



Risk MAP Products in the MIP

Risk MAP studies include new products which shall provide state and local officials better tools for communicating flood risk and its potential impact on communities and individuals. These new products are referred to as non-regulatory or flood risk products and include:

- Flood Risk Database
- Flood Risk Map
- Flood Risk Report

Collectively, these products make up the suite of Flood Risk Products. Additionally, Risk MAP will bring about a more intense focus on outreach and communication.

As required by DHS, earned value for all projects must be tracked in the MIP. Since the current MIP environment was designed prior to Risk MAP, this document provides guidance on how to track earned value of Risk MAP projects in the MIP. Please note this guidance is temporary until future modifications are made to the MIP.

Risk MAP Projects in the MIP

For each new Risk MAP project, two MIP projects (or cases) will be created. One case will track the cost and schedule of the “standard” regulatory products (e.g. DFIRM database, floodplain development, etc...) and the other case shall track the cost and schedule of the new Risk MAP products.

To help MIP users keep track of these two related cases, a naming convention guideline has been established. The MIP projects will have the same name except that the name shall begin with either “REG” for the Regulatory Products case or “RMP” for the Risk MAP Products case.

Risk MAP “Data Development” Tasks

To track the Risk MAP Products (RMP) within the current MIP environment, the RMP projects will be assigned data development tasks which have traditionally been associated with regulatory products. For example, to report progress on the development of the Flood Risk Report, a MIP user would input data to the “perform floodplain mapping” task under the RMP project. Each new RMP has been assigned a MIP data development task as outlined in Table 1.1.

Table 1.1: Associated Data Development Tasks for RMP Projects

Risk MAP Product Task	MIP Data Development Task (in RMP Project)
Develop Flood Risk Datasets (CSLF, depth grids, AoMI, etc.)	Develop Hydrologic Analysis
Develop Flood Risk Database	Develop Hydraulic Analysis
Develop Flood Risk Map	Perform Floodplain Mapping
Develop Flood Risk Report	Perform Field Survey
Risk Communication & Outreach	Perform Alluvial Fan Analysis

Two MIP Projects for New Risk MAP Projects

Starting in FY10, Risk MAP projects will have two MIP projects – one for regulatory products and one for non-regulatory products.

Risk MAP “Data Development” Tasks

Table 1.1 presents how the Risk MAP products will be tracked in the MIP using existing data development tasks.

Creating MIP Projects

Project and task-specific information will need to be provided to create both Regulatory Products (REG) and Risk MAP Products (RMP) projects in the MIP.

Monthly Updates

Monthly reporting through the MIP is required for both REG and RMP projects.

Finishing Tasks

Generic XML metadata files will be made available for all RMP projects requiring metadata before completing each task.

Please send comments and questions to your MIP Champion, Blackbelt or RPML.



REG/RMP projects in the MIP

For all new Risk MAP projects containing both regulatory and non-regulatory products, the MIP Champion or RPML will create both the REG and RMP projects and then notify the user when both projects have been initiated in the MIP.

For Discovery Projects, MIP users will use the scoping task assigned under the REG project in the MIP. The Discovery deliverables (such as Discovery Map, Discovery Report and Project Charter) that result from the Discovery process should be uploaded to the MIP. Users will be able to upload any file type (including shapefiles) in a zip folder during any of the scoping tasks (i.e. Prepare for, Conduct, or Finalize) via the workflow or they can upload to the scoping folder via the MIP data upload portlet.

In addition to the Discovery (scoping) task, the REG MIP projects will also contain all the funded data development tasks for the regulatory products associated with the Risk MAP project (e.g., base map, hydrology, DFIRM Database, etc...). Preliminary and Post Preliminary Production tasks for the Risk MAP project will also be obligated and tracked in the REG MIP project.

For RMP projects, the scoping task will still need to be completed even though it is not used for tracking the Discovery task. All fields in the RMP scoping task will need to be completed with “dummy” data, except for the comments field which should contain, at a minimum, the name and case number of the REG project that contains the discovery data. Additional work instructions are available upon request.

When establishing Risk MAP data development tasks for the RMP projects, the MIP Champion or RPML will enter the Risk MAP task name (i.e., Develop Flood Risk Datasets, Develop Flood Risk Map, etc...) in the task description field. Only the five data development tasks identified in Table 1.1 will be entered into the project. No other tasks, including preliminary map production or post- preliminary production, shall be obligated or planned for any RMP project.

Monthly MIP Updates

Monthly reporting will be required for both the REG and RMP MIP projects. During the latter half of each month, the MIP user should update the percent complete and “as of” date for all open tasks in the Manage Data Development screens for both the REG and RMP projects.

Finishing a RMP Data Development Task

Once an RMP task has been completed, the user shall update

the associated data development task to 100% complete. However, for a data development task to be completed in the MIP, an XML metadata file is required to be uploaded and pass the Metaman validation check.

To facilitate this requirement, generic XML metadata files have been created for data development tasks in the RMP project. These files are available from MIP Champions and Blackbelts. The user will only have to update the generic metadata files with the following two pieces of information:

- Enter the case number for the RMP project into the <title> element.
- Enter the CID for the upload folder into the last <placekey> element (*example*: FEMA-CID 123456 or FEMA-CID 12345C). There is no need to enter the actual community name in a <placekey> element, nor the CID of all affected communities; only the CID of the community associated with the upload folder needs to be included.

Once complete, click “Save As” and rename the metadata file according to standard metadata naming conventions using the CID of the upload folder and the data development task name (*example*: 12345C_Hydrology_metadata).

The revised metadata file will allow the MIP user to pass the required metadata validation check and complete the RMP data development task. If any difficulties are encountered while trying to complete the metadata validation, contact your MIP Champion or Blackbelt, or contact MIPhelp at miphelp@riskmapcds.com, for assistance.

It should be noted that no data products (i.e. flood risk datasets) will be uploaded for any RMP projects at this time. The data for these new Risk MAP products will be stored and maintained by the mapping partner outside of the MIP.

When each RMP data development task is completed, the MIP will generate the associated validate content task. This task will not require a review in order to be approved and completed since no data has been uploaded.

When a RMP data development task and its validate content task have been completed, the MIP user can enter 100% complete and input the final completion date and cost into the Manage Data Development screen for the task. Once all RMP tasks are 100% complete, the RMP project should be closed. To close an RMP project, email a closeout request to miphelp@riskmapcds.com and include the project name and case number.