

Work Instruction
Task Lead - Process Request

Purpose

This work instruction is used to outline the process conducted by the Task Lead who conducts the detailed review. The steps include:

- Review, add, edit, or delete contents on each screen
- Enter the Project Description and Basis of Request
- Enter the 7 elements of community information
- Enter letter information

Prerequisites

- The Review Data Received activity is complete
- All data and fees were received and recorded

Navigation

Via Menu Path	Log in to the MIP → Workbench → Work Items → and Claim → Process Request
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Work Steps

The screenshot shows the Mapping Information Platform Workbench interface. At the top, there is a navigation bar with the FEMA logo and user information: "Welcome AaronTaskLead | Log out | FEMA Dictionary | MIP Help?". Below this is a secondary navigation bar with links: Home, Map Modernization, News & Events, Tools & Links, Map Viewer, Workbench, and MIP User Care. The main content area is titled "Work Item List - AaronTaskLead - February 12, 2009". It includes instructions on how to claim a task and a table of work items. The table has columns for Action, Activity Name, Case Number, Project Name, and Date Posted. A single row is visible with the following data: Action: Claim, Activity Name: Process Request, Case Number: 09-05-0009P, Project Name: The Villas at Dawson's Creek, Date Posted: 02/12/2009.




Action	Activity Name	Case Number	Project Name	Date Posted
Claim	Process Request	09-05-0009P	The Villas at Dawson's Creek	02/12/2009




Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on: [Claim](#) to claim the activity
2. Click on: [Process Request](#) to enter the Process Request activity

The screenshot shows the "Work Item Details - Project # 11-04-0152P" form. It includes a navigation bar with links: Project Data, Primary Address, Other Addresses, Flooding Source, Supplementary Data, Fee Info, Community Information, Interim Letters, Violation Status, Letters, and Review. The main section is titled "Process Request" and "Project Data". It contains a form with various fields and buttons. The fields include: Project Identifier (LOMR 072320110523), Project Description (with an "Add Project Description" button), Basis of Request (with an "Add Basis Request" button), Project Type (Letter of Map Revision), PMR Project (radio buttons for Yes/No), Fee Type (Not applicable), Fee Exempt Type (Public project), Fee Amount, Date Project Received (07/23/2011), Initial Request Date (07/23/2011), Related Case #, Follows Conditional Case #, Fee Received with Initial Submittal (radio buttons for Yes/No), and Corrected Copy Case (radio buttons for Yes/No). There are "Save Work" and "Continue >" buttons at the top right of the form.


	<p>At any point, click the ? to access helpful hints and definitions for information on this screen.</p>
	<p>This screen is primarily the same as it appears in the Review Data Received activity. The only features added are the Project Description and Basis of Request fields. The values input for each of these areas will be generated on the determination document. Additionally, selections made in these drop downs will automatically populate appropriate corresponding paragraphs within the Determination Document (such as the paragraph for fill placement and operation and maintenance of structures).</p>
	<p>Select Levee if the request involves a levee, as this is used for tracking purposes. If Other is selected, it must be replaced with specific language on the Determination Document.</p>

3. Click the Project Description dropdown box and select the appropriate option


	<p>The Add Project Description button must be clicked in order to save the information after <i>each</i> entry or data will not be saved.</p>
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4. Click on:  to add the entry to the table

5. If applicable, enter additional project descriptions the same way.

	<p>Select Alluvial Fan Analysis if the request involves an alluvial fan, Update if the case is to correct a recently effective DFIRM or FIS Report, and Floodway if the revision involves a change to a floodway or establishment of a new floodway. These selections are used for tracking purposes.</p>
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6. Click the Basis of Request dropdown box and select the appropriate option

	<p>The Add Basis Request button must be clicked in order to save the information after <i>each</i> entry prior or data will not be saved.</p>
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7. Click on:  to add the entry to the table

8. If applicable, enter additional basis of request the same way.

Work Item Details - Project # 11-04-0152P

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | Community Information | Interim Letters | Violation Status | Letters | Review

Process Request

Project Data
Enter or modify project information. Click "Continue".

* Indicates a required field.

Save Work Continue >

* **Project Identifier**

* **Project Description**

Add Project Description

Project Description:

* **Basis of Request**

Add Basis of Request

Basis of Request:

Basis of Request:

Basis of Request:

* **Project Type**

* **PMR Project** Yes No

* **Fee Type**

* **Fee Exempt Type**



Notice the fields correspond to the variables in the determination document sample shown at the end of this work instruction.

Additionally, the Culvert populates the operation and maintenance of structures paragraph (17B) and the Floodway populates the floodway paragraph (17A).

9. Click on: to move to the Primary Address Screen

Work Item Details - Project # 09-05-0009P

Project Data | **Primary Address** | Other Addresses | Flooding Source | Supplementary Data | Fee Info | Community Information | Interim Letters | Violation Status | Letters | Review

Process Request

Main Requestor Mailing Address

Enter or modify the primary requestor's contact information. Click "Continue".

* indicates a required field.

< Back < Cancel & Back Save Work Continue >

* Requestor Code	Community request
* Title	Mr.
* First Name	James
* Last Name	West
Professional Designation	
Company/Organization	City of Fort Wayne
* Street 1	100 Main Street
Street 2	
* City	Fort Wayne
* State	IN
* Zip	46802
E-mail Address	jwest@fortwayne.gov
Phone	
Fax	



The entry on this screen is populated on the carbon copy list of the Determination Cover Letter.

10. Review and click  to move to the Other Addresses screen

Work Item Details - Project # 09-05-0009P ?

Project Data | Primary Address | **Other Addresses** | Flooding Source | Supplementary Data | Fee Info | Community Information | Interim Letters | Violation Status | Letters | Review

Process Request

Other Mailing Addresses

Optional: Enter contact information for any additional recipients and click "Add Mailing Address". Repeat for each additional address or recipient. Click "Continue".

* Indicates a required field.

Title	<input type="text"/>	▼
* First Name	<input type="text"/>	
* Last Name	<input type="text"/>	
Professional Designation	<input type="text"/>	
Company/Org	<input type="text"/>	
* Street 1	<input type="text"/>	
Street 2	<input type="text"/>	
* City	<input type="text"/>	
* State	<input type="text"/>	▼
* Zip	<input type="text"/>	
E-mail Address	<input type="text"/>	
Phone	<input type="text"/>	
Fax	<input type="text"/>	
Add Mailing Address		<input style="float: right;" type="button" value=" Add Mailing Address "/>

Title:	Ms.	<input style="float: right;" type="button" value=" Modify "/>
First Name:	Rebecca	
Last Name:	Timmons	<input style="float: right;" type="button" value=" Delete "/>
Professional Designation:	CFM	
Company/Org:	The Villas at Dawson's Creek Community	



Entries on this screen are populated on the carbon copy list of the Determination Cover Letter.

11. After reviewing the addresses at the bottom, click to move to the Flooding Source screen

Work Item Details - Project # 09-05-0009P ?

Project Data | Primary Address | Other Addresses | **Flooding Source** | Supplementary Data | Fee Info | Community Information | Interim Letters | Violation Status | Letters | Review

Process Request

Flooding Source

Enter or modify a Flooding Source and click "Add Flood Source". Repeat for additional Flood Sources. Click "Continue".

* indicates a required field.

[< Back](#) [Save Work](#) [Continue >](#)

* Flooding Source	<input type="text"/>	Add Flood Source
Flooding Source	Becketts Run	Modify Delete



The flooding source(s) information may have been entered by the Project Administrator when the project was created. The Task Lead should verify that the flooding source name was entered exactly as it appears on the FIRM, and modify if necessary. All flooding sources affecting the revision should be entered. If applicable, enter an additional Flooding Source and click the Add Flood Source button to add another field to the table.

12. Review and click [Continue >](#) to move to the Supplementary Data screen

Work Item Details - Project # 09-05-0009P

Project Data | Primary Address | Other Addresses | Flooding Source | **Supplementary Data** | Fee Info | Community Information | Interim Letters | Violation Status | Letters | Review

Process Request

Supplementary Data

Enter or modify Supplementary Data received in support of the project and click "Add Supplementary Data". Repeat for each data set. Click "Continue".

* indicates a required field.

< Back Save Work Continue >

* **Data Type**

- Form 1 Overview and Concurrence Form
- Form 1 Community Acknowledgment
- Form 1 PE Certification
- Form 2 Riverine Hydrology & Hydraulics Form
- State Approval
- Form 3 Riverine Structures Form
- Form 4 Coastal Analysis Form
- Form 5 Coastal Structures Form
- Form 6 Alluvial Fan Flooding Form
- Annotated FIRM/FBFM

Other Data Type

* **Required Data** Yes No

Date Requested (MM/DD/YYYY)

Date Received (MM/DD/YYYY)

Internal Notes

Add Data Element Add Supplementary Data

Data Type: Annotated FIRM/FBFM Modify



In order for a project to proceed to the Process Request activity in the workflow, all data and fees must have been received. However, the Task Lead may still request additional data by entering it in the Supplementary Data screen. If there are no outstanding required data that need to be requested, bypass this screen without entering any information.

13. Review and click Continue > to move to the Fee Info screen

Work Item Details - Project # 09-05-0009P ?

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | **Fee Info** | Community Information | Interim Letters | Violation Status | Letters | Review

Process Request

Fee Information

Review Fee Information. Click "Continue".

* indicates a required field.

< Back
Save Work
Continue >

Current Fee Information:

Fee Amount: \$4,800.00	Balance Due: \$0.00
Invoice Amount:	

Payment History:

Date Received: 08/03/2008	Amount Received: \$4,800.00
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14. Review and click Continue > to move to the Community Information screen

Work Item Details - Project # 09-05-0009P ?

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | **Community Information** | Interim Letters | Violation Status | Letters | Review

Process Request

Community Information

Expand All / Collapse All

Determination information is required for every community affected by the revision. First, modify existing communities by following the steps described below. If necessary, new communities can be added after modifying existing communities. See help text for more details.

Step 1: Click "Modify" to bring the community into edit mode so that the remaining steps can be completed.

* indicates a required field.

< Back
Save Work
Continue >

Existing Communities

Community 180003 Information:		Modify
State:	IN	Delete
County(ies):	Allen County	
Community Name:	FORT WAYNE, CITY OF	


Add Community



The Community Information screen appears significantly different than in previous activities. Each community will need to be modified in order to add information. The information entered in this screen will be used to populate fields on the determination document.



NOTE: The Save Work button does not work on the Community information screen while information is being modified. It will only save work after all required information has been entered and Update Community has been clicked.

15. Step 1: Click on: 

< Back
Save Work
Continue >

Existing Communities

> **Community 180003 Information:** [Modify](#)

State: IN [Delete](#)

County(ies): 3 Allen County

Community Name: FORT WAYNE, CITY OF

Community

* State: IN

* County: Allen County

* Community: FORT WAYNE, CITY OF

or

CID: 6 180003

Step 2: Modify existing map panels listed below by clicking "Modify". Select Map Type from the drop down menu and Click "Add Map Panel." Repeat for each map panel.

Map Panel Affected

* Map Panel Number:

or

Other Map Panel Number:

* Map Type:

Add Map Panel Number: [Add Map Panel](#)

Map Panel Number: 11A 18003C0100F [Modify](#)

Map Type: [Delete](#)


Latitude and Longitude

Step 3: Enter Latitude & Longitude information.

* Latitude:

* Longitude:

* Latitude/Longitude Source:



Notice the fields correspond to the variables in the determination document sample shown at the end of the work instruction.

16. The existing community is now in edit mode; make any appropriate edits to the Existing Community section

Step 1: Click "Modify" to bring the community into edit mode so that the remaining steps can be completed.

* indicates a required field.

< Back Save Work Continue >

Existing Communities

▶ **Community 180003 Information:** Modify

State: IN Delete

County(ies): Allen County

Community Name: FORT WAYNE, CITY OF

Community

* State: IN

* County: Allen County

* Community: FORT WAYNE, CITY OF

or

CID: 180003

Step 2: Modify existing map panels listed below by clicking "Modify". Select Map Type from the drop down menu and Click "Add Map Panel." Repeat for each map panel.

Map Panel Affected

* Map Panel Number: []

or

Other Map Panel Number: []

* Map Type: []

Add Map Panel Number Add Map Panel

Map Panel Number: 18003C0100F Modify

Map Type: [] Delete

Latitude and Longitude

Step 3: Enter Latitude & Longitude information.

* Latitude: []

* Longitude: []

* Latitude/Longitude Source: []

Proceed to Step 2: Map Panel Affected

17. Click on: Modify to add a Map Type to each existing map panel.

Step 2: Modify existing map panels listed below by clicking "Modify". Select Map Type from the drop down menu and Click "Add Map Panel." Repeat for each map panel.

Map Panel Affected	
* Map Panel Number	18003C0100F
or	
Other Map Panel Number	
* Map Type	
Add Map Panel Number	<input type="button" value="Add Map Panel"/>

Latitude and Longitude

Step 3: Enter Latitude & Longitude information.

* Latitude	
* Longitude	
* Latitude/Longitude Source	
Other Latitude/Longitude Source	
* Horiz Datum	
Other Horiz Datum	

Annotated Study Enclosures


Step 4: Select an enclosure from the drop-down menu and click "Add Enclosure". Repeat for each enclosure.

* Enclosure (Additional help)	
Notes/Table or Profile Number(s)	
Add Enclosure	<input type="button" value="Add Enclosure"/>
* FIS Effective Date	11/05/2003 (MM/DD/YYYY)


Revisions Summary

Step 5: Select a determination from the records below by clicking its Modify button.

* Flooding Source	Please select a determination from the list below.
Flooding Source:	[Becketts Run] <input type="button" value="Modify"/>

	Map Type Options:
	FIRM - Flood Insurance Rate Map
	FHBM - Flood Hazard Boundary Map
	FBFM - Flood Boundary and Floodway Map

18. Click the Map Type dropdown box and select the appropriate option

	The Add Map Panel button must be clicked in order to save the information after <i>each</i> entry or data will not be saved.
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19. Click on: to add the entry to the table

Other Map Panel Number	<input type="text"/>
* Map Type	<input type="text"/>
Add Map Panel Number	<input type="button" value="Add Map Panel"/>
Map Panel Number:	18003C0100F
Map Type:	FIRM
	<input type="button" value="Modify"/>
	<input type="button" value="Delete"/>
Latitude and Longitude	
Step 3: Enter Latitude & Longitude information.	
* Latitude	<input type="text"/>
* Longitude	<input type="text"/>
* Latitude/Longitude Source	<input type="text"/>
Other Latitude/Longitude Source	<input type="text"/>
* Horiz Datum	<input type="text"/>
Other Horiz Datum	<input type="text"/>
Annotated Study Enclosures	
Step 4: Select an enclosure from the drop-down menu and click "Add Enclosure". Repeat for each enclosure.	
* Enclosure (Additional help)	<input type="text"/>
Notes/Table or Profile Number(s)	<input type="text"/>
Add Enclosure	<input type="button" value="Add Enclosure"/>
* FIS Effective Date	<input type="text" value="11/05/2003"/> (MM/DD/YYYY)
Revisions Summary	
Step 5: Select a determination from the records below by clicking its Modify button.	
* Flooding Source	Please select a determination from the list below.
Flooding Source:	[Becketts Run]
Revised Reaches:	<input type="button" value="Modify"/>
	<input type="button" value="Delete"/>

20. If applicable, enter additional map types the same way.

Proceed to Step 3: Latitude and Longitude




21. Click to enter Latitude. Value must be positive and entered in the xx.xxx format
22. Click to enter Longitude. Value must be negative and entered in the xx.xxx format
23. Click the Latitude/Longitude Source dropdown box and select the appropriate option

	To enter a value not included in the dropdown, select Other and enter text in the Other Horiz Datum field.
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24. Click the Horiz Datum dropdown box and select the appropriate option
25. Notice the data from Step 3 appears in Variable 8 of the sample determination document to the right.

Other Map Panel Number	<input type="text"/>
* Map Type	<input type="text"/>
Add Map Panel Number	<input type="button" value="Add Map Panel"/>
Map Panel Number:	18003C0100F <input type="button" value="Modify"/>
Map Type:	FIRM <input type="button" value="Delete"/>
Latitude and Longitude	
Step 3: Enter Latitude & Longitude information.	
* Latitude	<input type="text" value="41.157"/>
* Longitude	<input type="text" value="-85-143"/>
* Latitude/Longitude Source	<input type="text" value="USGS Quadrangle"/>
Other Latitude/Longitude Source	<input type="text"/>
* Horiz Datum	<input type="text" value="NAD 1983"/>
Other Horiz Datum	<input type="text"/>
Annotated Study Enclosures	
Step 4: Select an enclosure from the drop-down menu and click "Add Enclosure". Repeat for each enclosure.	
* Enclosure <small>(Additional help)</small>	<input type="text"/>
Notes/Table or Profile Number(s)	<input type="text"/>
Add Enclosure	<input type="button" value="Add Enclosure"/>
* FIS Effective Date	<input type="text" value="11/05/2003"/> (MM/DD/YYYY)
Revisions Summary	
Step 5: Select a determination from the records below by clicking its Modify button.	
* Flooding Source	Please select a determination from the list below.
Flooding Source:	[Becketts Run] <input type="button" value="Modify"/>
Revised Reaches:	<input type="button" value="Delete"/>

Proceed to Step 4: Annotated Study Enclosures

	Click the (Additional help) link to get more information.
	Select annotated study enclosures from the dropdown to generate areas on the Determination Document. If the revision does not include annotated study enclosures, No Revision to the Flood Insurance Study Report should be selected from the dropdown; no other enclosures should be selected.
	To add an enclosure not listed in the dropdown, select Other and enter text in the Notes field below the dropdown.

26. Click the Enclosure dropdown box and select the appropriate option
27. Click to enter profile panel numbers or table numbers in the Notes/Table or Profile Number(s) field so that it will populate on the determination document.



The Add Enclosure button must be clicked in order to save the information after *each* entry or data will not be saved.

28. Click on:  to add the entry to the table



The entries in the table correspond to Variable 11B of the sample determination document.

29. If applicable, enter additional enclosures the same way.

Proceed to Step 5: Revisions Summary



The user must modify each flooding source in the MIP. Additional flooding sources can be added as required.

30. Click on:



Revisions Summary
Step 5: Select a determination from the records below by clicking its Modify button.

* **Flooding Source** Becketts Run
* **Revised Reaches**

Define the revised area. Update displayed values and click "Add Summary." Repeat for each flooding source impacting the community.

Summary of Revisions

* **Effective Flooding**

* **Revised Flooding**

* **Increase**

* **Decrease**

Comments

Add Summary

Determination

Modify the data for the flooding source selected above. Update the displayed values and click "Update Revision." Repeat for each flooding source.

* **BFE Changes**

* **SFHA Changes:**

* **Floodway Changes**

* **Property Owner**

Public Notification

Describe reach lengths between whole foot BFE changes when BFE changes will be published.

Location of Referenced Elevation 1

* **Description**

* **Effective BFE**

* **Revised BFE**

* **Map Panel Number**

Location of Referenced Elevation 2

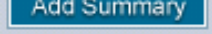


Enter the extent of the revision along the flooding source for the entire revision (not community specific). This populates Variable 9 on the Determination Document.

31. Click to enter Revised Reaches. See the help text for examples.
32. Click the Effective Flooding dropdown box and select the appropriate option
33. Click the Revised Flooding dropdown box and select the appropriate option
34. Click the Increase dropdown box and select the appropriate option
35. Click the Decrease dropdown box and select the appropriate option



The Add Summary button must be clicked in order to save the information after *each* entry or data will not be saved.

36. Click on:  to add the entry to the table
37. If applicable, enter additional summaries the same way.



Proceed to enter values for BFE Changes, SFHA Changes, Floodway Changes, and Property Owner Notification. These values determine the Letter Code (i.e. 102-D, 102-I-A-C, etc.) on the determination document. These values also determine the appropriate Paragraph 20 to be automatically populated on the last page of the determination document under the Public Notification section.

38. Click the BFE Changes dropdown box and select the appropriate option
39. Click the SFHA Changes dropdown box and select the appropriate option
40. Click the Floodway Changes dropdown box and select the appropriate option
41. Click the Property Owner dropdown box and select the appropriate option

Increase:	Yes
Decrease:	Yes
Comments:	
Determination	
Modify the data for the flooding source selected above. Update the displayed values and click "Update Revision." Repeat for each flooding source.	
* BFE Changes	Increase and decrease
* SFHA Changes:	Increase and decrease
* Floodway Changes	Increase and decrease
* Property Owner	Property owners notified, not all accepted change
Public Notification	
Describe reach lengths between whole foot BFE changes when BFE changes will be published.	
Location of Referenced Elevation 1	
* Description	
* Effective BFE	
* Revised BFE	
* Map Panel Number	
Location of Referenced Elevation 2	
Description	
Effective BFE	
Revised BFE	
Map Panel Number	
* Unit/Datum	
Other Unit/Datum	
* BFE Value	
Other BFE Value	
Update Revision	<input type="button" value="Update Revision"/>



In the Public Notification section, enter values for Location of Referenced Elevation 1 (upstream BFE Location) and Location of Referenced Elevation 2 (downstream BFE Location). These locations are used for public notification of BFE changes.

A sample determination document with these fields filled in is available for reference at the end of this work instruction.



Data is required in the Public Notification section if any value other than Not Applicable or No Change was selected from the BFE Changes dropdown above.


42. Click to enter Description




If BFE changes are not applicable or do not change, only fill out the Unit/Datum and the BFE value fields.

43. Click to enter Effective BFE


44. Click to enter Revised BFE
45. Click the Map Panel Number dropdown box and select the appropriate option
46. Click to enter Description
47. Click to enter Effective BFE
48. Click to enter Revised BFE
49. Click the Map Panel Number dropdown box and select the appropriate option

	If the appropriate Unit/Datum is not in the dropdown list, select Other and enter information in the subsequent field.
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50. Click the Unit/Datum dropdown box and select the appropriate option

	If the appropriate BFE Value is not in the dropdown list, select Other and enter information in the subsequent field.
---	---

51. Click the BFE Value dropdown box to select the appropriate option



	<p>The Public Notification information appears in Variable 20 on the last page of the determination document.</p> <p>A sample determination document with these fields filled in is available for reference at the end of this work instruction.</p>
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52. Click on:  to save the entry to the table

53. If additional Flooding Sources existed, the follow the same steps to update the information.

Location of Referenced Elevation 2	
Description:	Just downstream of Abandoned Railroad Bridge
BFE Effective:	813
BFE Revised:	814
Map Panel Number:	18003C0100F
Unit/Datum:	Feet NGVD 29
BFE Value:	BFE
Ordinance Adoption	
Step 6: Indicate if an Ordinance Adoption period is required for the community.	
* Ordinance Adoption (Additional help)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Community Information	
Step 7: Select appropriate paragraphs under Community Information. For paragraphs 19 A-D and F-I: You must only select one paragraph. Click "Update Community" to complete modifying a community. Repeat for each community. For Standard Format map panels, if you are modifying the FIRM but not the FBFM, check the box signifying the need to include paragraph 19G.	
Physical Map Revision not Following and No Map Updates (Paragraph 19A)	<input checked="" type="radio"/>
Physical Map Revision Will Follow (Paragraph 19B)	<input type="radio"/>
Ongoing Physical Map Revision (Paragraph 19C)	<input type="radio"/>
Ongoing Preparation of New County Wide Maps (Paragraph 19F)	<input type="radio"/>
Months preliminary map to be delivered	<input type="text"/>
Ongoing Revision to Supersede LOMR (Paragraph 19D)	<input type="radio"/>
Preliminary Countywide Map has been submitted to the community for review (Paragraph 19G)	<input type="radio"/>
Date submitted to community for review	<input type="text"/> (MM/DD/YYYY)
LOMR not included in ongoing update to FIRM, and will be superseded when the FIRM becomes effective (Paragraph 19H)	<input type="radio"/>
Results of LOMR will not be included in new countywide FIRM and FIS report, and will also be superseded when FIRM and FIS report become effective (Paragraph 19I)	<input type="radio"/>
FIRM Effective Date	<input type="text"/> (MM/DD/YYYY)
Revision to FIRM but NO Revision to FBFM (Paragraph 19E)	<input type="checkbox"/>



Proceed to Step 6: Ordinance Adoption

	<p>Step 6 is the indication of whether an Ordinance Adoption period is required for the community. This section assists in populating the correct paragraph for Variable 20 (Effective Date of Revision) on the Determination Document.</p> <p>A sample determination document with these fields filled in is available for reference at the end of this work instruction.</p>
	<p>Click the hyperlinks to view the help screen for these sections</p>

54. Select the Yes radio button if the community requires an ordinance adoption period; or keep the default answer of No

55. Click on: 

Proceed to Step 7: Community Information

	For paragraphs 19 A-D and F-I: You must only select one paragraph.
	Note the hyperlinks also provide help text information on this section.

56. Select appropriate paragraphs under Community Information.

57. Click on:  to update the community table

58. If applicable, click Modify for any additional communities to complete the same 7 steps.

Work Item Details - Project # 09-05-0009P ?

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | **Community Information** | Interim Letters | Violation Status | Letters | Review

Process Request

Community Information
Expand All / Collapse All

Determination information is required for every community affected by the revision. First, modify existing communities by following the steps described below. If necessary, new communities can be added after modifying existing communities. See help text for more details.

Step 1: Click "Modify" to bring the community into edit mode so that the remaining steps can be completed.

* indicates a required field.

< Back
Save Work
Continue >

Continue

Existing Communities

▶ **Community 180003 Information:**

State:	IN	Modify
County(ies):	Allen County	Delete
Community Name:	FORT WAYNE, CITY OF	

Add Community

At this point, save the work and go to Reports and Form Letters to print the Revisions Cover Letter and Revisions Determination Document.

59. Click the Reports & Form Letters tab

Mapping
INFORMATION PLATFORM

Welcome AaronTaskLead | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | **Tools & Links** | Map Viewer | Workbench | MIP User Care

Data Upload / Search & Retrieve Data / Citrix | **Reports & Form Letters** | DFIRM DB QA Upload / Address Book

Home > Tools & Links > Reports & Form Letters

Report Browser

Report Selection

*Select Report Category

*Select Report Name


Please Select A Valid Report Name.

Note: * indicates a required field, ** indicates at least one of the fields is required.

Warning: The export option for MS Excel (Data Only) may cause the column headers to shift.


Get Report

60. Click the Select Report Category dropdown box and select Form Letters
61. Click the Select Report Name dropdown box and select Revision Cover Letter
62. Click to enter Project Number

	If the Task Lead has multiple communities, enter the Community ID to print a report for each community.
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63. Click on: 

A new window opens with the document.



Federal Emergency Management Agency
Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

The Honorable Graham Richard
1 East Main Street, Room 900
City/County Building
Ft. Wayne, IN 46802

IN REPLY REFER TO:
Case No.: 09-05-0009P
Community Name: City Of Fort Wayne, IN
Community No.: 180003
Effective Date of
This Revision:

Dear Mayor Richard:

The Flood Insurance Study Report and Flood Insurance Rate Map for your community have been revised by this Letter of Map Revision (LOMR). Please use the enclosed annotated map panel(s) revised by this LOMR for floodplain management purposes and for all flood insurance policies and renewals issued in your community.

Additional documents are enclosed which provide information regarding this LOMR. Please see the List of Enclosures below to determine which documents are included. Other attachments specific to this request may be included as referenced in the Determination Document. If you have any questions regarding floodplain management regulations for your community or the National Flood Insurance Program (NFIP) in general, please contact the Consultation Coordination Officer for your community. If you have any technical questions regarding this LOMR, please contact the Director, Federal Insurance and Mitigation Division of the Department of Homeland Security's Federal Emergency Management Agency (FEMA) in Chicago, Illinois, at (312) 408-5543, or the FEMA Map Assistance Center toll free at 1-877-336-2627 (1-877-FEMA MAP). Additional information about the NFIP is available on our website at <http://www.fema.gov/nfip>.

Sincerely,

Max H. Yuan, P.E., Program Specialist
Engineering Management Branch
Mitigation Directorate


For: William R. Blanton Jr., CFM, Chief
Engineering Management Branch
Mitigation Directorate

List of Enclosures:
Letter of Map Revision Determination Document
Annotated Flood Insurance Rate Map
Annotated Flood Insurance Study Report

64. To export this document, click the envelope icon and select MS Word from the menu.

Follow the same steps to run the determination document.

Mapping
INFORMATION PLATFORM

 **FEMA**

Welcome AaronTaskLead | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | **Tools & Links** | Map Viewer | Workbench | MIP User Care

Data Upload / Search & Retrieve Data / Citrix | **Reports & Form Letters** | DFIRM DB QA Upload / Address Book

[Home](#) > [Tools & Links](#) > [Reports & Form Letters](#)

Report Browser ?

Report Selection

*Select Report Category
Form Letters


*Select Report Name
Revision Cover Letter


Report Parameters:

*Project Number
09-05-0009P

Community ID

Note: * indicates a required field. ** indicates at least one of the fields is required.
Warning: The export option for MS Excel (Data Only) may cause the column headers to shift.

- 65. Click the Report Name dropdown box and select Revision Determination Document
- 66. Click to enter Project Number
- 67. Click on: 

Page 1	Issue Date:	Effective Date:	Case No.: 09-05-00	
 Federal Emergency Management Agency Washington, D.C. 20472				
LETTER OF MAP REVISION DETERMINATION DOCUMENT				
COMMUNITY AND REVISION INFORMATION		PROJECT DESCRIPTION	B.	
COMMUNITY	City Of Fort Wayne Allen County Indiana COMMUNITY NO.: 180003	ALLUVIAL STRUCTURE	ALLUVIAL	
IDENTIFIER	The Villas At Dawson's Creek	APPROXIMATE LATITUDE & LONGITUDE: 41.157, -85.1 SOURCE: USGS QUADRANGLE DATUM: NAD 83		
ANNOTATED MAPPING ENCLOSURES		ANNOTATED STUDY ENCLOSURES		
TYPE: FIRM*	NO.: 18003C0100F	DATE: November 5, 2003	DATE OF EFFECTIVE FLOOD INSURANCE STUDY: PROFILE(S): 06P FLOODWAY DATA TABLE: 6	
Enclosures reflect changes to flooding sources affected by this revision. * FIRM - Flood Insurance Rate Map; ** FBFM - Flood Boundary and Floodway Map; *** FHBM - Flood Hazard Boundary Map				
FLOODING SOURCE(S) & REVISED REACH(ES)				
Becketts Run - from approximately 220 feet upstream of Coldwater Road to just upstream of the Abandoned Railroad Bridge				
SUMMARY OF REVISIONS				
Flooding Source	Effective Flooding	Revised Flooding	Increases	Decreases
Becketts Run	Floodway	Floodway	YES	YES
	BFEs	BFEs	YES	YES
	Zone AE	Zone AE	YES	YES
* BFEs - Base Flood Elevations				
DETERMINATION				
This document provides the determination from the Department of Homeland Security's Federal Emergency Management Agency (FEMA) regarding a request for a Letter of Map Revision (LOMR) for the area described above. Using the information submitted have determined that a revision to the flood hazards depicted in the Flood Insurance Study (FIS) report and/or National Flood Insurance Program (NFIP) map is warranted. This document revises the effective NFIP map, as indicated in the attached documentation. E				

- 68. The Determination Document now appears on a new window.

Return to the Process Request activity to complete.

69. Click on: Workbench

70. Click on: Process Request to re-enter the Process Request activity

Click Continue through the previous screens to return to the Interim Letters screen.

	<p>If the project has taken longer than the regulatory 90 days to process, then an interim letter (316-INT) is sent and information is captured within this screen. The user should notify FEMA before sending this letter.</p>
--	---

71. In this project, an interim letter was not sent; Click Continue to bypass this screen without entering any information.

Work Item Details - Project # 09-05-0009P

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | Community Information | Interim Letters | **Violation Status** | Letters | Review

Process Request



Violation Status

Select a Violation Status and click "Continue"

* indicates a required field.

< Back Save Work Continue >

* **Violation Status**

	This screen can be bypassed with the default value of No violation selected in the drop down.
	If the project has a violation, select the violation type from the dropdown box.

72. Click on: Continue > to move to the Letters screen

Work Item Details - Project # 09-05-0009P

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | Community Information | Interim Letters | Violation Status | **Letters** | Review

Process Request

Letters

Select the type of letter to be sent to the requestor and enter the date the letter is mailed. Click "Continue".


* indicates a required field.


< Back < Cancel & Back Save Work Continue >

* **Letter Type**

* **Letter Date** (MM/DD/YYYY)


Letter Type:	Request additional data
Letter Date:	08/15/2008
Letter Type:	Acknowledge receipt of request/all data received
Letter Date:	08/28/2008

	If no additional data was requested in the Supplementary Data module and determination information was entered in the Community Information module, then Determination letter to FEMA should be selected as the Letter Type within this module.
---	---

	<p>Letter Types:</p> <p>Request Additional Data - Corresponds to a 316-AD. Letter to requester for CLOMR and LOMR; requests additional information to process request</p> <p>Request Additional Data Due to Incomplete Data - Corresponds to a 316-AD/INC. Letter to requester for CLOMR and LOMR; informs requester that additional data submitted are incomplete and restates remaining required items</p> <p>Request Additional Fee - Corresponds to a 316-FEE. Letter to requester for non-fee-exempt request for CLOMR and LOMR; acknowledges receipt of request and informs requester of additional fee required to process request</p> <p>Determination Letter to FEMA - Corresponds to a LOMR or CLOMR.</p> <p>Violation Letter to FEMA - Corresponds to Violation Transmittal. Transmittal form used to send violation memo to community and letter to FEMA for signature.</p> <p>Special Response Letter to FEMA - Corresponds to a BADL or other Special Response Letter. Best Available Data Letter (BADL) issued when technical data is reviewed and accepted, but LOMR/PMR cannot be issued; technical data may be used by community for floodplain management purposes.</p> <p>Denial Letter to FEMA - A special letter used when the requested changes are not incorporated by a LOMR or when proposed changes as part of a CLOMR do not meet NFIP Regulations and are not accepted by FEMA</p>
---	---

73. Click the Letter Type dropdown box and select the appropriate option

74. Click to enter Letter Date in MM/DD/YYYY format

	Do not upload files on this screen at this time.
---	--

75. Click on:  to move to the Letters screen

Work Item Details - Project # 09-05-0009P ?

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | Community Information | Interim Letters | Violation Status | Letters | **Review**

Process Request

Review Data
[Expand All / Collapse All](#)

Review the information. Click "Continue" if no changes are necessary. Click "Back" to return to the step(s) to be modified.

< Back Continue >

- ▶ **Project Data**
- ▶ **Requestor Mailing Address**
- ▶ **Other Mailing Address**
- ▶ **Flooding Source**
- ▶ **Supplementary Data**
- ▶ **Fee Invoice Information**
- ▶ **Community 180003 Information:**
- ▶ **Violation Status**
- ▶ **Letters**
- ▶ **Data Received**
- ▶ **Assign Project Resource**
- ▶ **Administer Fee/Receive Additional Fee**
- ▶ **Suspend Project**



On the Review screen, click the twisties to the left of the listed name to expand a single element. To view all elements, click the Expand All hot link to show all data fields and information entered.

76. Review and click

Continue >

Mapping
INFORMATION PLATFORM

FEMA

Welcome AaronTaskLead | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care

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

Home » Workbench » Work Items

Work Item List - AaronTaskLead - February 12, 2009 ?

Work Item Details - Project # 09-05-0009P ?

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | Community Information | Interim Letters | Violation Status | Letters | Review

Process Request

< Back Complete Task

Complete Task


Click "Complete Task" when you have completed this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

The engineer conducts the detailed review.

Click to view the [workflow history](#) for this project.





Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.



77. Click on:  to complete activity

Results

The activity is now complete. The next activity is Audit Determination conducted by the Audit Lead. Other possible activities, depending on whether additional data or fees were requested, are Receive Additional Data for the Task Lead or Receive Additional Fee for the Fee Administrator.

Example pages from a Determination Document. This screen includes the sections of the determination document, as referenced in the steps above.

Page 1 of 9	Issue Date: 1	Effective Date:	Case No.: 09-05-0008P	LO: 2 P
 Federal Emergency Management Agency Washington, D.C. 20472				
LETTER OF MAP REVISION DETERMINATION DOCUMENT				
COMMUNITY AND REVISION INFORMATION		PROJECT DESCRIPTION	BASIS OF REQUEST	
COMMUNITY	Community Name County State 3	CULVERT 4	FLOODWAY HYDRAULIC ANALYSIS NEW TOPOGRAPHIC DATA 5	
	COMMUNITY NO.: 180003 6			
IDENTIFIER	The Villas at Dawson's Creek 7	APPROXIMATE LATITUDE & LONGITUDE: 41.157, -85.143 SOURCE: USGS QUADRANGLE DATUM: NAD 83 8		
ANNOTATED MAPPING ENCLOSURES		ANNOTATED STUDY ENCLOSURES		
TYPE: FIRM* NO.: 18003C0100 F DATE: November 5, 2003 11A		DATE OF EFFECTIVE FLOOD INSURANCE STUDY: November 5, 2003 PROFILE(S): 06P FLOODWAY DATA TABLE: 6 11B		
Enclosures reflect changes to flooding sources affected by this revision. * FIRM - Flood Insurance Rate Map; ** FBFM - Flood Boundary and Floodway Map; *** FHBM - Flood Hazard Boundary Map				
FLOODING SOURCE(S) & REVISED REACH(ES)				
Becketts Run - from approximately 220 feet upstream of Coldwater Road to just upstream of the Abandoned Railroad Bridge 9				
SUMMARY OF REVISIONS				
Flooding Source	Effective Flooding	Revised Flooding	Increases	Decreases
Becketts Run	Zone AE Floodway BFEs 10	Zone AE Floodway BFEs	YES YES YES	YES YES YES
* BFEs - Base Flood Elevations				
DETERMINATION				
This document provides the determination from the Department of Homeland Security's Federal Emergency Management Agency (FEMA) regarding a request for a Letter of Map Revision (LOMR) for the area described above. Using the information submitted, we have determined that a revision to the flood hazards depicted in the Flood Insurance Study (FIS) report and/or National Flood Insurance Program (NFIP) map is warranted. This document revises the effective NFIP map, as indicated in the attached documentation. Please use the enclosed annotated map panels revised by this LOMR for floodplain management purposes and for all flood insurance policies and renewals in your community. 12				
This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Assistance Center toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the PTS Contractor information . Additional information about the NFIP is available on our website at http://www.fema.gov/nfip . 13				
 14 Max H. Yuan, P.E., Program Specialist Engineering Management Branch Mitigation Directorate				
			Case Number	Letter Code

Page 6 of 9	Issue Date: 1	Effective Date:	Case No.: 09-05-0008P	L: 2 PP
 Federal Emergency Management Agency Washington, D.C. 20472				
LETTER OF MAP REVISION DETERMINATION DOCUMENT (CONTINUED)				
PUBLIC NOTIFICATION OF REVISION				
PUBLIC NOTIFICATION				
FLOODING SOURCE	LOCATION OF REFERENCED ELEVATION	BFE VALUE (UNIT/DATUM)		MAP PANEL NUMBER(S)
		EFFECTIVE	REVISED	
Becketts Run	Location of Referenced Elevation 1	798	799	18003C0100 F
	Location of Referenced Elevation 2	813	814	18003C0100 F
<p>20A: [SFHA and/or Floodway Decrease] This revision is effective as of the date of this letter. Any requests to review or alter this determination should be made within 30 days and must be based on scientific or technical data.</p> <p>20B: [BFE Decrease] OR [BFE Decrease and SFHA and/or Floodway Decrease] Within 90 days of the second publication in the local newspaper, any interested party may request that we reconsider this determination. Any request for reconsideration must be based on scientific or technical data. This revision is effective as of the date of this letter. However, until the 90-day period has elapsed, the revised BFEs presented in this LOMR may be changed.</p> <p>A notice of changes will be published in the <i>Federal Register</i>. This information also will be published in your local newspaper on or about the dates listed below.</p> <p>LOCAL NEWSPAPER Name: <i>A LOCAL NEWSPAPER</i> Dates: 00/00/0000 00/00/0000</p> <p>20C: [SFHA and/or Floodway Increase] (Compliant - N)* This revision will become effective 30 days from the date of this letter. Any requests to review or alter this determination should be made within 30 days and must be based on scientific or technical data.</p>				
<p><small>This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Assistance Center toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the [PTD Contractor Information]. Additional information about the NFIP is available on our website at http://www.fema.gov/nfip.</small></p>				
13		 14 Max H. Yuan, P.E., Program Specialist Engineering Management Branch Mitigation Directorate		
		Case Number Letter Code		