

**Signature Authority Matrix for Mitigation Directorate
Letters, E-mail Responses, and Memos Processed for Technical Services Division**

Letter Type	Concurrences	Signatory	Contact
Final base flood elevation (BFE) cancellation letters	Project Engineer, Project Officer	Chief, Hazards Study Branch	Project Engineer
Letters of Final Determination (LFDs) with no special circumstances	Project Engineer – concurrence via docket	Chief, Hazards Study Branch (digitized signature)	FEMA Map Assistance Center (FMAC)
LFDs with special circumstances (e.g., Zone AR, appeal/protest received, protest resolution included)	Project Engineer	Project Officer for Chief, Hazards Study Branch (digitized signature)	Project Engineer
Proposed BFE determination letters with no special circumstances	Project Engineer – concurrence via docket	Chief, Hazards Study Branch (digitized signature)	FMAC
Proposed BFE determination letters with special circumstances (e.g., Zone AR)	Project Engineer	Project Officer for Chief, Hazards Study Branch (digitized signature)	Project Engineer
Special conversion notification letters	Project Engineer – concurrence via docket	Chief, Hazards Study Branch (digitized signature)	Regional Office
LOMR-F denial letters (fill in floodway or V zone)	Project Engineer	Chief, Hazards Study Branch (digitized signature)	Project Engineer
Memos to Regional Office regarding LOMR-F denial (fill in floodway or V zone)	Project Engineer; Project Officer; Chief, Hazards Study Branch; Program Delivery Branch staff; Territorial Compliance Liaison	Chief, Program Delivery Branch	Program Delivery Branch
LOMA denial letters (floodway or V zone)	Project Engineer	Chief, Hazards Study Branch (digitized signature)	Regional Office
LOMR determination letters	Project Engineer	Project Engineer for Chief, Hazards Study Branch (digitized signature)	FMAC
CLOMR determination letters	Project Engineer	Project Engineer for Chief, Hazards Study Branch (digitized signature)	FMAC
LOMR-F denial letters (alluvial fan area)	Project Engineer	Project Engineer for Chief, Hazards Study Branch (digitized signature)	Project Engineer
LOMA denial letters (alluvial fan area)	Project Engineer	Project Engineer for Chief, Hazards Study Branch (digitized signature)	Project Engineer
Determination letters for CLOMR-Fs	Project Engineer – concurrence via docket	Chief, Hazards Study Branch (digitized signature)	FMAC
Determination letters for LOMAs (other than alluvial fan and floodway denials)	Project Engineer – concurrence via docket	Chief, Hazards Study Branch (digitized signature)	FMAC
Determination letters for CLOMAs	Project Engineer – concurrence via docket	Chief, Hazards Study Branch (digitized signature)	FMAC

¹ MCC / FMAC indicates that the letter should reference both an individual and the FMAC

**Signature Authority Matrix for Mitigation Directorate
Letters, E-mail Responses, and Memos Processed for Technical Services Division**

Letter Type	Concurrences	Signatory	Contact
LOMC revalidation letters	Project Engineer – concurrence via docket	Chief, Hazards Study Branch (digitized signature)	FMAC
LODR letters	Project Engineer – concurrence via docket	Chief, Hazards Study Branch (digitized signature)	FMAC
Notification letters to community of XDS in progress	No concurrence necessary	MCC	FMAC
Interim letters for controversial LOMCs and PMRs (including requests involving alluvial fan areas or other complex technical problems)	Project Engineer	MCC or Project Engineer depending on level of sensitivity	MCC or Project Engineer depending on level of sensitivity
Interim letters for LOMCs and PMRs (non-controversial requests)	No concurrence necessary	MCC	MCC / FMAC ¹
Additional data letters for controversial LOMCs and PMRs (including requests involving alluvial fan areas or other complex technical problems)	Project Engineer	MCC or Project Engineer depending on level of sensitivity	MCC or Project Engineer depending on level of sensitivity
Additional data letters for LOMCs and PMRs (non-controversial requests)	No concurrence necessary	MCC	MCC / FMAC ¹
Letters indicating 90-day appeal period for LOMR ended	Project Engineer – concurrence via docket	Chief, Hazards Study Branch (digitized signature)	FMAC
Newspaper notice correction letters	Project Engineer	Chief, Hazards Study Branch (digitized signature)	FMAC
90-day restart letters	Project Engineer	Chief, Hazards Study Branch (digitized signature)	FMAC
Newspaper notice publication problem letters	No concurrence necessary	MCC	FMAC
PMR notification letters	No concurrence necessary	MCC	FMAC
Letters to CEO transmitting printed FIS report, FIRM, and/or FBFM	No concurrence necessary	Chief, Hazards Study Branch (digitized signature)	FMAC
Notification letters to community about countywide mapping	No concurrence necessary	MCC	FMAC
Acknowledgement letters for LOMCs and PMRs	No concurrence necessary	MCC	FMAC (or MCC if additional data requested)
Letter Type	Concurrences	Signatory	Contact
Fee return, fee refund, and invoice letters for LOMCs and PMRs	No concurrence necessary	MCC	MCC / FMAC ¹
Printing error correction; Notice to User revision	Project Engineer	MCC	MCC
Director Responses	Project Engineer; Project	Director	Varies

¹ MCC / FMAC indicates that the letter should reference both an individual and the FMAC

**Signature Authority Matrix for Mitigation Directorate
Letters, E-mail Responses, and Memos Processed for Technical Services Division**

	Officer; Chief, Hazards Study Branch; Director, Technical Services Division; Deputy Associate Director for Mitigation; Associate Director for Mitigation; Chief of Staff, Office of the Director		
Responses to letters written to Executive Branch (Response for Director's signature)	Project Engineer; Project Officer; Chief, Hazards Study Branch; Director, Technical Services Division; Deputy Associate Director for Mitigation; Associate Director for Mitigation; Chief of Staff, Office of the Director OCLA	Director	OCLA
Responses to letters written to Executive Branch (Response for Associate Director's signature)	Project Engineer; Project Officer; Chief, Hazards Study Branch; Director, Technical Services Division; OCLA	Associate Director	OCLA
Congressional Responses	Project Engineer; Project Officer; Chief, Hazards Study Branch; Director, Technical Services Division; OCLA	Associate Director	OCLA
Other controlled responses (controversial)	Project Engineer; Project Officer	Chief, Hazards Study Branch	Project Engineer
Other controlled responses (non-controversial)	No concurrence necessary	Project Engineer for Chief, Hazards Study Branch	FMAC
Letters to Director from private citizen; not controlled (controversial)	Project Engineer	Chief, Hazards Study Branch	Project Engineer
Letters to Director from private citizen; not controlled (non-controversial)	No concurrence necessary	Project Engineer for Chief, Hazards Study Branch	FMAC

¹ MCC / FMAC indicates that the letter should reference both an individual and the FMAC

Letter Type	Concurrences	Signatory	Contact
Mapping Responses (controversial)	Project Engineer, Project Officer	Chief, Hazards Study Branch	Project Engineer
Mapping Responses (non-controversial)	Project Engineer	MCC	FMAC
E-Mail Responses (policy issues)	Project Engineer through e-mail	No signature required; sent by MCC	MCC
E-Mail Responses (controversial)	Project Engineer through e-mail	No signature required; sent by Project Engineer	MCC
E-mail responses (non-controversial)	No concurrence required	No signature required; sent by MCC	FMAC
Appeal/protest resolution letters (controversial)	Project Engineer; Project Officer; Chief, Hazards Study Branch	Director, Technical Services Division	Project Engineer
Appeal/protest resolution letters (non-controversial)	Project Engineer, Project Officer	Chief, Hazards Study Branch	Project Engineer
Appeal/protest acknowledgment and additional data letters (controversial)	Project Engineer, Project Officer	Chief, Hazards Study Branch	Project Engineer
Appeal/protest acknowledgment and additional data letters (non-controversial)	No concurrence necessary	MCC	MCC
Responses to Freedom of Information Act requests (request approved)	Project Engineer, Project Officer	Chief, Hazards Study Branch	Project Officer
Responses to Freedom of Information Act requests (request denied)	Project Engineer; Project Officer; Chief, Hazards Study Branch	Director, Technical Services Division	Project Officer

Table 2

**Signature Authority Matrix for Mitigation Directorate
Letters Processed for Program Support Division**

Letter Type	Concurrences	Signatory	Contact
30- and 90-day suspension letters	Program Delivery Branch Staff; Chief, Program Delivery Branch	Associate Director	Regional Office
Reinstatement letters	Program Delivery Branch Staff	Director, Program Support Division	Regional Office
Eligibility notification letters	Program Delivery Branch Staff; Chief, Program Delivery Branch	Associate Director	Regional Office

¹ MCC / FMAC indicates that the letter should reference both an individual and the FMAC