

**Work Instruction**  
**Document Control - Receive**  
**Appeal or Protest (None)**

## Purpose

This work instruction is used to outline the process conducted by the Document Control Group to denote receipt of appeals or protests as well as mark the end of the appeal period.

This particular work instruction will show how to complete this activity without an appeal or protest. See the alternate Receive Appeal or Protest module that provides detail on receiving an appeal.

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## Prerequisites

- Receive BFE Publication Affidavit activity is complete

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## Navigation

Via Menu Path

**Log in to the MIP → Workbench → Work Items →**

**and**

**Claim → Receive Appeal or Protest**

## Work Steps

Mapping INFORMATION PLATFORM  
Welcome JenDocControl | 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 - JenDocControl - February 12, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input field filter your work item list.

- Options:** Add, remove, and reorder columns in your Work Items list
- Refresh:** Display new activities in your Work Items list and remove activities claimed by others
- Activity Reference Guide:** Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name
<a href="#">All</a>	<a href="#">All</a>	<a href="#">All</a>	
<b>Claim</b>	<a href="#">Receive Appeal or Protest</a>	09-05-0009P	The Villas at Dawson's Creek



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: **Receive Appeal or Protest** to enter the Receive Appeal or Protest

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

Receive Appeals and Protests | Review

**Receive Appeals or Protest**

Enter or modify Appeal or Protest information. Click "Add Appeal/ Protest". Repeat for each Appeal or Protest. Click "Continue".

\* indicates a required field.

* Community	FORT WAYNE, CITY OF (180003)
* Type Received	
* Appellant Name	
* Date Received	(MM/DD/YYYY)
* Appellant Type	
Comments	

**Add Appeal/Protest** Add Appeal/Protest

Identify if the Appeal or Protest period is complete. Click "Continue".

**Appeal Period for All Impacted Communities Expired**  Yes  No

[Continue >](#)

	<p>If no appeals or protests were received during the Appeals/Protest Period, then the top section of the screen can be left blank.</p>
	<p>Once the appeal/protest period has ended, select the Yes radio button in order for the case to continue through the workflow. If No is selected, the activity will remain on Document Control's Work Item List until the appeal/protest period has expired.</p>

3. Select the appropriate option for Appeal Period for All Impacted Communities Expired

4. Click on:  to move to the Review screen

**Receive Appeals or Protest**

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.

- ▶ **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**
- ▶ **Audit Determination**
- ▶ **Review Determination**
- ▶ **Distribute Determination**
- ▶ **Receive BFE Publication Affidavit**
- ▶ **Capture Interim 65 Publication Date**
- ▶ **Receive Appeals and Protest:**

< Back
Continue >

	<p>On the Review screen, click the twisty 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.</p>
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5. Review the information and click  to advance to Complete Task

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

Receive Appeals and Protests | Review

**Receive Appeals or Protest**

[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 appeal period for a completed Letter of Map Revision.

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.
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6. Click on: [Complete Task](#)

Results
Possible next activities include Distribute Final BFE Determination completed by Document Control or Resolve Appeal or Protest completed by the Task Lead.

Last updated: March 2009