

# Guidance for Flood Risk Analysis and Mapping

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

May 2016



**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 ([www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping](http://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 [www.fema.gov/library](http://www.fema.gov/library).

## Document History

Affected Section or Subsection	Date	Description
First Publication	May 2015	Initial version of guidance document.
Minor updates throughout to align with some updates from the National Flood Insurance Program (NFIP) Reform Act and other program updates; Appendix C for Key Decision Point (KDP) Form Revisions	May 2016	Revisions made to align this guidance with sections of NFIP Reform Act; to update the KDP forms; and to make other general updates.

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## 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.

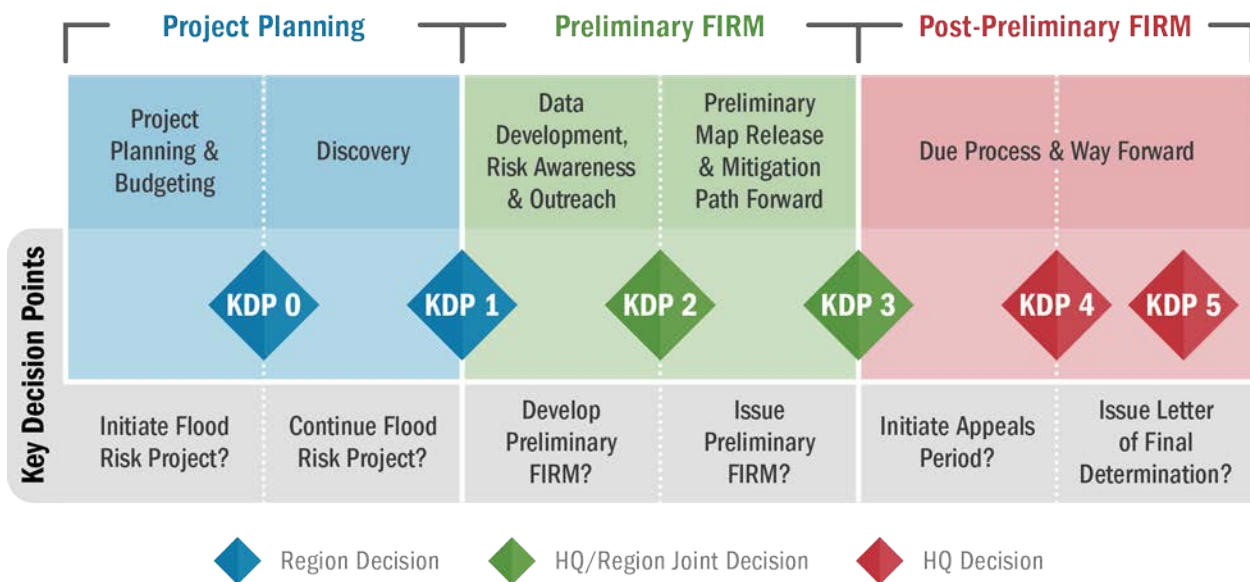
The KDPs and their documentation add a level of formality to the existing Risk MAP planning and decision-making processes already in use and provide a system of record for these decisions.

The KDPs document the 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 non-regulatory Flood Risk products.

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.

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://riskmapportal.msc.fema.gov/riskmap\\_usergroups/kdp/default.aspx](https://riskmapportal.msc.fema.gov/riskmap_usergroups/kdp/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 .



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

Each 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**

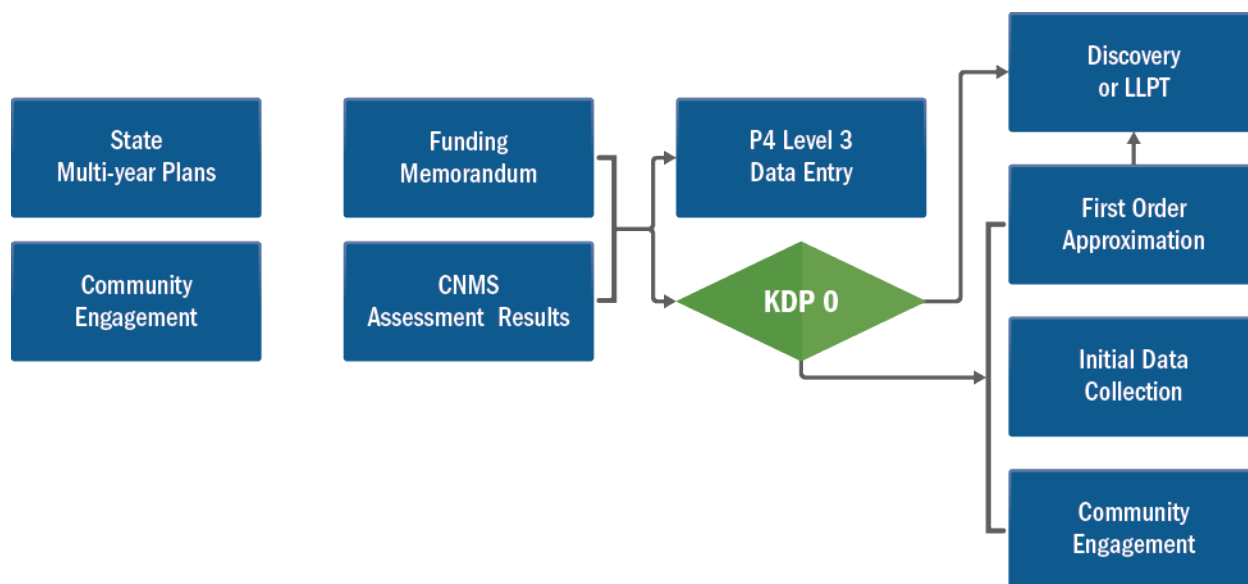
KDP 0 documents the regional decision to initiate a Flood Risk Project or group of Flood Risk Projects and captures the rationale for this decision. KDP 0 documentation should explain the reason that the project was selected over others and include information that led to this project being identified,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

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. Flood Risk Projects can be grouped into a single KDP 0 submittal if the documentation across all of the projects would have been identical had the documentation for each been done separately.

#### **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., Automated Engineering, 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 process, initiate an LLPT, or other data-related tasks, the Regional Branch Chief, or their designee, must document the KDP 0 decision in the KDP Documentation Tool. 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.

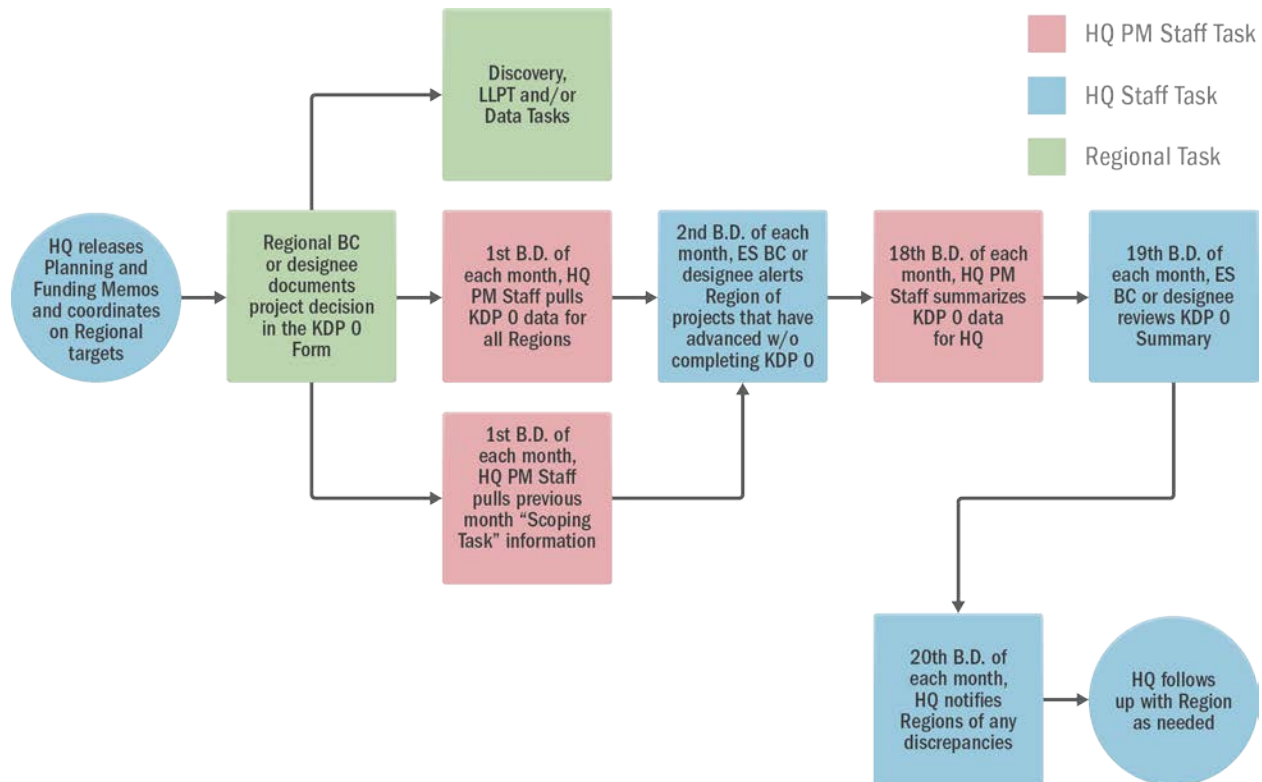
Headquarters will review all documented KDP 0 decisions for awareness purposes on a monthly basis, realizing the majority of KDP 0 documentation will occur during the same few months of the fiscal year. On the first business day of the month, the Headquarters PM team will export all of the KDP 0 documentation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

Additionally, the Headquarters PM team will export from the MIP all “Scoping Task” data that began in the previous month. The “Scoping Task” data 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

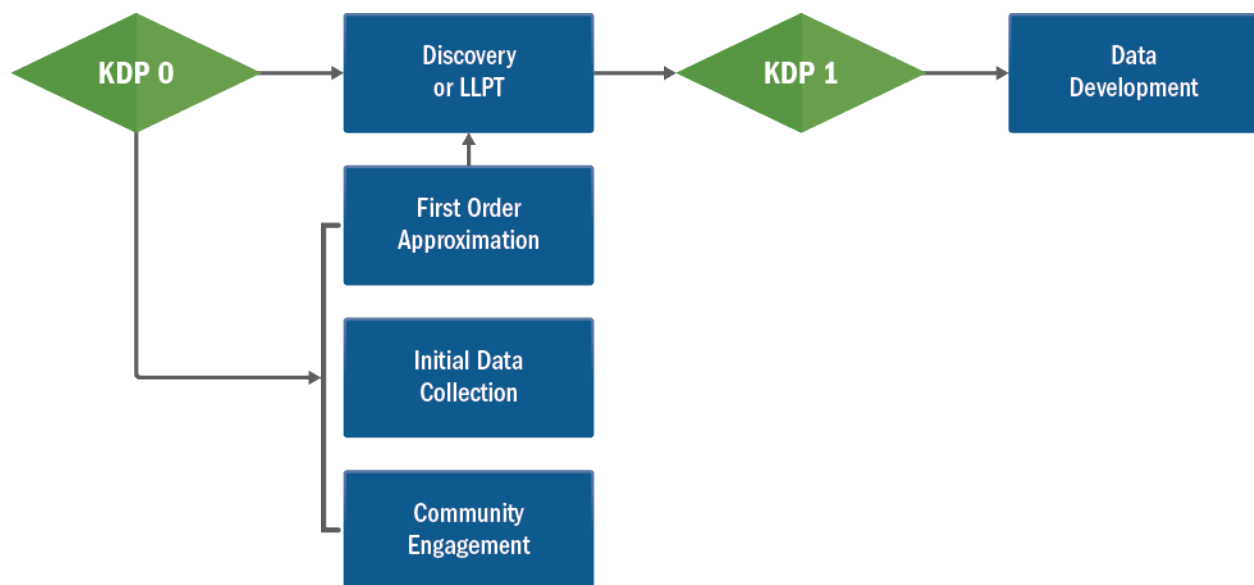
KDP 1 documents the regional decision to move forward with a Flood Risk Project through data development, risk awareness, and/or outreach tasks and captures the rationale for this decision. KDP 1 documentation should document the information gained through the Discovery process, LLPT, Automated Engineering, 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 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 tasks are created, it may be documented at any time once the decision to move forward to new data development 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 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://riskmapportal.msc.fema.gov/riskmap\\_usergroups/kdp/default.aspx](https://riskmapportal.msc.fema.gov/riskmap_usergroups/kdp/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 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.

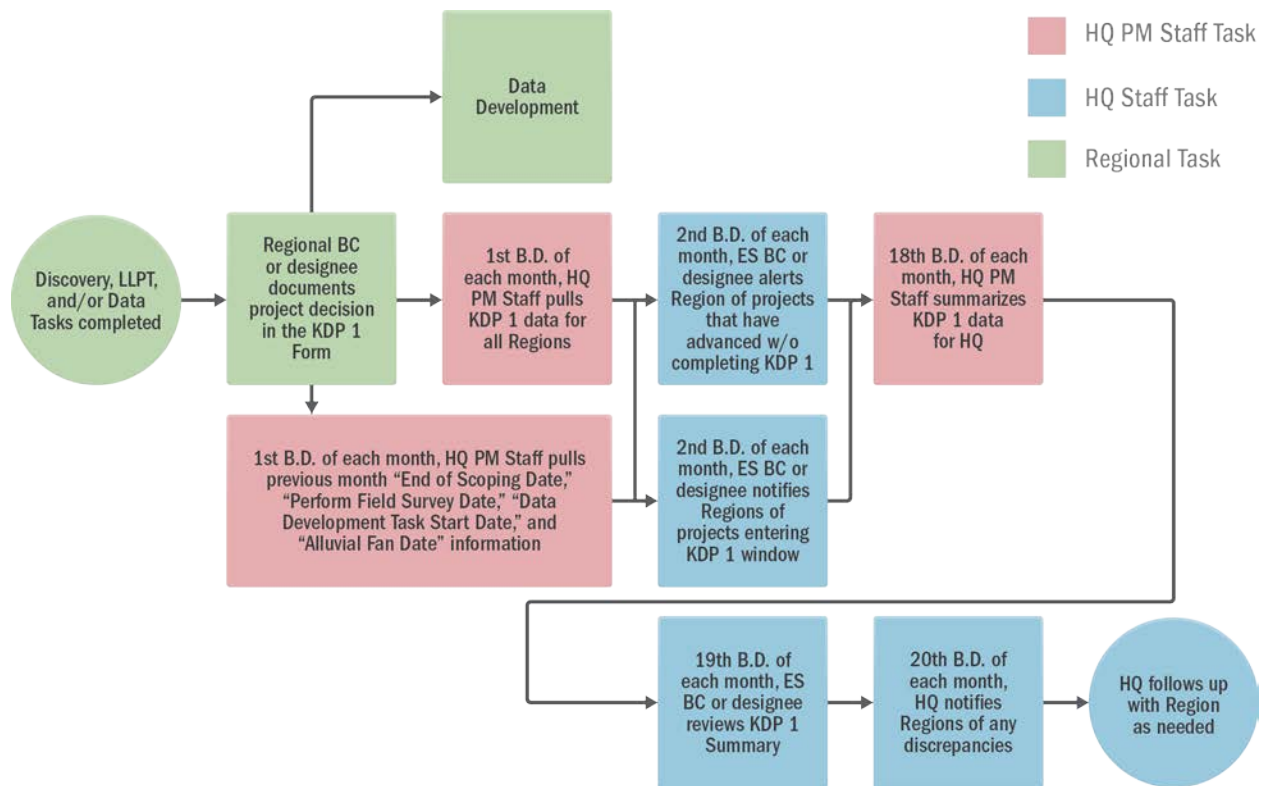
Headquarters will review all documented KDP 1 decisions for awareness purposes on a monthly basis. On the first business day of the month, the Headquarters PM team will export all of the KDP 1 documentation entered into the KDP Documentation Tool during the previous month. Additionally, the Headquarters PM team will export from the MIP all “End of Scoping Date,” “Perform Field Survey Date,” “Perform Alluvial Fan,” and “Data Development Task Start Date” data occurring in the previous and current month.

The “End of Scoping Date,” “Perform Field Survey Date,” or “Perform Alluvial Fan” data will be used by the Headquarters PM team to identify any projects which have finished the Discovery or LLPT 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 Task Start Date” data will be used by the Headquarters PM team to identify any projects, which have, or will be moving on to new data development 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 non-regulatory Flood Risk Products 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**

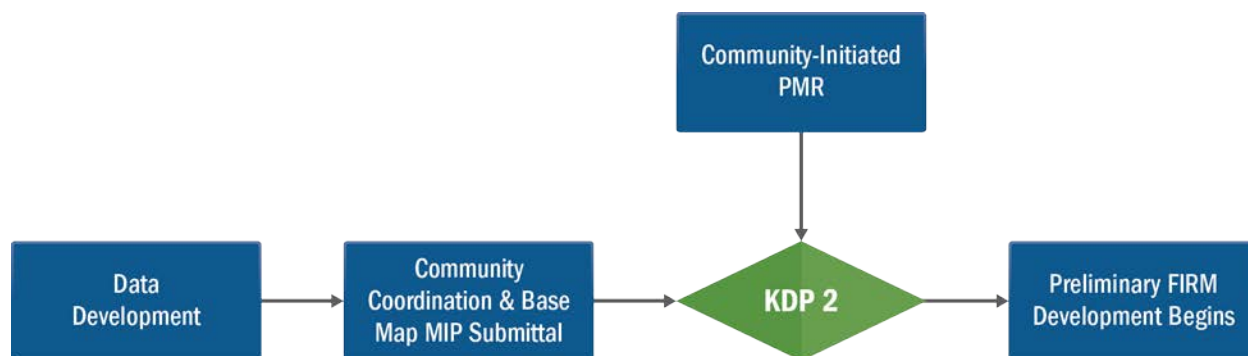
KDP 2 documents the joint regions and Headquarters decision to develop a Preliminary FIRM and captures the rationale for this decision. Information captured during KDP 2 is used to understand the impacts of the new flood hazard data compared to the current effective data. Additional information captured 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 non-regulatory Flood Risk Products. 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://riskmapportal.msc.fema.gov/riskmap\\_usergroups/kdp/default.aspx](https://riskmapportal.msc.fema.gov/riskmap_usergroups/kdp/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 “Base Map Submittal Date”, “Perform Floodplain Mapping Task,” and “Develop DFIRM Database Task” data updated during the previous and current bi-weekly review cycles.

The “Base Map Submittal Date” and “Perform Floodplain Mapping Task” data 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 “Develop DFIRM Database Task” data will 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.

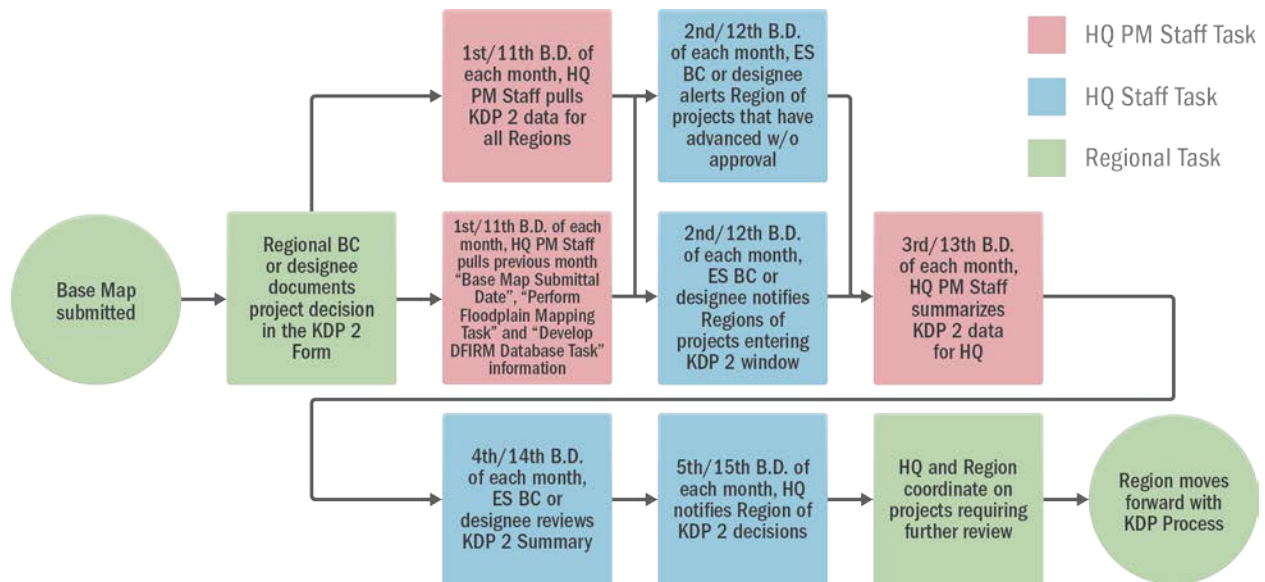
In the event of a “Go” decision, the Headquarters Engineering Services Branch Chief, or their designee, will notify the Regional Branch Chief, or their designee, via email. In the event of additional information being necessary for a decision to be made, the Headquarters Engineering Services Branch Chief, 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 non-regulatory Flood Risk Products 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 be 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 FIRM

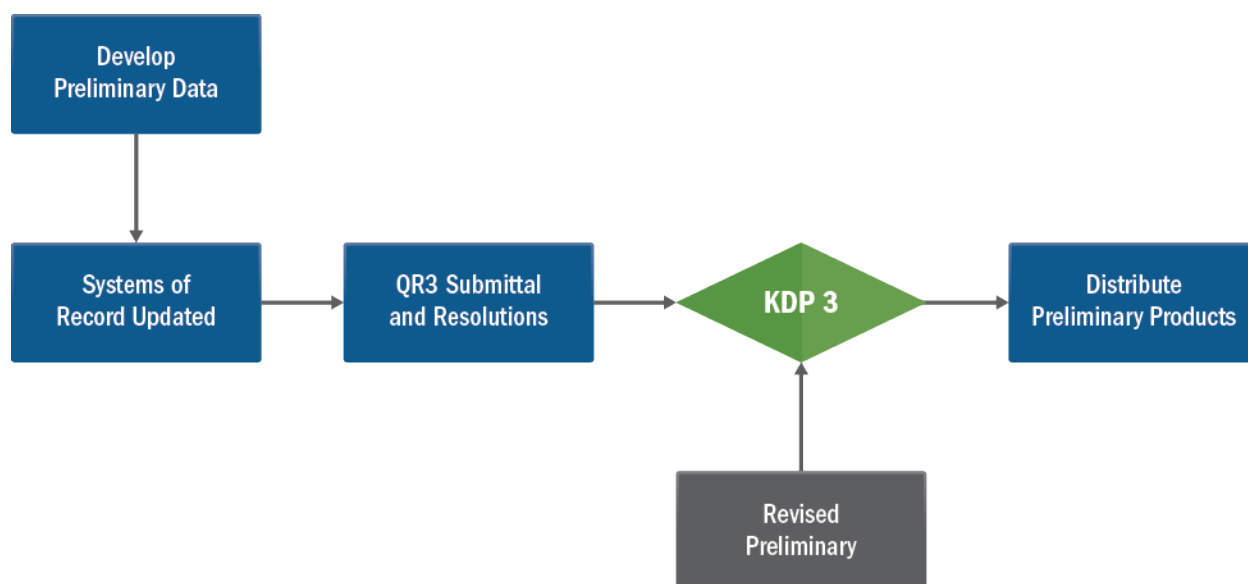
KDP 3 documents the joint Regional and Headquarters decision to distribute the Preliminary FIRM and FIS to communities and captures the rationale for this decision. Information documented at KDP 3 is used to verify all quality assurances have been met to distribute a technically credible product and 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 non-regulatory Flood Risk Products. 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://riskmapportal.msc.fema.gov/riskmap\\_usergroups/kdp/default.aspx](https://riskmapportal.msc.fema.gov/riskmap_usergroups/kdp/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 “Develop DFIRM Database Task,” “Manage Preliminary Map Production Task,” and “Actual Preliminary Date” data occurring in the previous and current bi-weekly review cycles.

The “Develop DFIRM Database Task,” “Manage Preliminary Map Production Task” data 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 “Actual Preliminary Date” data 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.

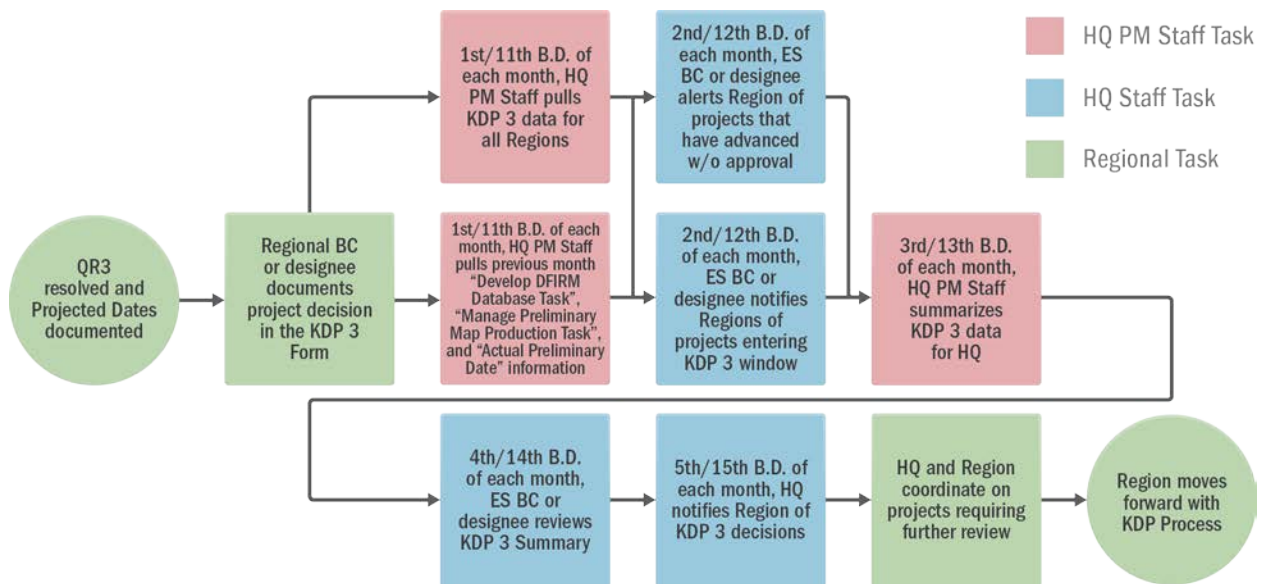
The Headquarters PM team will summarize all KDP 3 documentation exported from the KDP Documentation Tool by the third business day of the month and send the summary to the Headquarters Engineering Services Branch Chief, or their designee, for review. The Headquarters Engineering Services Branch Chief, 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 non-regulatory Flood Risk Products 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 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 be 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 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

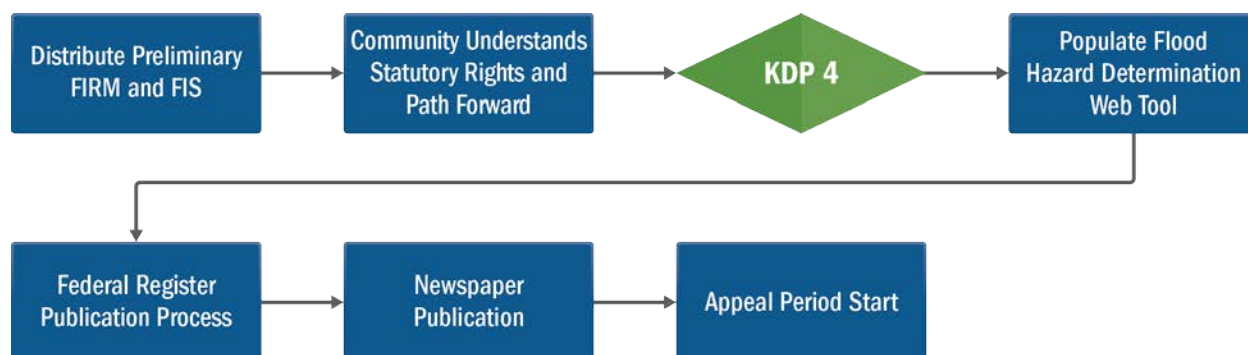
KDP 4 documents the Headquarters decision to initiate the Appeal Period and captures the rationale for this decision. Information captured during KDP 4 is used to understand if communities impacted by the regulatory FIRM have been properly engaged through community meetings and other information-sharing 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 web tool. 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. 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 on the [Risk MAP SharePoint site](#). 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 "Actual Preliminary Date," "Appeal Period Start Date," and "Distribute Base Flood Elevation (BFE) Notice" data occurring in the previous and current bi-weekly review cycles.

The "Actual Preliminary Date" data 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 "Appeal Period Start Date" and "Distribute BFE Notice" data 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.

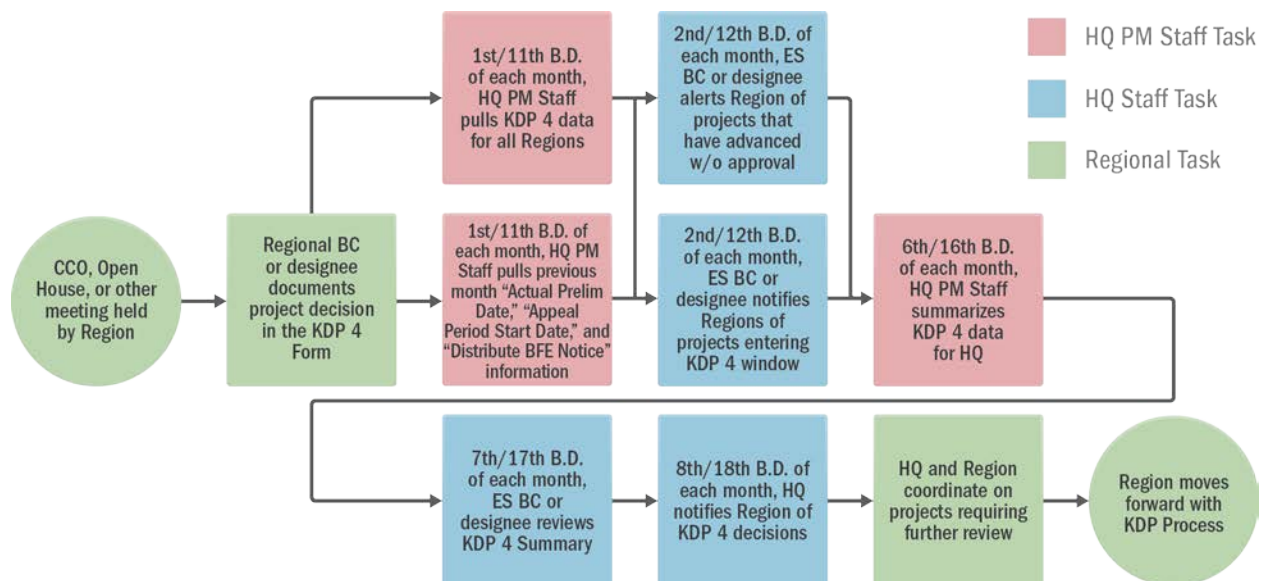
In the event of a "Recommend Further Review" decision, the Headquarters Engineering Services Branch Chief, or their designee, will coordinate with the Regional Branch Chief, or their designee, to determine the revised project plan and immediate next steps. A "Recommend Further Review" decision may require 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 be 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 be provided to the region.

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

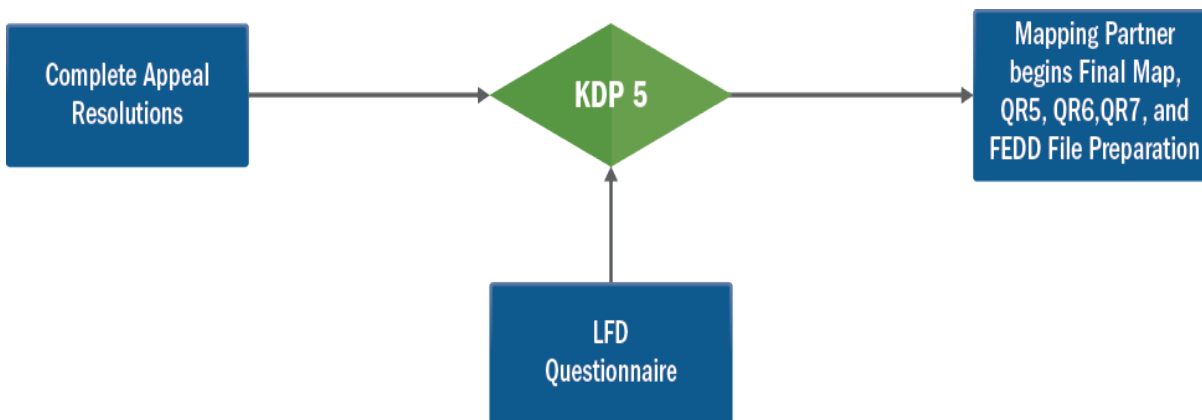
KDP 5 documents the Headquarters decision to issue the LFD and captures the rationale for this decision. Information captured during KDP 5 is used to understand the level of community engagement that has occurred and appropriate Congressional coordination has taken place. If Appeals were submitted, information 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 Flood Elevation Determination Docket (FEDD) File. KDP 5 will generally occur after all Appeals have been resolved.

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. 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://riskmapportal.msc.fema.gov/riskmap\\_usergroups/kdp/default.aspx](https://riskmapportal.msc.fema.gov/riskmap_usergroups/kdp/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 "Appeals Resolved Date" and "Actual LFD Date" data occurring in the previous and current bi-weekly review cycles.

The "Appeals Resolved Date" data 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 "Actual LFD Date" data will 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.

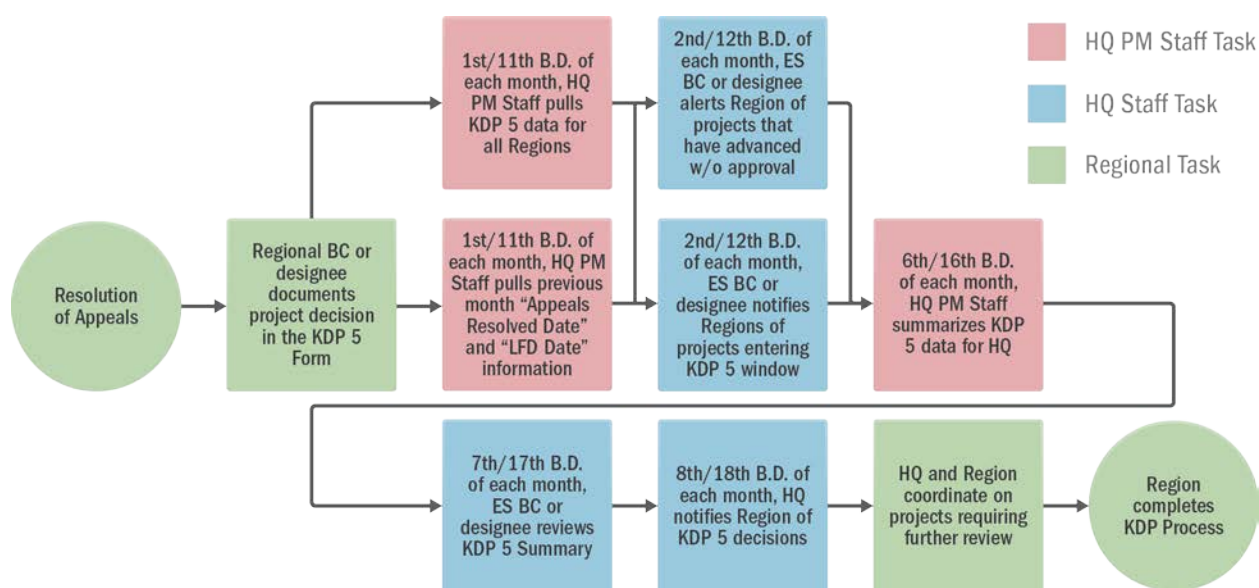
In the event of a "Go" decision, the Headquarters Engineering Services Branch Chief, or their designee, will notify the Regional Branch Chief, or their designee, via email. In the event of additional information being necessary for a decision to be made, the Headquarters Engineering Services Branch Chief, 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 of these variations. Various tasks (e.g., Development of Non-Regulatory Flood Risk Products, 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.

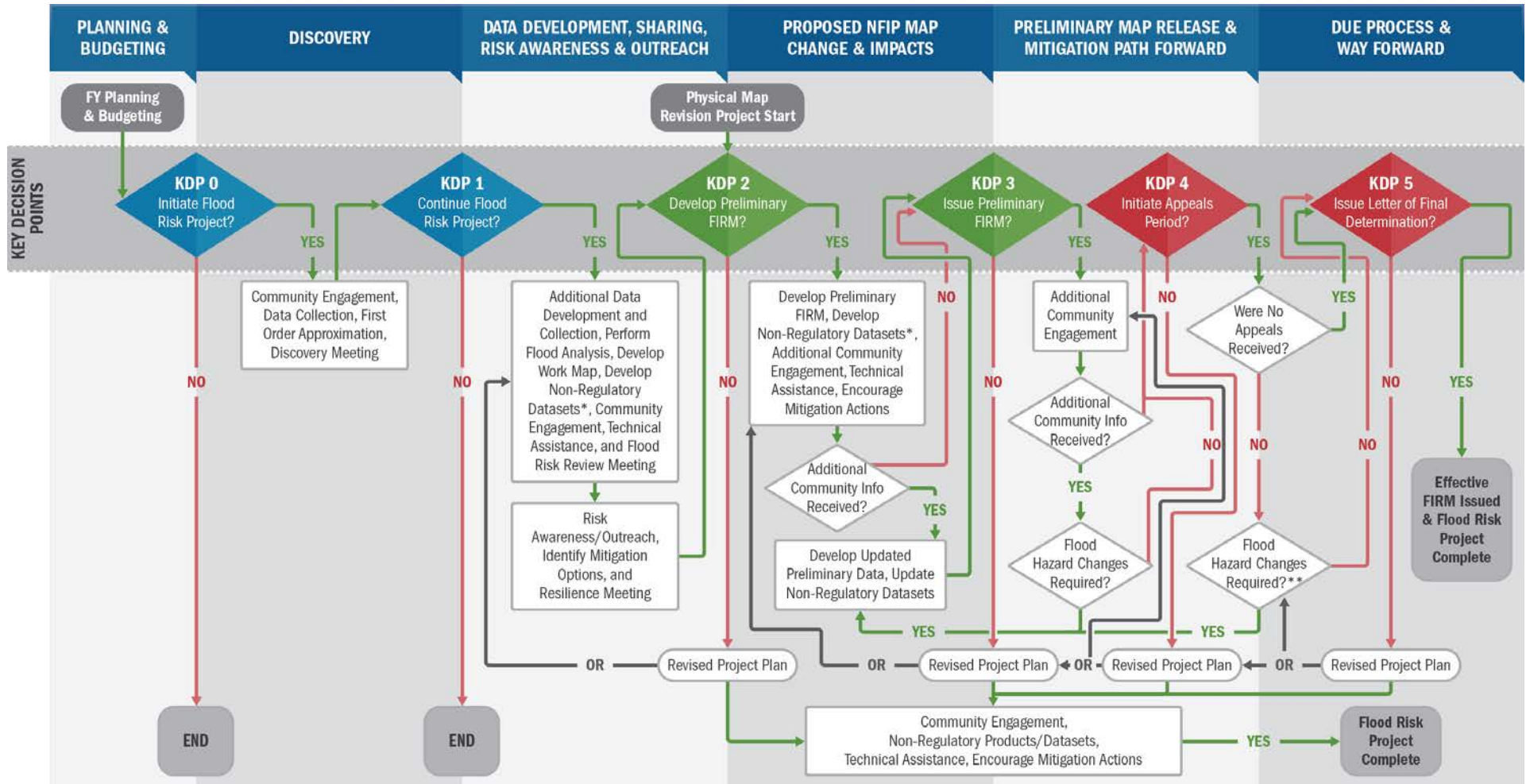
At this point the region will have two options. The first option is the region can end the Regulatory Process but continue with development of Non-Regulatory Flood Risk Products and/or other community engagement activities. This option would require no further KDP documentation.

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 3.2.2 and 4.1.1 of this document, respectively.



◆ Region Decision    
 ◆ HQ/Region Joint Decision    
 ◆ HQ Decision    
 — Yes Decision    
 — No Decision    
 — Revisit Current or Previous KDP

\* Timing of Non-Regulatory Product 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

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 by clicking the hyperlink below.

[KDP User Guide](#)

Save    Exit    KDP0 Report

KDP 0 Decision Form (Initiate Flood Risk Project.)

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.

<b>External Stakeholders</b>		<b>Budget</b>	
Community Requests	<input type="checkbox"/>	Project Planning Memo	<input type="checkbox"/>
States	<input type="checkbox"/>	Funding Memo	<input type="checkbox"/>
Elected Officials	<input type="checkbox"/>	<b>Metrics</b>	
Other Federal Agencies	<input type="checkbox"/>	Deployment	<input type="checkbox"/>
Risk MAP Goals	<input type="checkbox"/>	Action	<input type="checkbox"/>
Flood Hazard Data	<input type="checkbox"/>	NVUE	<input type="checkbox"/>
Public Awareness	<input type="checkbox"/>	Awareness	<input type="checkbox"/>
Hazard Mitigation Planning	<input type="checkbox"/>	Changing Flood Hazards	
Enhanced Digital Platform	<input type="checkbox"/>	LOMCs	<input type="checkbox"/>
Alignment and Synergies	<input type="checkbox"/>	Repetitive Loss	<input type="checkbox"/>
Effective FIRM Quality	<input type="checkbox"/>	Land Use and Drainage	<input type="checkbox"/>
Validity of Map Data	<input type="checkbox"/>	Climatology	<input type="checkbox"/>
Previous Revision Date	<input type="checkbox"/>	Built Environment	<input type="checkbox"/>
CTPs	<input type="checkbox"/>	Population	<input type="checkbox"/>
Goals and Objectives	<input type="checkbox"/>		

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 to capture local needs?

If yes, please describe the local needs captured. If no, please describe the next steps for engaging affected communities.

**Approval Block**

Based on knowledge of the project, and given the information provided on this form, it is our judgement that it is in the best interest of the Risk MAP program to initiate a flood risk project for this location.

FEMA Regional Branch Chief

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

State CTP Lead

State NFIP Coordinator

State Hazard Mitigation Officer

Go  No Go

Final Decision Confirmation

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

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

This form was last edited by  on

This form was last submitted by  on

## KDP 1 – Continue Flood Risk Project

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 by clicking the hyperlink below.

[KDP User Guide](#)

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

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 Risk MAP     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 0, it will be listed below:

Region	State	Project
<input type="text"/>		

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

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.

Does this project include a Flood Risk Map, Flood Risk Report, or Flood Risk Database?

If yes, please use the box below to describe the path forward for this project.

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 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.

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.).

**Approval Block**  
 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 continue a flood risk project for this location.

FEMA Regional Branch Chief

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

State CTP Lead

State NFIP Coordinator

State Hazard Mitigation

Go  No Go

**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?

Optional attachments may be included in support of KDP 1:

\*Note: Only the Regional Branch Chief or their designee can submit this as Final for Headquarters awareness.

This form was last edited by  on

This form was last submitted by  on

## KDP 2 – Develop Preliminary FIRM

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 by clicking the hyperlink below.

[KDP User Guide](#)

KDP 2 Decision Form (Develop Preliminary FIRM)

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 Risk MAP   
  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 1, please list it below:

Region	State	Project
<input type="text"/>		

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 BFE:

Changes in population impacted:

Changes in number of structures:

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 non-regulatory 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 area? If yes, for each levee system, identify the accreditation status on the Effective FIRM and describe the path forward for levee analysis and mapping on the Preliminary FIRM (e.g., Accredited, Provisionally Accredited, Seclusion, Zone AR, Zone A99, Non-accredited (LAMP project), Non-Accredited (Natural Valley)), and include a brief explanation of why that path was chosen.

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.

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.

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  
 FEMA Regional Branch Chief

Headquarters Approval Block  
 Engineering Services Branch Chief

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?

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

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.

This form was last edited by on Headquarter Review on

This form was last submitted by on

## KDP 3 – Distribute Preliminary FIRM

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 by clicking the hyperlink below

[KDP User Guide](#)

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

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 Risk MAP     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 2, please list below:

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

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 form currently being updated due to a revised preliminary? If yes, what was the cause of the 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.

*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 distribute the preliminary FIRM for this project.*

**Regional Approval Block**

FEMA Regional Branch Chief

**Headquarters Approval Block**

Engineering Services Branch Chief

Final Decision Confirmation  Go  Recommend Further Review

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?

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

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

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Headquarters Review On



## KDP 4 – Initiate Appeals Period

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 by clicking the hyperlink below.

[KDP User Guide](#)

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

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 Risk MAP   
  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 3, please list it below:

Region	State	Project
<input type="text"/>		

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

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 form being updated due to a revised preliminary?

If yes, please identify in the text box below 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.

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 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. If there are any outstanding issues regarding technical credibility, please use the box below to explain and provide any additional context.

*Based on knowledge of the project, and given the information provided on this form, it is our best judgment that is in the best interest of the Risk MAP program to initiate the Appeal Period for this project.*

**Regional Approval Block**

FEMA Regional Branch Chief

**Headquarters Approval Block**

Engineering Services Branch Chief

Go

Recommend Further Review

Final Decision Confirmation

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

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

This form was last edited by

on

This form was last submitted by

on

Headquarters Review On

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

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 by clicking the hyperlink [KDP User Guide](#)

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

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 Risk MAP     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 it below:

Region	State	Project
<input type="text"/>		

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-boxes where 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 add 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.

*Based on the 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**

FEMA Regional Branch Chief

**Headquarters Approval Block**

Engineering Services Branch Chief

Go  Recommend Further Review

Final Decision Confirmation

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

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

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 Headquarters Review On

## 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