

Work Instruction
Document Control Group -
Distribute Final BFE
Determination

Purpose

This work instruction is used to outline the process conducted by the Document Control Group to register the date of the 116 letter.

Prerequisites

- Received BFE Publication Affidavit activity is complete
- No Appeals or Protests were received **OR**
- Distribute Special Response activity is complete when a valid Appeal or Protest is received

Navigation

Via Menu Path	Log in to the MIP → Workbench → Work Items → and Claim → Distribute Final BFE Determination
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Work Steps

The screenshot shows the 'Work Item List' for JenDocControl on February 12, 2009. It includes a navigation menu, a breadcrumb trail, and a table of work items. A 'Claim' button is highlighted in green on the first row.

Action	Activity Name	Case Number	Project Name
Claim	Distribute Final BFE Determination	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: [Distribute Final BFE Determination](#) to enter the Distribute Final BFE Determination activity

The screenshot shows the 'Work Item Details' page for Project # 09-05-0009P. The title is 'Distribute Final BFE Determination Letter'. It includes instructions to enter the mailing date and a 'Continue' button.

Distribute Final BFE Determination Letter

Enter the mailing date of the final BFE Determination Letter for the listed Community. Click "Continue".

* indicates a required field.

Community: FORT WAYNE, CITY OF, CID: 180003

* Letter Date (MM/DD/YYYY)

Comments


[Continue >](#)

3. Click to enter the 116 Letter Date
4. Click to enter any comments to be loaded into the database.



Users can ignore the Load Data Artifacts section; 116 Letters are not uploaded into the MIP.

5. Click on:  to move to the Review screen

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



Distribute Final BFE Determination Letter | **Review**

Distribute Final BFE Determination Letter

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**
- ▶ **Distribute Final BFE Determination Letter**



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.

6. Review the information and click  to advance to the complete task screen

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

Distribute Final BFE Determination Letter | Review

Distribute Final BFE Determination Letter **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 registers the date of the 116 letter.

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

< Back



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.

7. Click on: **Complete Task** to complete activity

Results

This case will show the status Complete in the MIP after this activity is finished and will no longer be accessible through the workflow. In this branch of the process, there are no further activities.