



FEMA

Online LOMC - MIP Amendments Training Tutorial

June 2015

RiskMAP
Increasing Resilience Together



What's Inside

Thanks for your interest in the Online LOMC tool!

- In this document, you will find information about the Online LOMC and changes to the Mapping Information Platform (MIP) workflow screens for Revisions
- Applicants may easily make all types of LOMC requests, upload all information and supporting documentation, make fee payments, and check the status of their LOMC application online

What's Available in Online LOMC

- Applicants can use Online LOMC to request all types of LOMCs: **LOMA, CLOMA, LOMR-F, CLOMR-F, LOMR, CLOMR**
- Online LOMC may be used in place of the MT-EZ, MT-1 and MT-2 forms, however, these forms will remain available

What's Available in Online LOMC

- Online LOMC does not shorten FEMA's time to make a determination
 - Determinations will be made within 60-90 days of a completed request (60 days for Amendments, 90 days for Revisions)
 - Requests are considered complete after FEMA has received all requested data
- Access Online LOMC: www.fema.gov/online-lomc, www.hazards.fema.gov, or www.hazards.fema.gov/femaportal/onlinelomc/signin

Online LOMC/MIP Highlights

The following screens show the changes to the MIP resulting from the deployment of new updates to Online LOMC

- Multiple types of artifacts can now be uploaded and sent directly from the MIP
- Email distribution lists managed from the MIP
- Uploaded artifacts can be reviewed from the MIP
- Project Type, Fee Amount and Fee Received status are pre-populated in the MIP

File Upload Information

- Any file uploaded through a data upload portal (“Load Data Artifacts” windows in the workflow or the “Data Upload tab” in Tools & Links) with the following product types will be viewable by the applicant (no email will be sent to the applicant): *Cover Letter, Final Determination, Violation Letter, Other Response, and 216 Letter*
- The FEMA Flood Risk Study Engineering Library (FRiSEL) allows MIP Users and the public, based on public access rules, to view and download uploaded files. No files uploaded during the amendments workflow are available for download by the public. The following product types viewable through the FRiSEL: *Correspondence/Data, Final Letter, Cover Letter, Final Determination, Violation Letter, Other Response, Supporting Artifacts, 216 Letter, and Endangered Species Act (ESA) Documentation*
- Any file uploaded through a data upload portal or through an “Upload and Send Email” screen will be available through the FRiSEL. Files uploaded through an “Upload and Send Email” screen follow the [default public access rules](#) for the associated product type
- Files should not be uploaded through the “Search Online LOMC” screen because they will not be viewable through the FRiSEL
- If you would like to modify the public access rules for a file already uploaded or delete an uploaded file, contact MIP Help (miphelp@riskmapcds.com)

Search Online LOMC

Tools & Links Tab / Search Online LOMC

The screenshot shows the FEMA Mapping Information Platform website. The header includes the title 'Mapping INFORMATION PLATFORM' and the FEMA logo. Below the header is a navigation bar with links: Home, Risk MAP, News & Events, **Tools & Links**, Map Viewer, Workbench, and MIP User Care. A secondary navigation bar contains links: Data Upload, Search & Retrieve Data, Citrix, Reports & Form Letters, Address Book, and **Search Online LOMC**, which is circled in red. The main content area is titled 'Tools & Links' and is divided into three columns:

- Left Column:** FEMA's [Flood Hazard Mapping](#) Web site contains a wealth of useful information about floodplain mapping and National Flood Insurance Program processes. The [Frequently Asked Questions](#) page contains answers to many common questions.
- Middle Column:**
 - Resources for Mapping Partners**
 - Mapping and Engineering Tools**
 - DFIRM Production Tools
 - WISE (includes Scoping Tools)
 - Submitting MIP Support Requests
 - User Access to Engineering Tools
 - Mapping & Engineering Tools Training
 - Risk MAP FIRM Title Block NFIP Graphic
 - Additional Resources**
 - Geospatial Data Coordination Policy
 - Geospatial Data Coordination Implementation Guide
 - Geospatial Coordination Reports
 - Geospatial Data Coordination Contacts by State
- Right Column:**
 - MIP Web Services**
 - FEMA National Flood Hazard Layer Web Map Service
 - Using the National Flood Hazard Layer in Google Earth
 - Resources for Homeowners**
 - Flood Hazard Mapping
 - Information for Homeowners
 - The FEMA Flood Map Store (Password required to purchase products)
 - National Flood Insurance Program
 - FloodSmart.Gov
 - Floodplain Management
 - Mitigation
 - Hazards
 - Ready.Gov

Search Online LOMC

“Search Online LOMC” will open this screen

The screenshot shows the FEMA Mapping Information Platform interface. At the top, it says "Mapping INFORMATION PLATFORM" and "FEMA". Below that, it says "Welcome bobamtasklead | Log Out | FEMA Dictionary | MIP Help?". A navigation bar contains links: Home, Risk MAP, News & Events, Tools & Links, Map Viewer, Workbench, and MIP User Care. Below the navigation bar, there are more links: Data Upload, Search & Retrieve Data, Citrix, Reports & Form Letters, Address Book, and Search Online LOMC. The main content area shows "Home » Tools & Links » Search Online LOMC". Below this is a blue header for "Online LOMC Search". The instructions say "Enter a case number or an application ID to search." There are two input fields: "FEMA Case Number:" and "Application ID:". A "Search" button is located below the input fields. At the bottom, it says "Last Updated: Thursday, 13-December-2012 12:05 PM ET". Below that are links for "DHS.gov", "FEMA.gov", "Privacy Policy", "Terms of Use", "Accessibility", "Site Help", "Site Map", and "Contact Us". At the very bottom, it says "FEMA 500 C Street, SW Washington, D.C. 20472 Phone: (202) 566-1600".

Search Online LOMC

Only approved MIP users will have access to this page

Search by Case Number
or Application ID

Upload additional documentation, will appear in the applicant's Online LOMC account. It is not recommended to upload files here because they will not be available for users through the FRiSEL

View applicant's submission. Page display will be the same as applicant's view

View supporting documents

FEMA Case Number: 14-03-0027A
Application ID: 25900015771
Search
Upload

General Information

LOMC Type	FEMA Case Number	Projected Due Date/Completion Date	Date Submitted	Information Submitted
LOMR-F	14-03-0027A	05/01/2014	04/02/2014	View Details

Community Information

Community ID	Community Name	County Name	State	Region
S15519	ALEXANDRIA, CITY OF	Alexandria City	VA	3

Documentation

File Name	Description	Display	Date Uploaded	Registered	
conditional case example.PNG	artifact #1	Yes	04/02/2014 11:52 AM	No	Delete

A Registered file is search and retrievable through the FRiSEL

Workflow Screen Changes

- Most pages remain the same, with the addition of two links
- Letters page is significantly different

Work Item List - mipctest003

Work Item Details - Project #

Project Data | Legal Property | Requirements | Supplementary Data | Data Received |

Review Data Received

Project Data

* indicates a required field.

* Project Identifier: LOT My Lot, BLOCK blocky - 10400 Eaton Place

* Project Type: Letter of Map Revision based on Fill

* Lot Type: Single lot

* Fee Type: Single lot based on fill

* Fee Exempt Type: Not exempt

Fee Amount: 425

* Date Project Received: 05/15/2013 (MM/DD/YYYY)

Related Case #

Follows Conditional Case #

* Fee Received with Initial Submittal: Yes No

Corrected Copy Case: Yes No

* Case Addressed to the CFS Coordinator: Yes No

[Upload Artifacts](#) [Review Artifacts](#)

Save work

Continue >

Auto-populated from applicant's submission – now includes fee amount as well as CLOMA, LOMR-F and CLOMR-F

Links appear on every screen

Upload Artifacts

The screenshot displays the FEMA RiskMAP interface. The main window is titled 'Review Data Received' and contains a 'Letters' section. A red circle highlights the 'Upload Artifacts' link in the bottom navigation bar. Two modal windows are overlaid on the main interface:

- Upload Form:** A window with a blue header and a white body. It contains the following text: "Browse to select the file to be uploaded, enter the description of the file, then click 'Upload'. Close this window when the upload has completed." Below this text are two required fields: "*Choose a File to Upload" with a text input and a "Browse..." button, and "*Description" with a text input. At the bottom are "Upload" and "Close" buttons.
- Data Submission Form:** A window with a blue header and a white body. It contains the following text: "File Upload" and "Your file has been uploaded successfully. You may now close this window." Below this text is a "Close" button.

A red arrow points from the "Upload" button in the 'Upload Form' window to the 'Data Submission Form' window. Another red arrow points from the 'Data Submission Form' window to the text box on the right.

Upload additional supporting documentation. Documents added here (as opposed to the "Search Online LOMC" screen) will not be visible to the applicant

Review Artifacts

Work Item Details - Project # 13-04-0037A

Project Data | Legal Property | Required Address | Other Addresses | Flooding Source | Community Information | Fee Info | Supplementary Data | Data Received | Letters | Review |

Review Data Received

Project Data

[Save Work](#)

* indicates a required field.

* **Project Identifier** OL-LC mark

* **Project Type** Letter

* **Lot Type** Single

* **Fee Type** Single

* **Fee Exempt Type** Not e

Fee Amount 425

* **Date Project Received** 11/20

Related Case #

Follows Conditional Case #

* **Fee Received with Initial Submittal** Yes No

Corrected Copy Case Yes No

* **Case Addressed to the CFS Coordinator** Yes No

[Upload Artifacts](#) [Review Artifacts](#)

[Continue >](#)

All attached, uploaded material will be listed here

LOMC Application

[Click Here to View Online LOMC Summary Details](#)

Review Documents for ApplicationID: 10810988522 and Case Number: 13-04-0037A

Name	Description	Date Uploaded	View	Size (KB)
Marks Applicant File 1.PDF	marks 1st file	Fri Nov 23 09:02:33 EST 2012	View	54
Marks Applicant File 3.PDF	mark	Wed Nov 28 15:57:50 EST 2012	View	54
Marks PTS File 1.PDF	Mark's PTS File uploaded during Review Data Received	Wed Dec 12 08:17:43 EST 2012	View	54

[Close](#)

Selecting "view" will download the file

Review Artifacts: View Online LOMC Summary Details

Work Item Details - Project # 13-04-0037A

Project Data | Legal Property | Required Address | Other Addresses | Flooding Source | Comments | Supplementary Data | Data Received | Letters | Review

Review Data Received

Project Data

* indicates a required field.

- * Project Identifier: OL-Lot marks 1 lot, BLOCK marks block 1, marks addr 1
- * Project Type
- * Lot Type
- * Fee Type
- * Fee Exempt Type
- Fee Amount
- * Date Project Received
- Related Case #
- Follows Conditional Case #
- * Fee Received with Initial Submission
- Corrected Copy Case: Yes No
- * Case Addressed to the CFS Coordinator: Yes No

Upload Artifacts [Review Artifacts](#)

LOMC Application

[Click Here to View Online LOMC Summary](#)

Review Documents for Application ID: 10810988522

Name
Marks Applicant File 1.PDF
Marks Applicant File 3.PDF
Marks PTS File 1.PDF

Close

Continue >

ONLINE LOMC

FEMA

Online Letter of Map Change

Application Id: 10810988522

Amendment Submission Details

Property Information Form

Letter of Map Amendment Type: LOMR-F

Fill Section

Has fill been placed on your property to raise ground that was previously below the BFE? Yes

When was fill placed? 11/2012

Will fill be placed on your property to raise ground that is below the BFE? No

When will fill be placed?

Street Address of Property

Address	Legal Description
marks addr 1 marks city 1, SC 12345	Lot: marks 1 lot Block/Section: marks block 1 Subdivision: marks subdiv 1 Property Description: marks prop descrip

Same screen applicant sees in Online LOMC

Letters Screen

Mapping
INFORMATION PLATFORM

Welcome bobamtasklead4 | Log Out | FEMA Dictionary | MIP Help?

Home | Risk MAP | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care | MARS

Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project

[Home](#) > Workbench > Work Items

Work Item List - bobamtasklead4 - December 12, 2012

Work Item Details - Project # 13-04-0037A

[Project Data](#) | [Legal Property](#) | [Required Address](#) | [Other Addresses](#) | [Flooding Source](#) | [Community Information](#) | [Fee Info](#) | [Supplementary Data](#) | [Data Received](#) | **Letters** | [Review](#)

Review Data Received

Letters

[Save Work](#)

Select the type of letter from the dropdown list to be sent to the requestor, and enter the date the letter is mailed. Click "Add Letter". Click "Continue".

* indicates a required field.

* Letter Type

Letter Date (MM/DD/YYYY)

[Add Letter](#)

[Upload Artifacts](#) | [Review Artifacts](#) | **Send 216 AD**

[< Back](#) | [Continue >](#)

One additional link
“Send 216 AD” to
send request for
additional data or
payment

Clicking here
initiates steps to
send a 216 letter
by email to the
applicant

Letters Screen: Send 216 AD

Send 216 Letter

Step-1 Generate 216-AD Letter

Navigate to the Reports and Form Letters tab in the Mapping Information Platform application. Next, select the appropriate Report Category, Report Name and enter the Case Number associated with the project. Select the "Get Report" button in order to generate the selected letter.

Step-2 Save 216-AD Letter

After generating the 216-AD letter from the Reports and Form Letters tab, export the letter into an appropriate format, such as a PDF, and save the file to your local workstation.

Step-3 Upload and Send 216-AD Letter

Select the "Upload and Send Letter" link below that will open the Upload Form page. Choose the file to upload by selecting the "Browse" button and locate the document that was saved in Step 2. Next, select the "Upload and Send Email" button. A message will display indicating an e-mail was successfully sent with the attached uploaded document. Once finished, select the "Close" button to exit the browser and navigate back to the open Mapping Information Platform browser session.

[Upload and Send Email](#)

Close

- Upload a 216 letter
- Applicant will receive an email from no-reply@riskmapcdfs.com
- Correspondence will be logged in the applicant's Online LOMC portal (no email notification is sent to users when a violation letter is uploaded)
- 60 days after the final determination, only the determination document or violation letter will remain available to the applicant
- The 216 letter will be searchable by the public using the Flood Risk Study Engineering Library

Letters Screen: Send 216 AD

The screenshot displays the 'Send 216 Letter' interface with three steps:

- Step-1 Generate 216-AD Letter**: Includes instructions to navigate to the Reports and Form Letters tab and enter the Case Number.
- Step-2 Save 216**: Includes instructions to save the file to the local drive.
- Step-3 Upload and Send Email**: Includes instructions to click the 'Upload and Send Email' button.

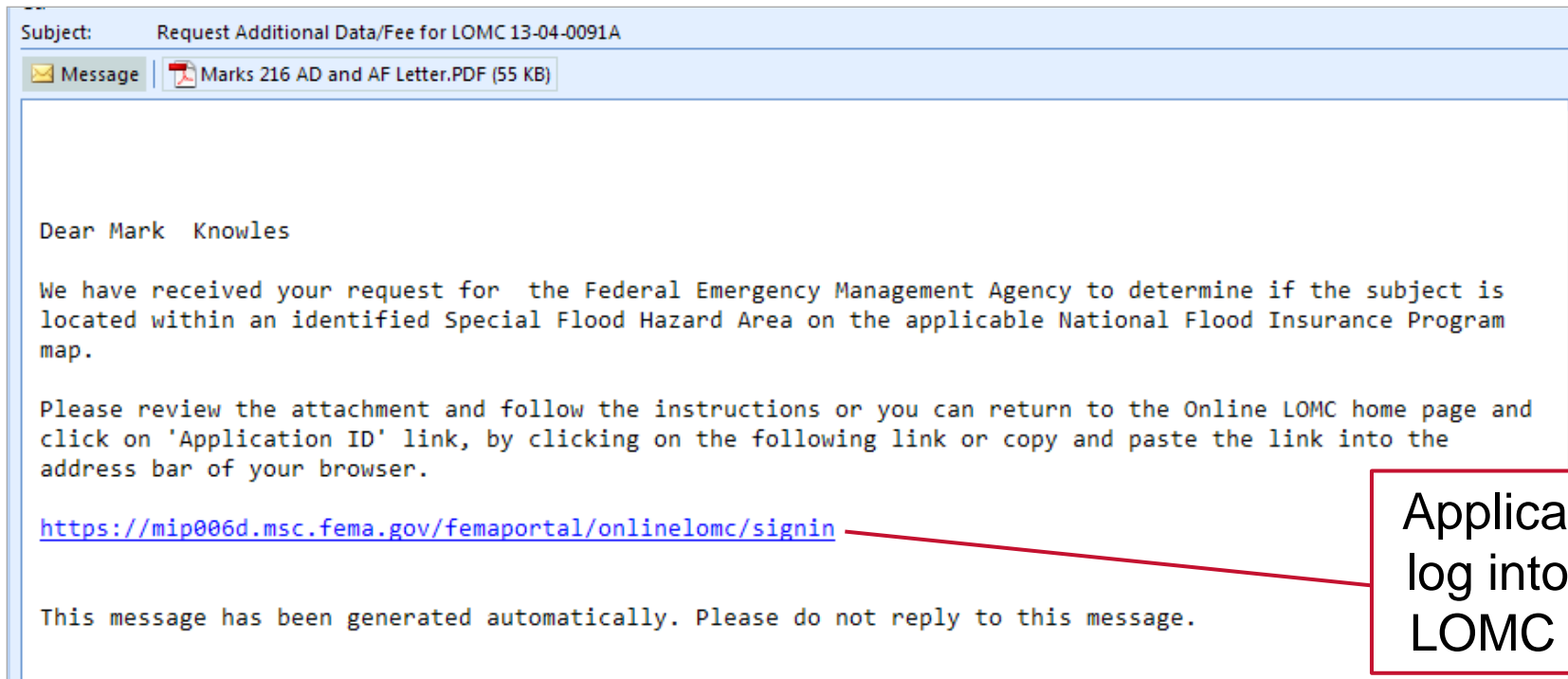
Two modal windows are overlaid on the interface:

- Data Submission Form**: A confirmation window stating: "Your file(s) Marks 216 AD and AF Letter.PDF have been uploaded successfully. Email has been sent to .You may now close this window." It features a 'Close' button.
- Upload Form**: A window for uploading a file. It contains the text: "Browse to select the file to be uploaded, enter the description of the file, then click 'Upload'. Close this window when the upload has completed." It includes a file selection field with a 'Browse...' button, and 'Upload and Send Email' and 'Close' buttons.

Red annotations highlight the 'Upload and Send Email' button in the main interface and the 'Browse...' button in the 'Upload Form' modal. A red box with the text 'Upload the 216 form' is connected to the 'Browse...' button by a red arrow.

216 AD: Applicant's View

- Subject: Request Additional Data/Fee for LOMC ###
- From: no-reply@riskmapcds.com



Applicant must
log into Online
LOMC to view

Applicant's View: Additional Documentation Required

ONLINE LOMC

FEMA

Welcome, Mark Knowles LOMC Home Update Profile Contact FMIX FAQ Help Comments Sign Out

Online Letter of Map Change

New Application [Amendment](#)

Customer Support [Call Us 1-877-FEMA MAP](#) [E-Mail Us](#) [Chat With Us](#) [Hours of Operation](#)

Show 10 entries Refresh

Application ID	Property Description	FEMA Case Number	FEMA Case Created Date	Status	Action
20875698561	asdf	13-04-0091A	12/05/2012	UPLOAD	Upload
21368576798	Marks LOMA Only			NOT SUBMITTED	Continue
21511683718	asdf			NOT SUBMITTED	Continue
21543474788	asdfasdf			NOT SUBMITTED	Continue
21575213982	121212 LOMA Only Way			NOT SUBMITTED	Continue

Showing 1 to 5 of 5 entries

- Applicant will see Upload option
- After the applicant uploads required information, it will generate a new activity in the MIP

Receive Additional Data

This activity is available when additional data is requested. Fields will auto-complete once the applicant uploads additional data

Work Item Details - Project # 13-07-0020A ?

[Receive Additional Data](#) | [Review](#) |

Receive Additional Data

Enter the date if additional data was received. If additional data was not received, leave this field blank. Click "Continue".

Additional Data Received? Yes No

Date Received (MM/DD/YYYY)

[Upload Artifacts](#) [Review Artifacts](#)

[Continue >](#)

Last Updated: Wednesday, 19-December-2012 1:33 PM ET

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When an applicant submits their Online LOMC application, they will not be able to upload additional documentation unless PTS requests it

Distribution of Application Outcome

There are 3 outcomes to the LOMC processing workflow:

- Distribute Determination
- Distribute Other Response
- Distribute Violation Letter

Distribute Determination

Distribute Determination | Review |

Distribute Determination

Enter the letter date and the mailing date for the determination letter. Click "Continue".

* indicates a required field.

Audit?	No
FEMA Audit?	No
* Date of Letter	<input type="text" value="11/29/2012"/> (MM/DD/YYYY)
Date Mailed	<input type="text"/> (MM/DD/YYYY)

[Upload Artifacts](#) [Review Artifacts](#) [Send Final Determination](#)

[Continue >](#)

Load Data Artifacts

* indicates a required field.

Submission Details:

* Product Type:	<input type="text" value="-- make selection --"/>
* Effective Date:	<input type="text"/>
* Abstract:	<input type="text"/>

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[Continue >](#)

- To send a final determination to the applicant, navigate to the Distribute Determination page
- Generate and send a Determination Document via email by clicking "Send Final Determination"
- Upload the Determination Document or other document types without sending an email using the "Load Data Artifacts" window
- You must upload a Determination Document through either of the two options to complete the activity
- Uploading files through either option makes them search and retrievable through the Flood Risk Study Engineering Library

Distribute Determination: Upload

Load Data Artifacts ?

* indicates a required field.

Submission Details:

* Product Type:	Final Determination
* Effective Date:	06/03/2014
* Abstract:	Test

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[Continue >](#)

- To upload an artifact in the activity enter the file's Submission Details
- Available Product Types:
 - Correspondence/ Data
 - Final Letter
 - Cover Letter
 - Final Determination
 - Violation Letter
 - Other Response
 - Supporting Artifacts
 - 216 Letter
 - ESA Documentation

Distribute Determination: Upload

Load Data Artifacts

* indicates a required field.

Case Information:

FEMA Case Number:	13-03-0083A
-------------------	-------------

Submission Details:

Product Type:	Final Determination
Effective Date:	06/03/2014
Abstract:	Test

Access Restriction:

Allow for Public Discovery?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow File Names Displayed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow for Public Download?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Submission Method:

* Select File to Upload:

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

- Select the appropriate Access Restriction for the material. Select Yes or No for the 3 Access Restriction questions:
 - **Allow for Public Discovery?** – *Will the public see the upload dataset returned in the Flood Risk Study Engineering Library search results?*
 - **Allow File Names Displayed?** – *After selecting an upload dataset in the Flood Risk Study Engineering Library, can the public view the file names within the specific upload?*
 - **Allow for Public Download?** – *In the Flood Risk Study Engineering Library can the public download the files associated with the specific upload?*
- Selecting No for all 3 questions will result in the Flood Risk Study Engineering Library not displaying the uploaded materials to the public at any time. By default, the Access Restrictions will be set as defined in the [Public Access Rules](#). You cannot remove restrictions that are placed by default, so some or all of answers to the 3 questions will not be editable.

After uploading the file, click "Complete"

Distribute Determination: Upload and Email

Send Final Determination

Step-1 Generate Final Cover Letter

Navigate to the Reports and Form Letters tab in the Mapping Information Platform application. Next, select the appropriate Report Category, Report Name and enter the Case Number associated with the project. Select the "Get Report" button in order to generate the selected letter.

Step-2 Save Final Cover Letter

After generating the Final Cover letter from the Reports and Form Letters tab, select the "Download" button to download the letter to your local workstation and save the file to your local workstation.

Step-3 Generate Final Determination Document

Navigate to the Reports and Form Letters tab in the Mapping Information Platform application. Select the appropriate Report Category, Report Name and enter the Case Number associated with the project. Select the "Get Report" button in order to generate the selected letter.

Step-4 Save Final Determination Document

After generating the Final Determination Document from the Reports and Form Letters tab, select the "Download" button to download the document to your local workstation as a PDF, and save the file to your local workstation.

Step-5 Upload Final Cover Letter, Final Determination Document and Send Email

Select the "Upload Final Determination And Send Email" link that will open the Upload Form page. Choose the file to upload by selecting the "Browse" button and locate the documents that were saved in the previous steps. Next, select the "Upload and Send Email" button. A message will display indicating an e-mail was successfully sent with the attached uploaded documents. Once finished, select the "Close" button to exit the browser and navigate back to the open Mapping Information Platform browser session.

Upload Final Determination And Send Email

Close

Clicking on "Send Final Determination" on the previous page displays this screen

Upload Form

Browse to select the file to be uploaded, enter the description of the file, then click "Upload". Close this window when the upload has completed.*

*Upload Final Cover Letter:

*Upload Final Determination Document:

Upload and Send Email **Close**

Data Submission Form

File Upload

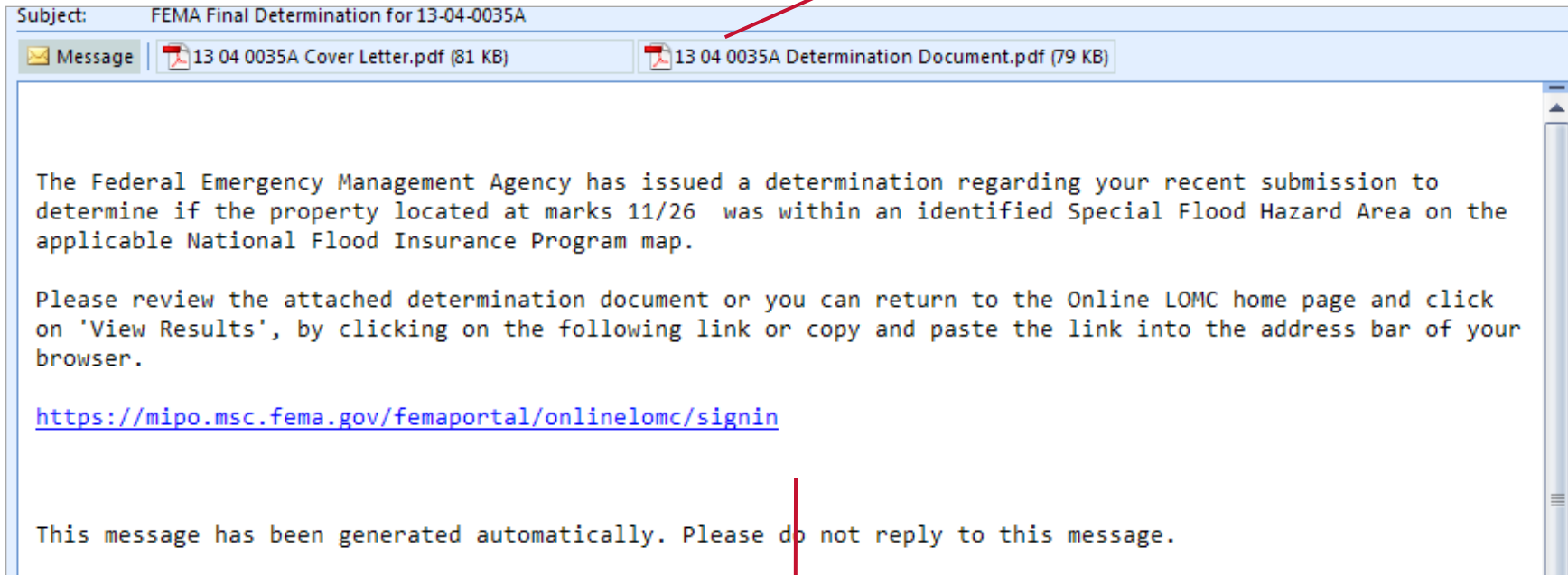
Your file(s) 13 04 0035A Cover Letter.pdf, 13 04 0035A Determination Document.pdf have been uploaded successfully. Email has been sent to [redacted]. You may now close this window.

Close

Clicking on "Upload and Send Email" will send the Determination Document to the applicant

Distribute Determination: Email Notification

Determination Document
attached as a PDF file



Email notification
sent to applicants

Distribute Other Response

Work Item Details - Project # 13-04-0043A ?

[Project Data](#) | [Review](#) |

Distribute Other Response

[Save Work](#)

Enter the mailing date of the Other Response letter and the network address where the letter is saved. Click "Continue".

* indicates a required field.

* Date of Letter	<input type="text"/>	(MM/DD/YYYY)
* Letter File Location	<input type="text"/>	
Other Response Comments	<input type="text"/>	

[Upload Artifacts](#) | [Review Artifacts](#) | [Send Other Response](#)

Clicking on "Send Other Response" displays this screen

- The Other Response files will be searchable by the public using the Flood Risk Study Engineering Library

Upload Distribute Other Response

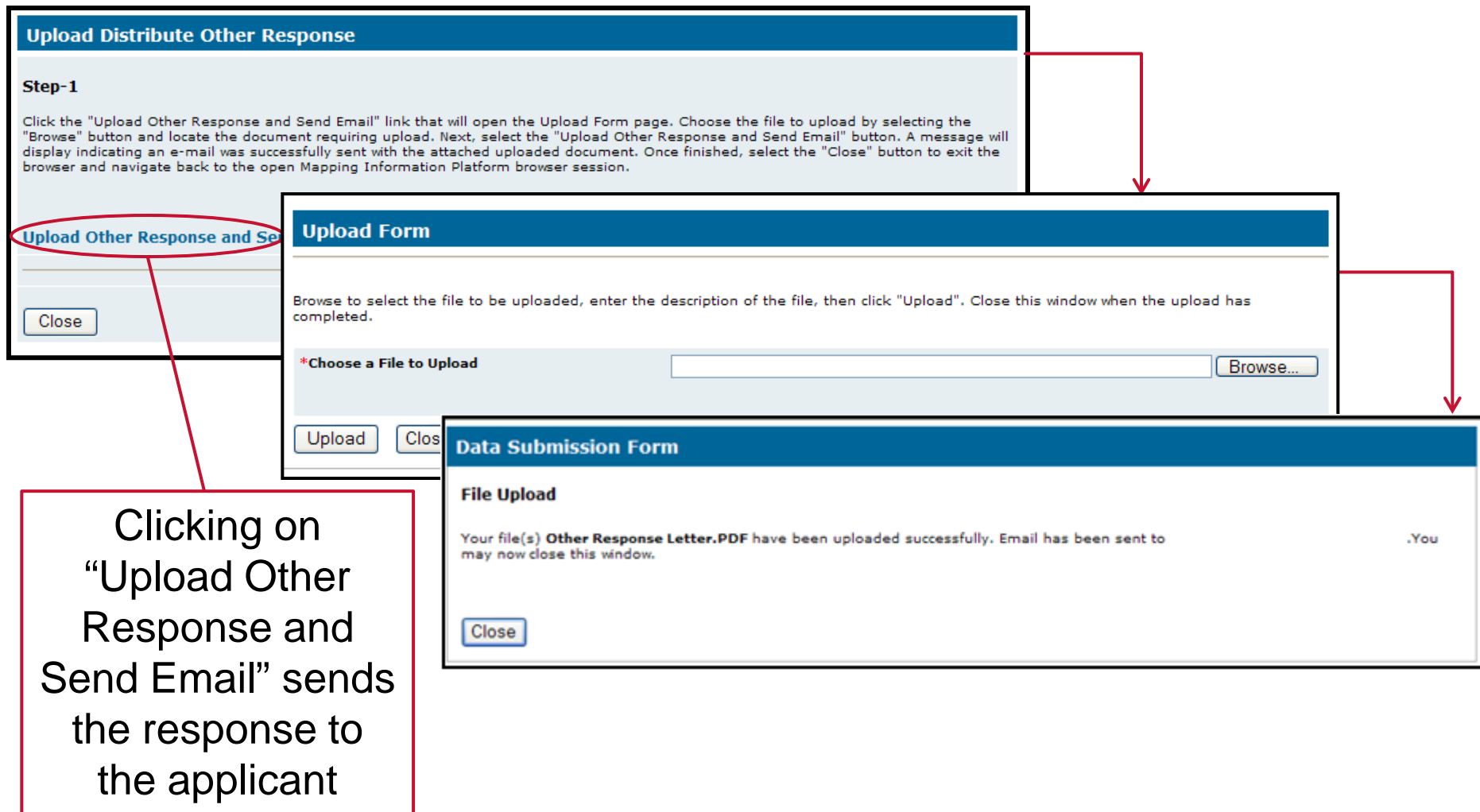
Step-1

Click the "Upload Other Response and Send Email" link that will open the Upload Form page. Choose the file to upload by selecting the "Browse" button and locate the document requiring upload. Next, select the "Upload Other Response and Send Email" button. A message will display indicating an e-mail was successfully sent with the attached uploaded document. Once finished, select the "Close" button to exit the browser and navigate back to the open Mapping Information Platform browser session.

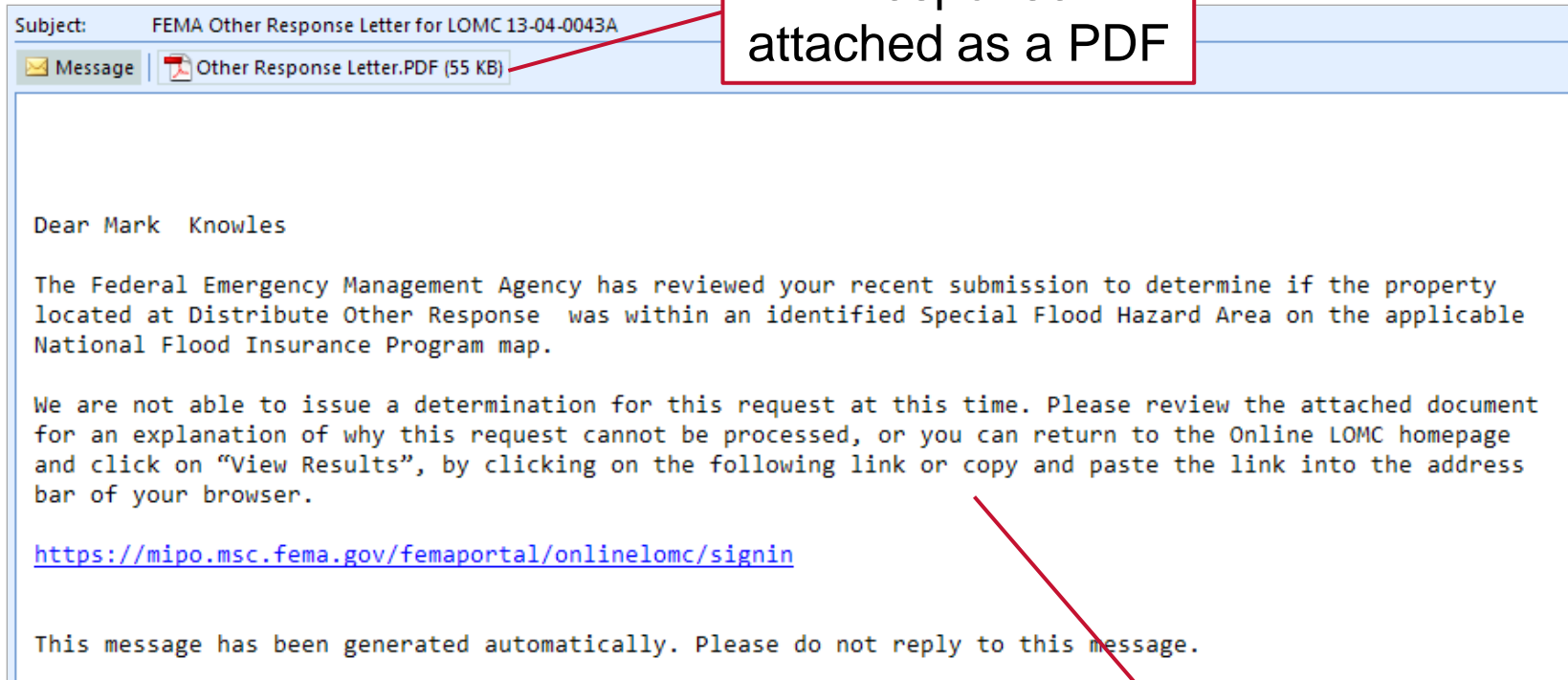
[Upload Other Response and Send Email](#)

[Close](#)

Distribute Other Response: Upload



Distribute Other Response: Email Notification



Email notification
sent to Applicant

Distribute Violation Letter

- Changes to the existing screen: Upload Artifacts, Review Artifacts, Upload Violation Letter
- PTS must mail a hard-copy of the violation letter to the applicant
- ***NOTE*** There is a 5 day grace period from when you upload the Violation Letter to when the user sees it. The user will **not** receive a email notification when a Violation Letter is uploaded
- The Violation Letter will be will be searchable by the public using the Flood Risk Study Engineering Library

New links
display on
every
screen

Work Item Details - Project # 13-04-0094A

Distribute Violation Letter | Review |

Distribute Violation Letter

Save Work

Enter the mailing date of the Potential Violation letter and the network address where the letter is saved. Click "Continue".

* indicates a required field.

* Date of Letter 12/12/2012 (MM/DD/YYYY)

* Letter File Location Marks Desk

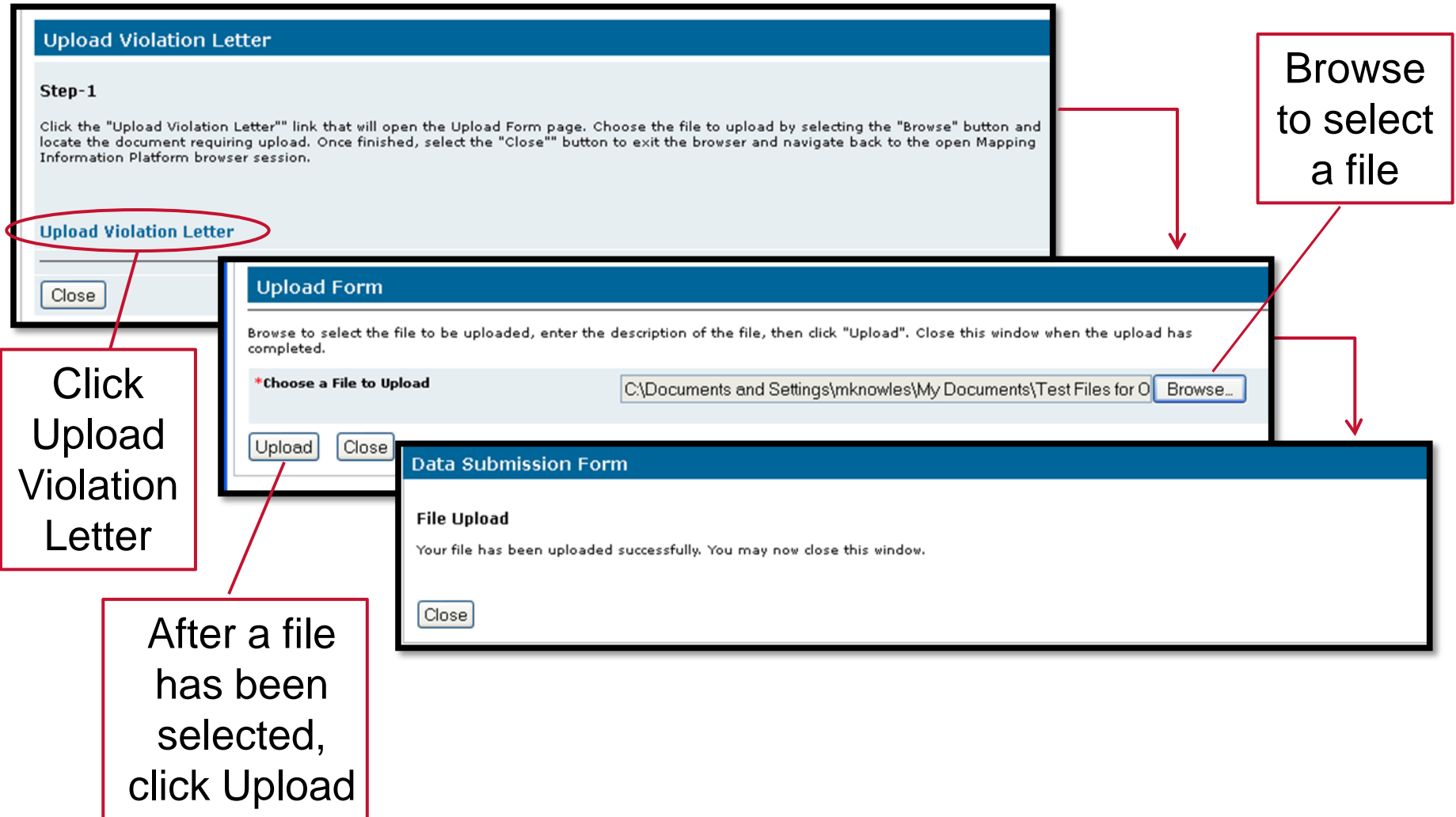
Violation Letter Comments Started in Online LOMC

Upload Artifacts Review Artifacts Upload Violation Letter

Continue >

Click "Upload
Violation Letter"

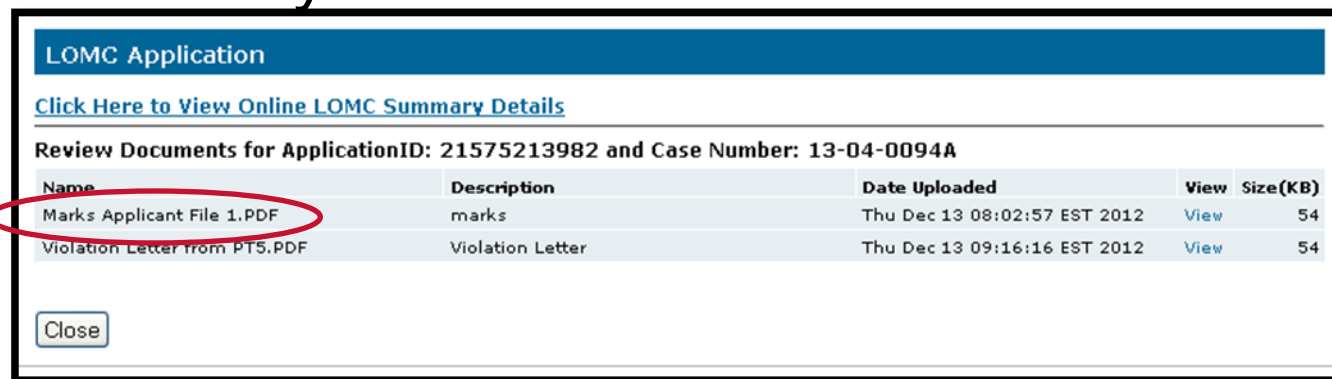
Distribute Violation Letter: Upload



Distribute a Violation Letter: Review Artifacts

- Now, clicking on “Review Artifacts” will show the Violation Letter
- Violation Letter will not appear in the applicant’s Online LOMC portal for **5 days** after the Distribute Violation Letter activity is completed
- Allows time for PTS to mail the letter to the applicant’s community

Review
Artifacts



LOMC Application

[Click Here to View Online LOMC Summary Details](#)

Review Documents for ApplicationID: 21575213982 and Case Number: 13-04-0094A

Name	Description	Date Uploaded	View	Size(KB)
Marks Applicant File 1.PDF	marks	Thu Dec 13 08:02:57 EST 2012	View	54
Violation Letter from PT5.PDF	Violation Letter	Thu Dec 13 09:16:16 EST 2012	View	54

Distribute Violation Letter: Applicant's View

The screenshot shows the FEMA LOMC (Letter of Map Change) online application interface. At the top left is a map of the United States with 'ONLINE LOMC' text. The top right features the FEMA logo. Below the logo is a navigation bar with links: 'Welcome, Mark Knowles', 'LOMC Home', 'Update Profile', 'Contact FMIX', 'FAQ', 'Help', 'Comments', and 'Sign Out'. The main heading is 'Online Letter of Map Change'. On the left, there are two panels: 'New Application' with a '+ Amendment' link, and 'Customer Support' with 'Call Us 1-877-FEMA MAP' and 'E-Mail Us' buttons, and a 'Login to Chat Hours of Operation' link. The main content area displays a table of applications. The table has columns for Application ID, Property Description, FEMA Case Number, FEMA Case Created Date, Status, and Action. The status 'UNDER REVIEW' is circled in red, with a red line pointing to a text box on the right. The table shows 5 entries, with the first one having a status of 'NOT SUBMITTED' and the last one 'UNDER REVIEW'. The action column for the 'UNDER REVIEW' entry is blank.

Application ID	Property Description	FEMA Case Number	FEMA Case Created Date	Status	Action
21368576798	Marks LOMA Only			NOT SUBMITTED	Continue
20875698561	asdf	13-04-0091A	12/05/2012	IN PROGRESS	
21511683718	asdf			REMOVED	
21543474788	asdfasdf			REMOVED	
21575213982	121212 LOMA Only Way	13-04-0094A	12/13/2012	UNDER REVIEW	

- After review period, applicant will be able to view the violation letter
- Action column will be blank

During the 5 day waiting period, Status listed as "Under Review"

Making a Requestor's Files Searchable and Retrievable

Files uploaded by Requestor can be made searchable and retrievable within the Flood Risk Study Engineering Library:

- Access the “Load Amendments/Revisions Data Artifacts” Screen in the “Data Upload Activity” via “Tools & Links”
- Select a Product Type of “Supporting Artifacts” and fill the “Effective Date” and “Abstract” fields
- Artifacts associated with Online LOMC will be displayed on the subsequent screen. The page will contain check boxes that are provided so the user can select individual files that will then be searchable and retrievable via the Flood Risk Study Engineering Library. Like the “Final Determination” submission, you can modify the public access rules on the screen to prevent the public from viewing the names of the files and being able to search for them using the Flood Risk Study Engineering Library. The artifacts will not be publicly downloadable
- These Online LOMC artifacts will be stored in the MIP K: drive under Supporting Artifacts folder within Submission Repository folder

Making a Requestor's Files Searchable and Retrievable

Submission Method:

Select File to Upload:

Browse...

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Select file(s) uploaded to Online Lomc Application Id: 36537160258 to be copied to submittal drive and registered.

File Name	Description	Date Uploaded
<input type="checkbox"/> CoverLetter.txt	Final Cover Letter	08/20/2013 1:36 PM
<input type="checkbox"/> DraftDoc.txt	Final Determination Document	08/20/2013 1:36 PM

The combination of what is uploaded through the Amendments Workflow and what is uploaded through the Data Upload tab will constitute the Final Case File. Mapping partners do not upload files using the Online LOMC Search tab, but through Data Upload..

MIP Help: MIP Workflow Operation Failed

- MIP Help may receive email notices for the Online LOMC
- Online LOMC MIP Workflow Operation Failed

ONLINE LOMC

FEMA

Contact FMIX FAQ Help

Online Letter of Map Change

OnlineLOMC Workflow Engine Interface Tester

Creation Message

Handle More Data Message

Handle More Fee Message

Create Project

OnlineLOMC App ID:

Submit

Handle More Data

OnlineLOMC App ID:

Submit

Handle More Fee

OnlineLOMC App ID:

Submit

Extra line breaks in this message were removed.

From: no-reply@riskmapcds.com Sent: Tue 12/11

To: sitmiphelp

Cc:

Subject: Online LOMC MIP Workflow Operation Failed

MIPHelp,
The MIP Workflow operation failed for an Online LOMC application 13800144800 with Exception Detail:
Failed to complete Administer Fee
For more information please refer to the Online LOMC failed MIP workflow help documentation.
Click on the link below to launch the Online LOMC Utility tool.
URL: <https://mipo.msc.fema.gov/femaportal/onlinelomc/workflowengine/test/testWorkflowCreation>
This message has been generated automatically. Please do not reply to this message.

MIP Help: MIP Workflow Operation Failed

ONLINE LOMC

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OnlineLOMC App ID:

Submit

Handle More Data

OnlineLOMC App ID:

Submit

Handle More Fee

OnlineLOMC App ID:

Submit

Enter the Application ID from the email notice and click "Submit"

Extra line breaks in this message were removed.

From: no-reply@riskmapcds.com Sent: Tue 12/11
To: sitmiphelp
Cc:
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This message has been generated automatically. Please do not reply to this message.

MIP Help: MIP Workflow Operation Failed

- Struts Problem Report will display
- MIP Help will need to work with the Development team to determine the issue

ONLINE LOMC

FEDERAL EMERGENCY MANAGEMENT AGENCY

Contact FMIX FAQ He

Online Letter of Map Change

Struts Problem Report

Struts has detected an unhandled exception:

Messages:

1. Application is already created in workflow: 13-10-0016A - IN_PROGRESS for application id 13800144800
2. Application is already created in workflow: 13-10-0016A - IN_PROGRESS for application id 13800144800

File: com/riskmapcds/miplinc/biz/common/service/workflow/butler/model/dao/WFButlerDao.java
Line number: 417

Stacktraces

```
com.riskmapcds.miplinc.biz.common.service.workflow.butler.common.exception.biz.BeforePrjCreation_InputDataNotValidException: Application is already created in workflow: 13-10-0016A - IN_PROGRESS for application id 13800144800
    com.riskmapcds.miplinc.biz.common.service.workflow.butler.amendment.AmendmentWorkflowService.createAmendmentWorkflowProjectNoFee(Ame
    com.riskmapcds.miplinc.biz.common.service.workflow.butler.amendment.AmendmentWorkflowService.createAmendmentWorkflowProjectAsyncFee(
    com.riskmapcds.miplinc.app.web.workflow.action.TestMTIWorkflowAction.testWorkflowCreation(TestMTIWorkflowAction.java:53)
    sun.reflect.NativeMethodAccessorImpl.invoke0(Native Method)
    sun.reflect.NativeMethodAccessorImpl.invoke(NativeMethodAccessorImpl.java:79)
    sun.reflect.DelegatingMethodAccessorImpl.invoke(DelegatingMethodAccessorImpl.java:43)
    java.lang.reflect.Method.invoke(Method.java:618)
    com.opensymphony.xwork2.DefaultActionInvocation.invokeAction(DefaultActionInvocation.java:453)
    com.opensymphony.xwork2.DefaultActionInvocation.invokeActionOnly(DefaultActionInvocation.java:292)
    com.opensymphony.xwork2.DefaultActionInvocation.invoke(DefaultActionInvocation.java:255)
    org.apache.struts2.interceptor.debugging.DebuggingInterceptor.intercept(DebuggingInterceptor.java:256)
    com.opensymphony.xwork2.DefaultActionInvocation.invoke(DefaultActionInvocation.java:249)
    com.opensymphony.xwork2.interceptor.DefaultWorkflowInterceptor.doIntercept(DefaultWorkflowInterceptor.java:176)
    com.opensymphony.xwork2.interceptor.MethodFilterInterceptor.intercept(MethodFilterInterceptor.java:98)
    com.opensymphony.xwork2.DefaultActionInvocation.invoke(DefaultActionInvocation.java:249)
    com.opensymphony.xwork2.validator.ValidationInterceptor.doIntercept(ValidationInterceptor.java:265)
    org.apache.struts2.interceptor.validation.AnnotationValidationInterceptor.doIntercept(AnnotationValidationInterceptor.java:68)
    com.opensymphony.xwork2.interceptor.MethodFilterInterceptor.intercept(MethodFilterInterceptor.java:98)
    com.opensymphony.xwork2.DefaultActionInvocation.invoke(DefaultActionInvocation.java:249)
    com.opensymphony.xwork2.interceptor.ConversionErrorInterceptor.intercept(ConversionErrorInterceptor.java:138)
    com.opensymphony.xwork2.DefaultActionInvocation.invoke(DefaultActionInvocation.java:249)
```

MIP Help: Applicant Changes Email Address

If an applicant changes their email address while their project is in the MIP, MIP Help will receive this notification

MIP Help can look up the application by using the App ID or Case Number

Notification: Online LOMC <insert "Amendment" or "Revision"> project not updated in MIP
Affects: AR
Notification ID: No. 036

Subject: Online LOMC <insert "Amendment" or "Revision"> project needs updated in MIP

Sent: <insert day of week>, <insert Month Day, YYYY> <insert time 00:00 AM/PM>

MIPHelp,
An Online LOMC user has updated their Email Address.

During the update, the Online LOMC process could not update MIP with the new Email Address.

Please update the Online LOMC user's Email Address in MIP.

Application ID: <insert id>
Case Number: <insert number>
Old Email Address <insert id>
New Email Address <insert id>

This message has been generated automatically. Please do not reply to this message.