preliminary FIRM

### KDP 3

Please fill out this form as accurately and completely as possible. To save your progress use the "Save" button at the top of the form. Once the record has been saved you will be able to search for this project via the welcome screens. The form is not completed and will not be considered for review until the "Submit for Review" button has been pressed on the bottom of the screen. For more information regarding the fields on this form, please reference the KDP User Guide available on the KDP SharePoint or click the hyperlink below.

[KDP User Guide](#) [Save](#) [Exit](#)

### KDP 3 Decision Form (Distribute Preliminary FIRM)

Optional attachments may be included in support of KDP 3 (e.g., the QR3 Self-Certification Form).

[Browse...](#) [Attach File](#)

Region:

State:

For Multi-State projects/groups of projects, please list all affected States below.

Project Name:

MIP Case Number(s):

Please use the following check-boxes that are most applicable to identify the project type:

- Traditional       LAMP       Non-Deployable  
 Countywide       Coastal       Other   
 Watershed       Community Initiated PMR

Please list the counties impacted by this project

[Add County](#)

[Clear](#)

If this project is associated with an existing KDP 2, it will be listed below:

ID	Region	State	Project Name
----	--------	-------	--------------

If a KDP 2 association is missing or the wrong project is displayed, please click the following button to establish the project association.

[Associate to KDP 2](#)



For the following questions – please use the drop-downs on the right side of the form to answer 'Yes' or 'No.' Please provide additional information in the corresponding text-boxes where applicable.

Is this project a revised preliminary? If yes, what was the cause of the appeal or quality issues, what is the resolution approach, and is an additional appeal period required?

Have the results of QR3 been reviewed and all major issues resolved?

Is the MIP updated with projected preliminary distribution dates?

Has CSLF been produced?

Has all known local and leveraged data been received in an effort to reduce the potential for appeals?

If a 'No' response was provided for any of the above questions, please provide additional information below.

QR2 Pass Date

QR3 End Date

Has the Region developed a strategy for distribution of the non-regulatory products? If yes, please describe this strategy. If no, please describe any next steps in formulating this strategy.

Are there levees in the project area?

If yes, please describe what coordination has occurred with the levee sponsor and the impacted community, as well as explaining if there is an ongoing or recently completed USACE project or analysis that may impact how the levee is mapped.

Might this project require additional Headquarters staff involvement?

If yes, please select any factors below that apply to this project.

- |  |  |
|--|--|
| <input type="checkbox"/> Congressional Interest                              | <input type="checkbox"/> Continuous Changes                          |
| <input type="checkbox"/> Economically Challenged Affected Community          | <input type="checkbox"/> Influential/High-Profile Affected Community |
| <input type="checkbox"/> Complex Modelling/Mapping                           | <input type="checkbox"/> Threat of litigation                        |
| <input type="checkbox"/> External stakeholder involvement (OFAs, NGOs, etc.) | <input type="checkbox"/> Politically sensitive affected community    |
| <input type="checkbox"/> Complex Levee                                       | <input type="checkbox"/> Complex Coastal                             |
| <input type="checkbox"/> Contractual   | <input type="checkbox"/> Other (please describe below)               |

Based on knowledge of the project, and given the information provided on this form, the following individuals have been consulted and it is their judgment that it is in the best interest of the Risk MAP program to develop the preliminary FIRM for this project.

#### Regional Approval Block

Approved by FEMA Regional Branch Chief:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval/Rejection Date:	<input type="text"/>				

#### Headquarters Approval Block

Approved by Engineering Management Branch Chief:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval/Rejection Date:	<input type="text"/>				
	<input type="checkbox"/>	Go	<input type="checkbox"/>	Recommend Further Review	<input type="checkbox"/>
Final Decision Confirmation	<input type="checkbox"/>				
If moving forward with the project is not recommended, how will consultation with the community occur and what additional information can FEMA provide that is non-regulatory?					
<input type="text"/>					

Save	Exit	Submit for HQ Review*	Ready for Regional Branch Chief Review
------	------	-----------------------	--

\*Note: Only the Regional Branch Chief or their designee can submit this form for Headquarters review.

## KDP 4 – Initiate Appeals Period

### KDP 4

Please fill out this form as accurately and completely as possible. To save your progress use the "Save" button at the top of the form. Once the record has been saved you will be able to search for this project via the welcome screens. The form is not completed and will not be considered for review until the "Submit for Review" button has been pressed on the bottom of the screen. For more information regarding the fields on this form, please reference the KDP User Guide available on the KDP SharePoint or click the hyperlink below.

[KDP User Guide](#) [Save](#) [Exit](#)

#### KDP 4 Decision Form (Initiate Appeal Period)

Optional attachments may be included in support of KDP 4 (e.g., the Appeal Period Docket).

[Browse...](#) [Attach File](#)

Region:

State:

For Multi-State projects/groups of projects, please list all affected States below.

Project Name:

MIP Case Number (s):

Please use the following check-boxes that are most applicable to identify the project type:

- Traditional  LAMP  Non-Deployable  
 Countywide  Coastal  Other   
 Watershed  Community Initiated PMR

Please list the counties impacted by this project

[Add County](#)  
[Clear](#)

If this project is associated with an existing KDP 3, please list below:

ID	Region	State	Project Name
----	--------	-------	--------------

If a KDP 3 association is missing or the wrong project is displayed, please click the following button to establish the project association.

[Associate to KDP 3](#)

For the following questions – please use the dropdowns on the right side of the form to answer 'Yes' or 'No.' Please provide additional information in the corresponding text-box when applicable.

Is this project a revised preliminary?

If yes, please identify in the text box whether a new appeal period is required as part of the revised preliminary or if this project is exempt from Headquarters review.

Is CNMS up to date?

If not, please use the box below to explain and add additional relevant context.

Have the NVUE Initiated miles been updated in CNMS as NVUE Attained?

If no, please provide an explanation below.

Is the Region comfortable with the level of community engagement that has occurred in affected communities so that all stakeholders understand the impact of moving forward with the regulatory process and their statutory rights?

Please use the box below to describe the specific steps taken to engage with the community, including if any communities have not been contacted and how the Region plans to address any issues.

Has there been any impactful lapse between preliminary issuance and the appeal period? If yes, describe below how the community has been engaged during this time.

Has new data been provided that is outside the original study scope?

What avenues have been explored to include this data (e.g., LOMR, Revised Preliminary, etc.)?

Has technical credibility been ensured through comment resolution, quality review resolutions, and TSDN preparation for use by potential appellants?

Please describe what specific steps have been taken to ensure technical credibility (e.g., guidelines and standards followed). If there are any outstanding issues regarding technical credibility, please use the box below to explain and provide any additional context.

Please explain any technical comments from the local community that have been incorporated.

Are there levees within the project area?

What coordination has occurred with the levee sponsor and the impacted community?

If yes, is there an ongoing or recently completed USACE project or analysis that may impact how the levee is mapped? Please explain.

Might this project require additional Headquarters staff involvement?

If yes, please select any factors below that apply to this project.

- |  |  |
|--|--|
| <input type="checkbox"/> Congressional Interest                              | <input type="checkbox"/> Continuous Changes                          |
| <input type="checkbox"/> Economically Challenged Affected Community          | <input type="checkbox"/> Influential/High-Profile Affected Community |
| <input type="checkbox"/> Complex Modelling/Mapping                           | <input type="checkbox"/> Threat of litigation                        |
| <input type="checkbox"/> External stakeholder involvement (OFAs, NGOs, etc.) | <input type="checkbox"/> Politically sensitive affected community    |
| <input type="checkbox"/> Complex Levee                                       | <input type="checkbox"/> Complex Coastal                             |
| <input type="checkbox"/> Contractual   | <input type="checkbox"/> Other (please describe below)               |

Based on knowledge of the project, and given the information provided on this form, the following individuals have been consulted and it is their judgment that it is in the best interest of the Risk MAP program to develop the preliminary FIRM for this project.

#### Regional Approval Block

Approved by FEMA Regional Branch Chief:

Approval/Rejection Date:

#### Headquarters Approval Block

Approved by Engineering Management Branch Chief:  N/A

Approval/Rejection Date:

Go Recommend Further Review

Final Decision Confirmation

If moving forward with the project is not recommended, how will consultation with the community occur and what additional information can FEMA provide that is non-regulatory?

- |                                     |                                     |  |   |
|-------------------------------------|-------------------------------------|--|---|
| <input type="button" value="Save"/> | <input type="button" value="Exit"/> | <input type="button" value="Submit for HQ Review*"/> | <input type="button" value="Ready for Regional Branch Chief Review"/> |
|-------------------------------------|-------------------------------------|--|---|

\*Note: Only the Regional Branch Chief or their designee can submit this form for Headquarters review.

## KDP 5 – Issue Letter of Final Determination (LFD)

### KDP 5

Please fill out this form as accurately and completely as possible. To save your progress use the "Save" button at the top of the form. Once the record has been saved you will be able to search for this project via the welcome screens. The form is not completed and will not be considered for review until the "Submit for Review" button has been pressed on the bottom of the screen. For more information regarding the fields on this form, please reference the KDP User Guide available on the KDP SharePoint or click the hyperlink below.

[KDP User Guide](#)

### KDP 5 Decision Form (Issue Letter of Final Determination)

Please attach the LFD Questionnaire (mandatory) and any other optional attachments in support of KDP 5.

Region:    
 State:

For Multi-State projects/groups of projects, please list all affected States below.

Project Name:   
MIP Case Number (s):

Please use the following check-boxes that are most applicable to identify the project type:

Traditional  LAMP  Non-Deployable  
 Countywide  Coastal  Other   
 Watershed  Community Initiated PMR

Please list the counties impacted by this project

If this project is associated with an existing KDP 4, please list below:

ID	Region	State	Project Name
----	--------	-------	--------------

If a KDP 4 association is missing or the wrong project is displayed, please click the following button to establish the project association.

Please include the projected LFD date for this project

For the following questions -- please use the drop-downs on the right side of the form to answer 'Yes' or 'No.' Please provide additional information in the corresponding text-box when applicable.

Is the Region comfortable with the level of community engagement that has occurred in affected communities and the level of Congressional coordination?

Please use the box below to provide additional context.

Have major flood hazard data changes occurred (e.g., changes to the BFE or Floodplain Boundary) due to appeals?

If yes, please describe the nature of these changes below.

Have all appeals been resolved and all due process requirements been addressed?

If no, please describe the Regions plan to address these issues. If yes, please use the box below to provide any additional context.

Are there levees within the project area?

If yes, is there an ongoing or recently completed USACE project or analysis that may impact how the levee is mapped? Please explain.

Have all relevant available data and input been incorporated? If no, please explain.

Might this project require additional Headquarters staff involvement?

If yes, please select any factors below that apply to this project.

- |  |  |
|--|--|
| <input type="checkbox"/> Congressional Interest                              | <input type="checkbox"/> Continuous Changes                          |
| <input type="checkbox"/> Economically Challenged Affected Community          | <input type="checkbox"/> Influential/High-Profile Affected Community |
| <input type="checkbox"/> Complex Modelling/Mapping                           | <input type="checkbox"/> Threat of litigation                        |
| <input type="checkbox"/> External stakeholder involvement (OFAs, NGOs, etc.) | <input type="checkbox"/> Politically sensitive affected community    |
| <input type="checkbox"/> Complex Levee                                       | <input type="checkbox"/> Complex Coastal                             |
| <input type="checkbox"/> Contractual   | <input type="checkbox"/> Other (please describe below)               |

Based on knowledge of the project, and given the information provided on this form, it is our judgment that it is in the best interest of the Risk MAP program to issue the Letter of Final Determination for this project.

#### Regional Approval Block

Approved by FEMA Regional Branch Chief:	<input type="checkbox"/> <input checked="" type="checkbox"/>
Approval/Rejection Date:	<input type="text"/>

#### Headquarters Approval Block

Approved by Engineering Management Branch Chief:	<input type="checkbox"/> <input checked="" type="checkbox"/>
Approval/Rejection Date:	<input type="text"/>
	Go <input type="checkbox"/> Recommend Further Review <input type="checkbox"/>
Final Decision Confirmation	<input type="checkbox"/> <input type="checkbox"/>
If moving forward with the project is not recommended, how will consultation with the community occur and what additional information can FEMA provide that is non-regulatory?	
<input type="text"/>	

Save	Exit	Submit for HQ Review*	Ready for Regional Branch Chief Review
------	------	-----------------------	--

\*Note: Only the Regional Branch Chief or their designee can submit this form for Headquarters review.



## Appendix D: KDP Workgroup Acknowledgment

The Risk MAP Program would like to thank the following people for their participation in the KDP Workgroup and their assistance in developing the KDP Process.

KDP Workgroup Members		
Brent McCarthy	Jennifer Knecht	Rick Sacbibit
Robert (Bob) Schaefer	Elizabeth Savage	Luis Rodriguez
Juan Arevalo	Rick Nusz	Doug Bellomo
Emily Dawson	Cindy Rolli	Craig Kennedy
Lee Brancheau	Sean McNabb	Andy Read
Glenn Locke	Kristina Fritsch	David Bascom
Laura Algeo	Jeanne Ruefer	Austin Horbaly
Nathan Shields	Tamra Biasco	Zachary Baccala
Eric Kuklewski	James Fountain	Brian Given
Vanessa Ng	Tucker Mahoney	Jennifer Simpson

## Appendix E: Acronym List

CCO	Consultation Coordination Officer
CNMS	Coordinated Needs Management Strategy
FEDD	Flood Elevation Determination Docket
FIRM	Flood Insurance Rate Map
KDP	Key Decision Point
LFD	Letter of Final Determination
LLPT	Local Levee Partnership Team
LOMR	Letter of Map Revision
MIP	Mapping Information Platform
NFIP	National Flood Insurance Program
NVUE	New, Validated, or Updated Engineering
P4	Project Planning and Purchasing Portal
PM	Program Management
PMR	Physical Map Revision
PPP	Post Preliminary Process
QR	Quality Review
TSDN	Technical Support Data Notebook