Online LOMC - MIP Amendments Training Tutorial

June 2015
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, ww.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
Search Online LOMC

“Search Online LOMC” will open this screen
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.

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

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 additional supporting documentation. Documents added here (as opposed to the “Search Online LOMC” screen) will not be visible to the applicant.
Review Artifacts

All attached, uploaded material will be listed here.

Selecting “view” will download the file.
Review Artifacts: View Online LOMC Summary Details

Same screen applicant sees in Online LOMC
Letters Screen

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

- Upload a 216 letter
- Applicant will receive an email from no-reply@riskmapcds.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

Upload the 216 form
216 AD: Applicant’s View

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

Dear Mark Knowles,

We have received your request for the Federal Emergency Management Agency to determine if the subject is located within an identified Special Flood Hazard Area on the applicable National Flood Insurance Program map.

Please review the attachment and follow the instructions or you can return to the Online LOMC home page and click on 'Application ID' link, by clicking on the following link or copy and paste the link into the address bar of your browser.

https://mip0066.msc.fema.gov/femaportal/onlinelomc/signin

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

Applicant must log into Online LOMC to view
Applicant’s View: Additional Documentation Required

- 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.

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

- 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

- 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

- 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”
Clicking on “Send Final Determination” on the previous page displays this screen.

Clicking on “Upload and Send Email” will send the Determination Document to the applicant.

Clicking on “Upload Final Determination And Send Email” link 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 email was successfully sent with the attached uploaded documents. Once finished, select the “Close” button to exit the browser and return back to the open Mapping Information Platform browser session.
Distribute Determination: Email Notification

Determination Document attached as a PDF file

Email notification sent to applicants

The Federal Emergency Management Agency has issued a determination regarding your recent submission to determine if the property located at marks 11/26 was within an identified Special Flood Hazard Area on the applicable National Flood Insurance Program map.

Please review the attached determination document or you can return to the Online LOMC home page and click on 'View Results', by clicking on the following link or copy and paste the link into the address bar of your browser.

https://mipo.msc.fema.gov/femaportal/onlinelomc/signin

This message has been generated automatically. Please do not reply to this message.
Distribute 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
Distribute Other Response: Upload

Clicking on “Upload Other Response and Send Email” sends the response to the applicant.
Subject: FEMA Other Response Letter for LOMC 13-04-0043A

Message

Email Notification attached as a PDF

Dear Mark Knowles,

The Federal Emergency Management Agency has reviewed your recent submission to determine if the property located at Distribute Other Response was within an identified Special Flood Hazard Area on the applicable National Flood Insurance Program map.

We are not able to issue a determination for this request at this time. Please review the attached document for an explanation of why this request cannot be processed, or you can return to the Online LOMC homepage and click on “View Results”, by clicking on the following link or copy and paste the link into the address bar of your browser.

https://mipo.msc.fema.gov/femaPortal/onlineLOMC/signin

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

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 an email notification when a Violation Letter is uploaded
- The Violation Letter will be searchable by the public using the Flood Risk Study Engineering Library
Distribute Violation Letter: Upload

Click Upload Violation Letter

Browse to select a file

After a file has been selected, click 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 Table]

Click Here to View Online LOMC Summary Details

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Date Uploaded</th>
<th>View</th>
<th>Size(KB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks Applicant File 1.PDF</td>
<td>marks</td>
<td>Thu Dec 13 08:02:57 EST 2012</td>
<td>View</td>
<td>54</td>
</tr>
<tr>
<td>Violation Letter from PTS.PDF</td>
<td>Violation Letter</td>
<td>Thu Dec 13 09:16:16 EST 2012</td>
<td>View</td>
<td>54</td>
</tr>
</tbody>
</table>

Close
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:

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.

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>Date Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoverLetter.txt</td>
<td>Final Cover Letter</td>
<td>08/20/2013 1:36 PM</td>
</tr>
<tr>
<td>DraftDoc.txt</td>
<td>Final Determination Document</td>
<td>08/20/2013 1:36 PM</td>
</tr>
</tbody>
</table>

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

MIPHelp,
The MIP Workflow operation failed for an Online LOMC application 13880144800 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://mipoc.msfc.fema.gov/fema_portal/onlineomc/workflowengine/test/testWorkflowCreation

This message has been generated automatically. Please do not reply to this message.
Enter the Application ID from the email notice and click “Submit”
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
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.