



FEMA

Online LOMC Update for Revisions - MIP Training Tutorial

June 2015

RiskMAP
Increasing Resilience Together



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
- 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 are managed directly 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, Special Response Letter, 116 Letter, and 316-PMR*
- 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. Only Modeling Hydraulics and Hydrology files uploaded during the revisions workflow are available for download by the public. The following product types viewable through the FRiSEL: *Modeling Hydraulics, Modeling Hydrology, Review Notes, Annotations, Final Determination, Correspondence, Cover Letter, Special Response Letter, Violation Letter, 116 Letter, Best Available Data, 316-PMR, FEDD File, Supporting Artifacts, Work Maps, 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)

Workflow Screen Changes

- Designated letters pages include a third link that opens an upload page
- The upload page includes instructions and an upload link
- The next screen includes the email distribution list
 - Applicant sets up the initial contact list in Online LOMC
 - You can add, delete and edit contacts from the list and send document(s)
 - You can designate additional recipients of the email from this screen

Workflow Screen Changes

The following slides provide a closer look these activities:

- Search Online LOMC
- Review Data Received
- Process Request
- Distribute Invoice
- Distribute Determination
- Distribute Special Response
- Distribute Final BFE Letter

Search Online LOMC

Tools & Links Tab / Search Online LOMC

The screenshot displays the FEMA Mapping Information Platform interface. At the top, the header reads "Mapping INFORMATION PLATFORM" with the FEMA logo on the right. Below the header, a navigation bar contains links for "Home", "Risk MAP", "News & Events", "Tools & Links", "Map Viewer", "Workbench", and "MIP User Care". A secondary navigation bar below it includes "Data Upload", "Search & Retrieve Data", "Citrix", "Reports & Form Letters", "Address Book", and "Search Online LOMC", with the latter being circled in red. The main content area is titled "Tools & Links" and is divided into three columns: "Resources for Mapping Partners" (with sub-sections for "Mapping and Engineering Tools" and "Additional Resources"), "MIP Web Services", and "Resources for Homeowners".

Mapping
INFORMATION PLATFORM

Welcome bobamtasklead | Log Out | FEMA Dictionary | MIP Help?

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

Data Upload | Search & Retrieve Data | Citrix | Reports & Form Letters | Address Book | **Search Online LOMC**

[Home](#) > Tools & Links

Tools & Links

FEMA's [Flood Hazard Mapping](#) Web site contains a wealth of useful information about floodplain mapping and National Flood Insurance Program processes. The [Frequently Asked Questions](#) page contains answers to many common questions.

Resources for Mapping Partners

Mapping and Engineering Tools

- [DFIRM Production Tools](#)
- [WISE \(includes Scoping Tools\)](#)
- [Submitting MIP Support Requests](#)
- [User Access to Engineering Tools](#)
- [Mapping & Engineering Tools Training](#)
- [Risk MAP FIRM Title Block NFIP Graphic](#)

Additional Resources

- [Geospatial Data Coordination Policy](#)
- [Geospatial Data Coordination Implementation Guide](#)
- [Geospatial Coordination Reports](#)
- [Geospatial Data Coordination Contacts by State](#)

MIP Web Services

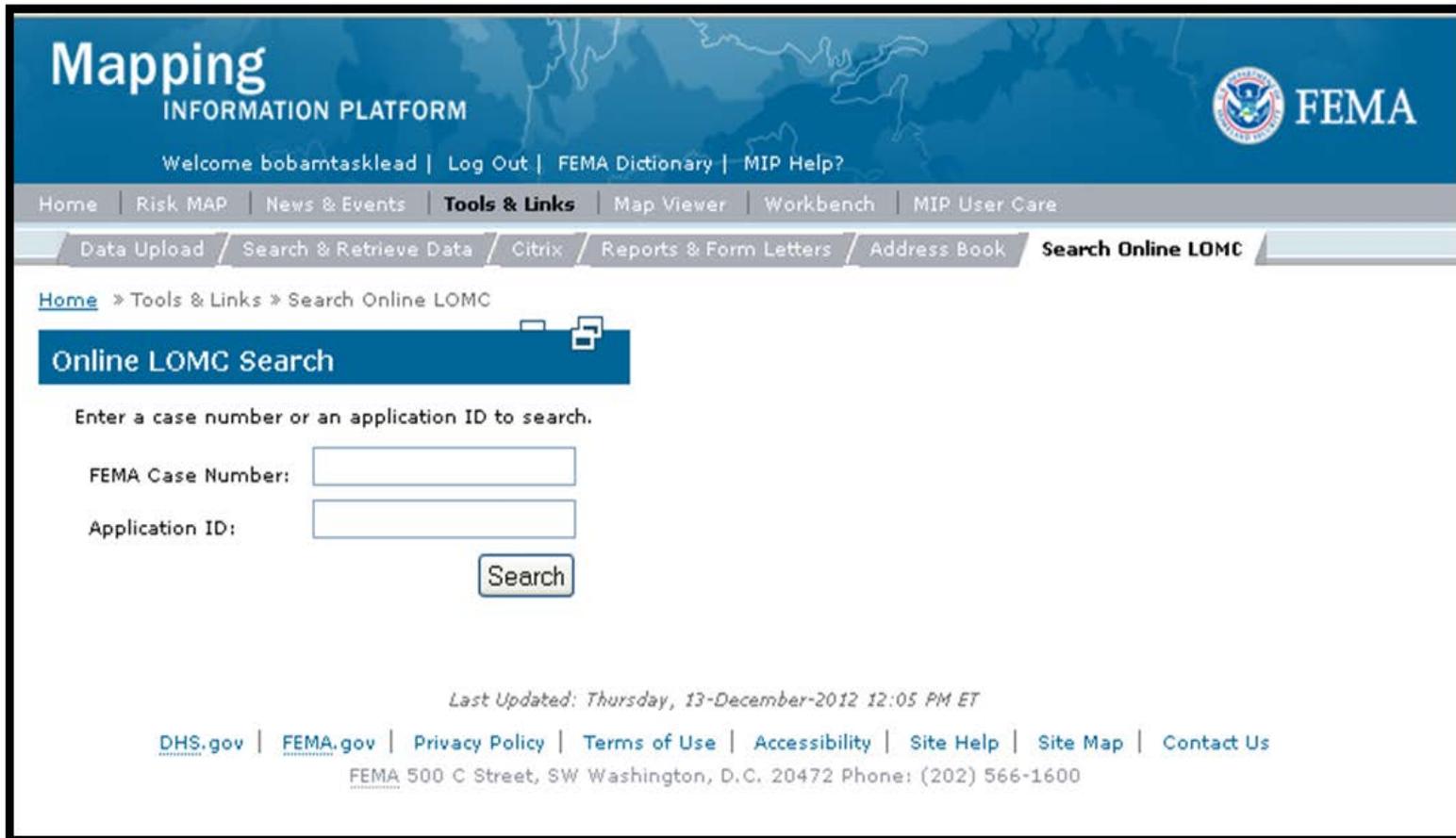
- [FEMA National Flood Hazard Layer Web Map Service](#)
- [Using the National Flood Hazard Layer in Google Earth](#)

Resources for Homeowners

- [Flood Hazard Mapping](#)
 - [Information for Homeowners](#)
- [The FEMA Flood Map Store \(Password required to purchase products\)](#)
- [National Flood Insurance Program](#)
- [FloodSmart.Gov](#)
- [Floodplain Management](#)
- [Mitigation](#)
- [Hazards](#)
- [Ready.Gov](#)

Search Online LOMC

“Search Online LOMC” opens this screen



The screenshot shows the FEMA Mapping Information Platform interface. The header includes the FEMA logo and the text "Mapping INFORMATION PLATFORM". Below the header, there is a navigation menu with options like "Home", "Risk MAP", "News & Events", "Tools & Links", "Map Viewer", "Workbench", and "MIP User Care". The "Search Online LOMC" option is highlighted in the navigation menu. The main content area features a search form with the following elements:

- A breadcrumb trail: [Home](#) » [Tools & Links](#) » [Search Online LOMC](#)
- A blue header for the search section: "Online LOMC Search"
- Instructional text: "Enter a case number or an application ID to search."
- Input fields for "FEMA Case Number:" and "Application ID:"
- A "Search" button
- Footer text: "Last Updated: Thursday, 13-December-2012 12:05 PM ET"
- Footer links: [DHS.gov](#) | [FEMA.gov](#) | [Privacy Policy](#) | [Terms of Use](#) | [Accessibility](#) | [Site Help](#) | [Site Map](#) | [Contact Us](#)
- Footer address: [FEMA](#) 500 C Street, SW Washington, D.C. 20472 Phone: (202) 566-1600

Search Online LOMC

Only approved MIP users 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

Enter a case number or an application ID to search

FEMA Case Number:

Application ID:

*Description:

*Allow requester to view artifact? Yes No

General Information

LOMC Type	FEMA Case Number	Projected Due Date/Completion Date	Date Submitted	Information Submitted
LOMR	13-03-0274P	11/23/2013	08/25/2013	View Details

Community Information

Community ID	Community Name	County Name	State	Region
S10054	FALLS CHURCH, CITY OF	Falls Church City	VA	3

Documentation

File Name	Description	Display	Date Uploaded	Registered	
Test.doc	test	Yes	08/25/2013 04:02 PM	No	<input type="button" value="Delete"/>

A Registered
file is
searchable
and
retrievable
through the
FRiSEL

Workflow Screen Changes

- Most pages remain the same, with the addition of two links
- Letters page has changed

Links appear on every screen

Work Item List - miptest112 - May 13, 2013

Work Item Details - Project # 13-03-0177P

[Project Data](#) | [Primary Address](#) | [Other Addresses](#) | [Flooding Source](#) | [Supplementary Data](#) | [Fee Info](#) | [Data Received](#) | [Community Information](#) | [Letters](#) | [Review](#)

Review Data Received

Project Data
Enter or modify project information.

* indicates a required field.

If the revision is associated with a letter, click on the letter information about the revision.

* Project Identifier	my project
* Project Type	Letter of Map Revision
* Fee Type	
* Fee Exempt Type	Not exempt
Fee Amount	5300
* Date Project Received	05/13/2013 (MM/DD/YYYY)
Initial Request Date	(MM/DD/YYYY)
Related Case #	
Follows Conditional Case #	
* Fee Received with Initial Submittal	<input checked="" type="radio"/> Yes <input type="radio"/> No
Corrected Copy Case	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Upload Artifacts](#) [Review Artifacts](#)

Continue >

Auto-populated from applicant's submission – includes fee amount and project type

Review Data Received

Under the “Letters” tab, a third link was added “**Send 316 Letter**”

Work Item List - miptest112 - May 13, 2013

Work Item Details - Project # 13-03-0177P

Project Data | **Letters** | Review

Review Data Received

Letters

[Save Work](#)

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.

* Letter Type

* Letter Date (MM/DD/YYYY)

[Upload Artifacts](#) | [Review Artifacts](#) | **[Send 316 Letter](#)**

[< Back](#) | [< Cancel & Back](#) | [Continue >](#)

Click “Send 316 Letter” to open the 316 letter distribution screen

Review Data Received: Upload 316 Letter

Send 316 Letter Case Number: 13-03-0177P

Step-1 Generate 316-AD Letter

Generate/Prepare the 316-AD Letter outside of the Mapping Information Platform application and save it to your local hard drive.

Step-2 Upload 316-AD Letter

After generating the 316-AD Letter and saving it to your local hard drive, select the "Upload and Send Letter" link below that will open the Upload Form page. Choose the file to upload by selecting the "Browse" button and locate the document that was generated in Step 1.

Step-3 Send 316-AD Letter

After uploading the 316-AD Letter from the Upload Form page, select the "Upload and Send Email" button. A message will display indicating an email was successfully sent with the attached uploaded document. Once finished, select the "Close" button to exit the browser and navigate back to the open Mapping Information Platform browser session.

Upload and Send Email

Close

Click "Upload
and Send
Email"

- You can upload a 316 letter (prepared and saved outside the MIP)
- The 316 Letter will be searchable by the public using the Flood Risk Study Engineering Library
- Applicant will receive an email from no-reply@riskmapcds.com
- Correspondence is listed in the applicant's Online LOMC portal

Review Data Received: Upload and Send via Email

Send 316 Letter Case Number: 13-03-0177P

Step-1 Generate 316-AD Letter

Generate/Prepare the 316-AD Letter outside of the Mapping Information Platform application and save it to your local hard drive.

Step-2 Upload 316-AD Letter

After generating the 316-AD Letter and saving it to your local hard drive, select the "Upload and Send Letter" link below that will open the Upload Form page. Choose the file to upload by selecting the "Browse" button and locate the document that was generated in Step 1.

Step-3 Send 316-AD Letter

After uploading the 316-AD Letter, an email was successfully sent. Navigate back to the open Map

Upload and Send Email

Close

Upload Form Case Number: 13-03-0177P

Browse to select the file to be uploaded, enter the description of the file, then click "Upload". Close this window when the upload has completed.

*Choose a File to Upload

Browse...

Email Distribution List

Add Additional Contact

Show 10 entries

Search:

	Title	First Name	Last Name	Professional Title	Email Address	Action
<input checked="" type="checkbox"/>	Ms.	Bridget	2nd Brinkman	professional 1	bridget.brinkman@riskmapcds.com	Edit Delete
<input checked="" type="checkbox"/>	Dr.	1st Bridget	2nd Brinkman	professional 1	bkrinkman@us.ibm.com	Edit Delete

Showing 1 to 2 of 2 entries

Upload and Send Email

Close

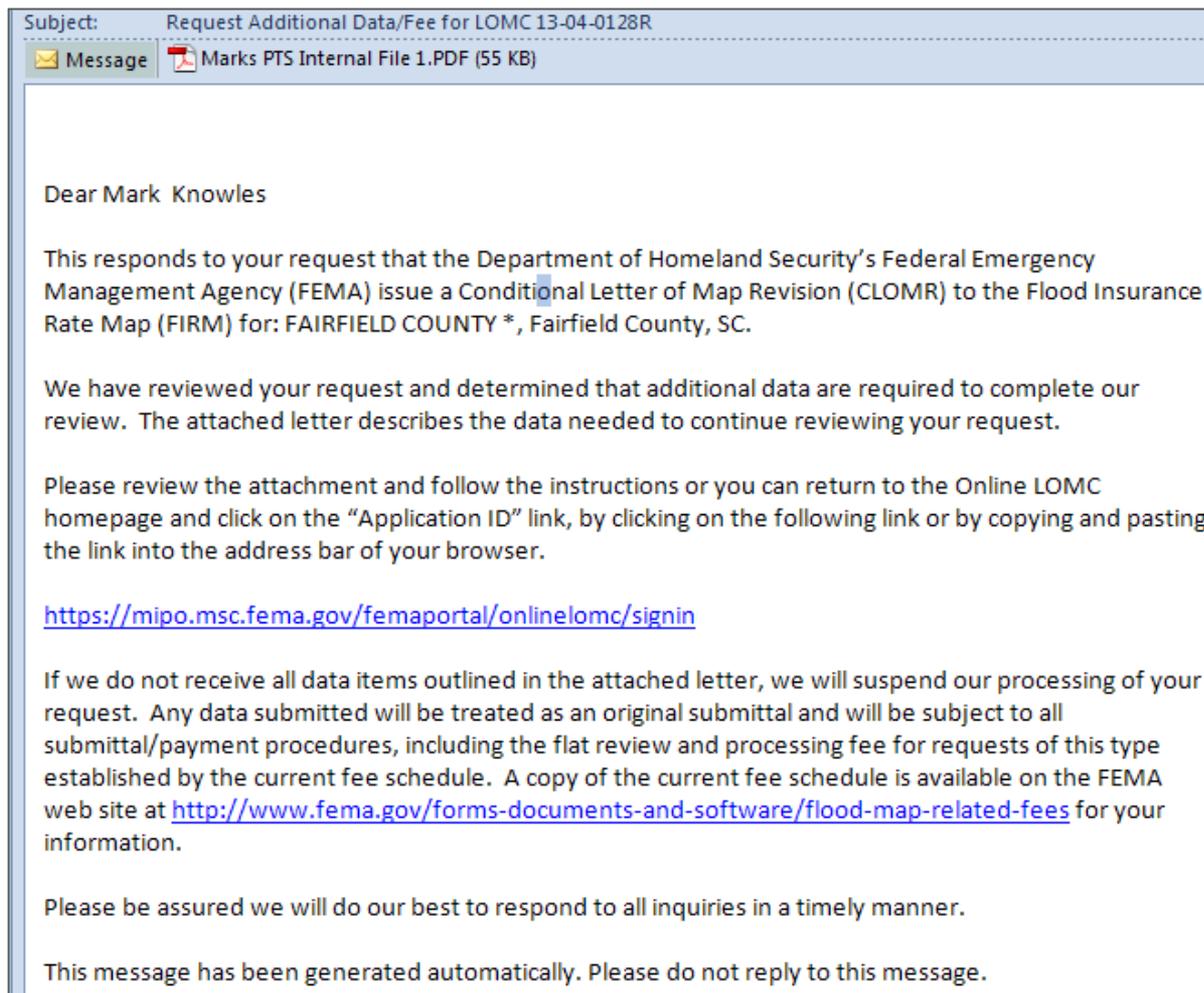
Select file to upload

Add contacts to email distribution list

Manage list

Send letter

Review Data Received: Applicant's View



The Applicant receives 316 Letter for Additional Data and/or Fee. The letter is the same for all requests: additional data requests and additional fee requests

Review Data Received: Applicant's View

mp004d.msc.fema.gov:10035/online/omc/shd/Application/list.action

ONLINE LOMC

FEMA

Welcome, G Bramson LOMC Home Update Profile Contact FMIX FAQ Help Comments Sign Out

Online Letter of Map Change

New Application

- Create Amendment Application
- Create Revision Application

Customer Support

- Call Us 1-877-FEMA MAP
- E-Mail Us
- Chat With Us

Hours of Operation

Show 10 entries Refresh

Application ID	Property Description /Project Identifier	FEMA Case Number	FEMA Case Created Date	Status	Action
R35455953169	305-315 Atlantic Avenue, Virginia Beach, VA			NOT SUBMITTED	Continue Delete
R35471863342	Rosewood Community Park	13-03-0307P	06/06/2013	IN PROGRESS	Upload
35487744999	40 Upper Lake Road	13-02-0006A	06/06/2013	IN PROGRESS	Pay
35503692379	23 Pine Crown Court	13-04-0189A	06/06/2013	COMPLETE	View Detail

Showing 1 to 4 of 4 entries

Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader [click here](#) and/or Microsoft Word [click here](#).

DHS FEMA.gov Privacy Policy Accessibility Site Help Contact Us

After logging into Online LOMC, the Applicant will select "Upload" to upload requested data

Process Request

- Similar to process for Review Data Received
- Under the “Letters” tab, a third link added "**Send 316 Letter**"

Work Item List - mipstest112 - May 13, 2013

Work Item Details - Project # 13-03-0177P

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.

[Upload Artifacts](#) | [Review Artifacts](#) | [Send 316 Letter](#)

< Back | < Cancel & Back | Save Work | Continue >

* Letter Type: [Dropdown menu]

* Letter Date: [Text input] (MM/DD/YYYY)

Letter Type: Acknowledge receipt of request/all data received

Letter Date: 05/13/2013

Click to open the 316 letter instructions screen

Process Request: Upload 316 Letter

Send 316 Letter Case Number: 13-03-0177P

Step-1 Generate 316-AD Letter

Generate/Prepare the 316-AD Letter outside of the Mapping Information Platform application and save it to your local hard drive.

Step-2 Upload 316-AD Letter

After generating the 316-AD Letter and saving it to your local hard drive, select the "Upload and Send Letter" link below that will open the Upload Form page. Choose the file to upload by selecting the "Browse" button and locate the document that was generated in Step 1.

Step-3 Send 316-AD Letter

After uploading the 316-AD Letter from the Upload Form page, select the "Upload and Send Email" button. A message will display indicating an email was successfully sent with the attached uploaded document. Once finished, select the "Close" button to exit the browser and navigate back to the open Mapping Information Platform browser session.

Upload and Send Email

Close

Click "Upload
and Send
Email"

- You can upload a 316 letter (prepared and saved outside the MIP)
- The 316 Letter will be searchable by the public using the Flood Risk Study Engineering Library
- Applicant will receive an email from no-reply@riskmapcdfs.com
- Correspondence is listed in the applicant's Online LOMC portal

Process Request: Upload/Send Letter

Send 316 Letter Case Number: 13-03-0177P

Step-1 Generate 316-AD Letter

Generate/Prepare the 316-AD Letter outside of the Mapping Information Platform application and save it to your local hard drive.

Step-2 Upload 316-AD Letter

After generating the 316-AD Letter and saving it to your local hard drive, select the "Upload and Send Letter" link below that will open the Upload Form page. Choose the file to upload by selecting the "Browse" button and locate the document that was generated in Step 1.

Step-3 Send 316-AD Letter

After uploading the 316-AD Letter, an email was successfully sent. You can navigate back to the open Mapping Information Platform application.

Upload and Send Email

Close

Upload Form Case Number: 13-03-0177P

Browse to select the file to be uploaded, enter the description of the file, then click "Upload". Close this window when the upload has completed.

*Choose a File to Upload

Browse...

[email Distribution List](#)

Add Additional Contact

Show 10 entries

Search:

	Title	First Name	Last Name	Professional Title	Email Address	Action
<input checked="" type="checkbox"/>	Ms.	Bridget	2nd Brinkman	professional 1	bridget.brinkman@riskmapcds.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	Dr.	1st Bridget	2nd Brinkman	professional 1	bkrinkman@us.ibm.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 2 of 2 entries

Upload and Send Email

Close

Select file to upload

Add contacts to email distribution list

Manage list

Send letter

Process Request: Applicant's View

Subject: Request Additional Data/Fee for LOMC 13-04-0189A

Message Marks PTS Internal File 1.PDF (55 K)

Dear Mark Knowles

This responds to your request that the Department of Homeland Security (FEMA) issue a Conditional Rate Map (FIRM) for: FAIRFIELD COUNTY *

We have reviewed your request and determined the next steps for review. The attached letter describes the details of your request.

Please review the attachment and follow the instructions on the homepage and click on the "Application ID" link into the address bar of your browser.

<https://mipo.msc.fema.gov/femaportal/>

If we do not receive all data items outlined in the attached letter, we will suspend our processing of your request. Any data submitted will be treated as an original submittal and will be subject to all submittal/payment procedures, including the flat review and processing fee for requests of this type established by the current fee schedule. A copy of the current fee schedule is available on the FEMA web site at <http://www.fema.gov/forms-documents-and-software/flood-map-related-fees> for your information.

Please be assured we will do our best to respond to all inquiries in a timely manner.

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

ONLINE LOMC

Welcome, G Bramson LOMC Home Update Profile Contact FMIX FAQ Help Comments Sign Out

Online Letter of Map Change

Show 10 entries Refresh

Application ID	Property Description /Project Identifier	FEMA Case Number	FEMA Case Created Date	Status	Action
R35455953169	305-315 Atlantic Avenue, Virginia Beach, VA			NOT SUBMITTED	Continue Delete
R35471863342	Rosewood Community Park	13-03-0307P	06/06/2013	IN PROGRESS	Upload & Pay
35487744999	40 Upper Lake Road	13-02-0006A	06/06/2013	IN PROGRESS	Pay
35503692379	23 Pine Crown Court	13-04-0189A	06/06/2013	COMPLETE	View Detail

Showing 1 to 4 of 4 entries

Customer Support

[Call Us 1-877-FEMA MAP](#)

[E-Mail Us](#)

[Chat With Us](#)

Hours of Operation

Applicant receives notification and will log in to Online LOMC, select "Upload and Pay", "Upload", "Pay"

Process Request: Notifications

Two types of notifications are generated when the applicant completes certain actions in response to this step

Subject: Fee processed for an Online LOMC application. Case Number 13-04-0124A

Fee Administrator,

A payment of \$800.00 was approved for a MIP case that originated in the Online LOMC application.

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

Fee Admin
receives
payment
notification

Received Additional Data from Online LOMC. Case Number 13-04-0124A

no-reply@riskmapcds.com [no-reply@riskmapcds.com]

Sent: Monday, June 03, 2013 2:12 PM

To: Miptester_MSCO

Task Lead,

Additional data was uploaded by a Requester via the Online LOMC Web application in response to the Request Additional Data activity in MIP.

Please review your Work Item List.

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

PTS receives
upload
notification

Process Request: Applicant's View

From: <no-reply@riskmapcds.com>
Date: Thu, Jun 6, 2013 at 2:37 PM
Subject: Online LOMC Payment Approved
To: honkeetonk2005@gmail.com

Dear Bridgette Brinkmann,

This is in response to your recent payment received, regarding Online LOMC Revision application R17473043900, FEMA Case Number 13-03-0190P.

Your payment of \$100.00 has been approved.

Transaction ID: OL_20130606143751

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

Applicant receives payment confirmation

Process Request: Applicant's View

From: <no-reply@riskmapcds.com>
Date: Thu, Jun 6, 2013 at 2:52 PM
Subject: Additional Data Received for LOMC 13-03-0190P
To: honkeetonk2005@gmail.com

Dear Bridgette Brinkmann

We have received your recent submittal of data, in response to our letter dated 06/05/2013, requesting information for the above-referenced Case Number 13-03-0190P. This case number is for a request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a LOMR to the flood hazard information on the applicable National Flood Insurance Program (NFIP) map for: FAIRFAX COUNTY *, Fairfax County, VA.

The Project ID assigned to your request is Bridget O Project 6.
Your Online LOMC Application ID was R17473043900.

We are reviewing your submitted data and will contact you if additional information is required to process your request.

If additional information is not required, we will issue a final determination letter within 90 days of receiving your submittal dated 06/06/2013.

You may obtain project status information from MIP via the Online LOMC homepage. To return to your application, click on the following link or copying and pasting the link into the address bar of your browser:

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

Inquiries concerning the status of your request should be made by calling the FEMA Map Information eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA-MAP).

Please be assured we will do our best to respond to all inquiries in a timely manner.

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

Applicant
receives a
Data
Received
Confirmation

Distribute Determination: Send Determination Notification

Work Item Details - Project # 13-03-0274P

Distribute Determination | Review

Distribute Determination

Enter the mailing date for determination letter and BPE publication information. Click "Continue".

* indicates a required field.

Review Determination Results

Outcome: **Accept**

Comments :

Determination Letters

All Determination Letter fields are required if an appeal period is required.

Community: FALLS CHURCH, CITY OF, CID: S10054
Letter Type:

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

Newspaper

BPEs on the Web Notification Yes No

1st Proposed Publication Date (MM/DD/YYYY)

2nd Proposed Publication Date (MM/DD/YYYY)

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

[Upload Artifacts](#) [Review Artifacts](#) [Send Determination Notification](#)

[Continue >](#)

Load Data Artifacts

* indicates a required field.

Submission Details:

* **Product Type:**

- Unlike the 316 Letter, this step only notifies the requestor that the determination letter is available.
- The Determination Letter is not attached to the email sent from this step
- The requestor must access Online LOMC to retrieve the Determination Letter
- To send a Final Determination to the applicant, navigate to the Distribute Determination page
- Send a Final Determination via email by clicking "Send Final Determination"
- Upload the Final Determination or other document types using the "Load Data Artifacts" window
- You must upload a Final Determination to complete the activity
- Uploading files through the "Load Data Artifacts" window makes them search and retrievable through the Flood Risk Study Engineering Library

Distribute Determination: Upload

Load Data Artifacts ?

* indicates a required field.

Submission Details:

* Product Type:	Final Determination
* Effective Date:	06/03/2014
* Abstract:	Test

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[Continue >](#)

- To upload an artifact in the activity enter the file's Submission Details
- Available Product Types:
 - Annotations
 - Best Available Data
 - Correspondence
 - Cover Letter
 - FEDD File
 - Final Determination
 - 116 Letter
 - Modeling Hydraulics
 - Modeling hydrology
 - 316-PMR
 - Review Notes
 - Special Response Letter
 - Supporting Artifacts
 - Violation Letter
 - Work Maps
 - ESA Documentation

Distribute Determination: Upload

Load Amendments/Revisions Data Artifacts

* indicates a required field.

Case Information:

FEMA Case Number:	13-03-0274P
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Submission Details:

Product Type:	Final Determination
Effective Date:	06/04/2014
Abstract:	Test

Access Restriction:

Allow for Public Discovery?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow File Names Displayed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow for Public Download?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Submission Method:

* Select File to Upload: No file selected.

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

- 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"

Distribute Determination: Manage Distribution List and Notify

Work Item Details - Project # 13-03-0193P

Distribute Determination | Review

Distribute Determination

Enter the mailing date for determination letter and BFE publication information. Click "Continue".

* indicates a required field.

Review Determination Results

Outcome:

Comments:

Bypass Appeal Period for the Project:

Determination Letters

All Determination Letter fields are required if an appeal period is selected.

Community: FAIRFAX COUNTY *, CID: 515525
Letter Type: 102-I-A-C

* Date of Letter

Newspaper

BFEs on the Web Notification

1st Proposed Publication Date

2nd Proposed Publication Date

* Effective Date

[Upload Artifacts](#) [Review Artifacts](#) [Send Determination Notice](#)

Manage email list

Send Notification

Case Number: 13-03-0193P

Expand the Email Distribution list by clicking the "Email Distribution List" hyperlink below. Select the individuals who will be included in the email submission for this activity by using the check box next to the additional contact entry. An email notification will be sent to the requestor and all individuals added and selected to receive the email submission. This email notification is in regards to information about the Final Cover Letter and Final Determination Document.

[Email Distribution List](#)

Please review the E-mail Distribution list and the contacts that will be included in all e-mail submissions for the LOMC request. If an additional contact does not have an e-mail address, the contact will not be included in any e-mail submissions. Please provide an e-mail address, if possible, by selecting the "Edit" button which will ensure the additional contact can be included in all e-mail submissions.

Add Additional Contact

Show entries

	Title	First Name	Last Name	Professional Title	Email Address	Action
<input checked="" type="checkbox"/>	Hon.	Bridget	2nd Brinkman	professional 1	bridget.brinkman@riskmapcds.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	Dr.	Breeget	1st Brinkman	professional 2	bkrinkman@us.ibm.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	Hon.	Bridget	2nd Brinkman	professional 2	bridget.brinkman@riskmapcds.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 3 of 3 entries

Send Determination link leads to the screen where you can add/ delete contacts and send the notice. You cannot upload documents.

Distribute Determination: Applicant's View

FEMA Final Determination for 13-03-0228P

no-reply@riskmapcds.com

Sent: Thu 6/6/2013 2:05 PM

To: Bridget Brinkman

On behalf of the Federal Emergency Management Agency, the determination document is available for your viewing for the following Letter of Map Change (LOMC) for 2013, along my Flood, for:

CLIFTON, TOWN OF, Fairfax County, VA, and shown on the map below:

Please review the determination document by returning the document to the FEMA LOMC browser. Once signed in to Online LOMC, access the Application ID hyperlink associated with the case number.

The determination document will also be available by clicking on the link below.

<https://www.msc.fema.gov>

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

The screenshot displays the FEMA Online Letter of Map Change (LOMC) system interface. The page title is "Online Letter of Map Change". The interface includes a navigation bar with links for "Welcome, G Bramson", "LOMC Home", "Update Profile", "Contact FMIX", "FAQ", "Help", "Comments", and "Sign Out". A sidebar on the left contains "New Application" (with "Create Amendment Application" and "Create Revision Application" links) and "Customer Support" (with "Call Us 1-877-FEMA MAP", "E-Mail Us", and "Chat With Us" options). The main content area shows a table of applications with the following data:

Application ID	Property Description /Project Identifier	FEMA Case Number	FEMA Case Created Date	Status	Action
R35455953169	305-315 Atlantic Avenue, Virginia Beach, VA			NOT SUBMITTED	Continue Delete
R35471863342	Rosewood Community Park	13-03-0307P	06/06/2013	IN PROGRESS	Upload & Pay
35487744999	40 Upper Lake Road	13-02-0006A	06/06/2013	IN PROGRESS	Pay
35503692379	23 Pine Crown Court	13-04-0189A	06/06/2013	COMPLETE	View Detail

Showing 1 to 4 of 4 entries

Applicant receives notification stating that a Final Determination Letter for their request is available. Applicant must log onto the Online LOMC system to retrieve the letter

Distribute Special Response

This is similar to process for earlier steps.

Work Item List - mipctest112 - May 13, 2013

Work Item Details - Project # 13-03-0242P

Distribute Special Response | Review

Distribute Special Response

Enter the mailing date for the Special Response Letter and enter the New LOMR Project Number. Click "Continue".

* indicates a required field.

* Special Response Letter Date	<input type="text"/>	(MM/DD/YYYY)
New LOMR Project Number	<input type="text"/>	
Comments	<input type="text"/>	

[Upload Artifacts](#) [Review Artifacts](#) [Send Special Response Letter](#)

[Continue >](#)

Click to open the Send Special Response Letter instructions screen

Distribute Special Response: Select and Upload

Click "Send Special Response Letter"

Click "Upload and Send Email"

- You can upload a Special Response Letter (prepared and saved outside the MIP)
- The Special Response Letter will be searchable by the public using the Flood Risk Study Engineering Library
- Applicant will receive an Email
- Correspondence is listed in Online LOMC

Work Item List - mipstest112 - May 13, 2013

Work Item Details - Project # 13-03-0242P

Distribute Special Response | Review

Distribute Special Response

Enter the mailing date for the Special Response Letter and enter the New LOMR Project Number. Click "Continue".

* indicates a required field.

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

New LOMR Project Number

Comments

[Upload Artifacts](#) [Review Artifacts](#) [Send Special Response Letter](#)

Send Special Response Case Number: 13-03-0242P

Step-1 Generate Special Response Letter
Generate/Prepare Special Response Letter outside of the Mapping Information Platform application and save it to your local hard drive.

Step-2 Save Special Response Letter
After generating the Special Response Letter and saving it to your local hard drive, select the "Upload and Send Letter" link below that will open the Upload Form page. Choose the file to upload by selecting the "Browse" button and locate the document that was generated in Step 1.

Step-3 Upload and Send Special Response Letter
After uploading the Special Response Letter from the Upload Form page, select the "Upload and Send Email" button. A message will display indicating an email was successfully sent with the attached uploaded document. Once finished, select the "Close" button to exit the browser and navigate back to the open Mapping Information Platform browser session.

[Upload and Send Email](#)

Distribute Special Response: Manage Distribution List and Send

Send Special Response Case Number: 13-03-0242P

Step-1 Generate Special Response Letter
Generate/Prepare Special Response Letter outside of the Mapping Information Platform application and save it to your local hard drive.

Step-2 Save Special Response Letter
After generating the Special Response Letter and saving it to your local hard drive, select the "Upload and Send Letter" link below that will open the Upload Form page. Choose the file to upload by selecting the "Browse" button and locate the document that was generated in Step 1.

Step-3 Upload and Send Special Response Letter
After uploading the Special Response Letter from the Upload Form page, the Special Response Letter will be sent to the email addresses in the email distribution list. The Special Response Letter will be sent to the email addresses in the email distribution list. The Special Response Letter will be sent to the email addresses in the email distribution list.

Upload and Send Email

Close

Upload Form Case Number: 13-03-0242P

Browse to select the file to be uploaded, enter the description of the file, then click "Upload". Close this window when the upload has completed.

*Choose a File to Upload

[Email Distribution List](#)

Add Additional Contact

Show 10 entries Search:

	Title	First Name	Last Name	Professional Title	Email Address	Action
<input type="checkbox"/>	Ms.	Bridget	2nd Brinkman	professional 1	bridget.brinkman@riskmapcds.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries

Select file to upload

Add contacts to email distribution list

Manage list

Send letter

Distribute Special Response: Applicant's View

From: <no-reply@riskmapcds.com>
Date: Fri, May 24, 2013 at 4:17 PM
Subject: FEMA Special Response Letter for LOMC 13-03-0221P
To: honkeetonk2005@gmail.com

Dear Bridgette Brinkmann

The Federal Emergency Management Agency has reviewed your recent submission for: CLIFTON, TOWN OF, Fairfax County, VA.

Please review the attached flood hazard determination document or you can return to the Online LOMC homepage and click on the "Application ID" link, by clicking on the following link or copying and pasting the link into the address bar of your browser.

<https://mip006d.msc.fema.gov/femaportal/onlinelomc/signin>

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

Applicant receives notification stating that a Special Response Letter for their request is available. Applicant must log into the Online LOMC system to retrieve letter

Distribute Invoice

This is similar to process for earlier steps.

Work Item List - mipstest112 - May 13, 2013

Work Item Details - Project # 13-03-0228P

Distribute Invoice | Review

Distribute Invoice

Enter the mailing date of the Invoice. Click "Continue".

* indicates a required field.

Balance Due	\$500.00
* Letter Date	<input type="text"/> (MM/DD/YYYY)
Comments	<input type="text"/>

[Upload Artifacts](#) [Review Artifacts](#) [Send Invoice Letter](#)

[Continue >](#)

Click to open the Send Invoice Letter instructions screen

Distribute Invoice: Select and Upload

Click "Send Invoice Letter"

Click "Upload and Send Email"

When additional payment is required, you can request payment by distributing the invoice in this step.

Send Distribute Invoice Letter Case Number: 13-03-0228P

Step-1 Generate Distribute Invoice Letter
Generate/Prepare Invoice Letter outside of the Mapping Information Platform application and save it to your local hard drive.

Step-2 Save Distribute Invoice Letter
After generating the Invoice Letter and saving it to your local hard drive, select the "Upload and Send Letter" link below that will open the Upload Form page. Choose the file to upload by selecting the "Browse" button and locate the document that was generated in Step 1.

Step-3 Upload and Send Distribute Invoice Letter
After uploading the Invoice Letter from the Upload Form page, select the "Upload and Send Email" button. A message will display indicating an email was successfully sent with the attached uploaded document. Once finished, select the "Close" button to exit the browser and navigate back to the open Mapping Information Platform browser session.

[Upload and Send Email](#)

Close

[Send Invoice Letter](#)



The Invoice Letter will be searchable by the public using the Flood Risk Study Engineering Library

Distribute Invoice: Manage Distribution List and Send

Send Distribute Invoice Letter Case Number: 13-03-0228P

Step-1 Generate Distribute Invoice Letter
Generate/Prepare Invoice Letter outside of the Mapping Information Platform application and save it to your local hard drive.

Step-2 Save Distribute Invoice Letter
After generating the Invoice Letter and saving it to your local hard drive, select the "Upload and Send Letter" link below that will open the Upload Form page. Choose the file to upload by selecting the "Browse" button and locate the document that was generated in Step 1.

Step-3 Upload and Send Distribute Invoice Letter
After uploading the Invoice Letter from the Upload Form page, select the "Upload and Send Email" button. A message will display indicating an email was successfully sent with the attached uploaded document to the Mapping Information Platform browser session.

Upload and Send Email

Close

Upload Form Case Number: 13-03-0228P

Browse to select the file to be uploaded, enter the description of the file, then click "Upload". Close this window when the upload has completed.

*Choose a File to Upload **Browse...**

[Email Distribution List](#)

Add Additional Contact

Show **10** entries Search:

	Title	First Name	Last Name	Professional Title	Email Address	Action
<input checked="" type="checkbox"/>	Miss.	2nd Bridget	2nd Brinkman	2nd contact	bridget.brinkman@riskmapcds.com	Edit Delete
<input checked="" type="checkbox"/>	Hon.	Bridget	Brinkman	professional 1	honkeetonk2005@gmail.com	Edit Delete

Showing 1 to 2 of 2 entries

Upload and Send Email **Close**

Select file to upload

Add contacts to email distribution list

Manage list

Send letter

Distribute Invoice: Applicant's View

Re: FEMA Invoice for Revision Case Number 13-03-0202P

B Bri [honkeetonk2005@gmail.com]

Sent: Thu 6/6/2013 12:48 PM

To: Bridget Brinkman

On Thu, May 23, 2013 at 11:32 AM, <no-reply@riskmap

Dear Bridgette Brinkmann

We have completed our review of the above-referenced r

Please review the attachment and follow the instructions
on the following link or copy and paste the link into the a

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

This message has been generated automatically. Please do

Online Letter of Map Change

Application ID	Property Description / Project Identifier	FEMA Case Number	FEMA Case Created Date	Status	Action
R35455953169	305-315 Atlantic Avenue, Virginia Beach, VA			NOT SUBMITTED	Continue Delete
R35471863342	Rosewood Community Park	13-03-0307P	06/06/2013	IN PROGRESS	Unpaid
35487744999	40 Upper Lake Road	13-02-0006A	06/06/2013	IN PROGRESS	Pay
35503692379	23 Pine Crown Court	13-04-0189A	06/06/2013	COMPLETE	View Detail

Showing 1 to 4 of 4 entries

Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader click [here](#) and/or Microsoft Word click [here](#).

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Applicant receives notification stating that an Invoice Letter for their request is available. Applicant must log into the Online LOMC system and select "Pay"

Distribute Final BFE Letter

This is similar to process for earlier steps.

Click to open the Send Final BFE Letter (116) instructions screen

Work Item List - robrevdoccontrol - May 13, 2013

Work Item Details - Project # 13-03-0253P

Distribute Final BFE Determination Letter | Review

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: FAIRFAX, CITY OF, CID: 515524

* Letter Date (MM/DD/YYYY)

Comments

[Upload Artifacts](#) [Review Artifacts](#) [Send Final BFE Letter \(116\)](#)

[Continue >](#)

Load Data Artifacts

* indicates a required field.

Submission Details:

* Revision Type:

Upload the 116 Letter in the same way using the "Load Data Artifacts" window as in the Distribute Determination Activity. You can also configure the public access restrictions in the same way.

Distribute Final BFE Letter: Select and Upload

Work Item List - robrevdoccontrol - May 13, 2013

Work Item Details - Project # 13-03-0253P

Distribute Final BFE Determination Letter | Review

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: FAIRFAX, CITY OF, CID: 515524

* Letter Date (MM/DD/YYYY)

Comments

[Upload Artifacts](#) [Review Artifacts](#) [Send Final BFE Letter \(116\)](#)

Load Data Artifacts

* indicates a required field.

Submission Details:

* Revision Type: -- make

* Effective Date:

* Abstract:

* Access Restriction: -- make

Submission Method:

Packages more than 1 Gigabyte in size or containing

File Upload

If a user has multiple files, these files should be zipp

Warning: During the upload process, if there isn't act

[Continue >](#)

Click "Send Final BFE Letter"

Click "Upload and Send Email"

You can upload and send the Final BFE Letter from this step.

Send Final BFE (116) Letter Case Number: 13-03-0253P

Step-1 Generate Final BFE (116) Letter

Generate/Prepare the Final BFE (116) Letter outside of the Mapping Information Platform application and save it to your local hard drive.

Step-2 Upload Final BFE (116) Letter

After generating the Final BFE (116) Letter and saving it to your local hard drive, select the "Upload and Send Email" link below that will open the Upload Form page. Choose the file to upload by selecting the "Browse" button and locate the document that was generated in Step 1.

Step-3 Send Final BFE (116) Letter

After uploading the Final BFE (116) Letter from the Upload Form page, select the "Upload and Send Email" button. A message will display indicating an email was successfully sent with the attached uploaded document. Once finished, select the "Close" button to exit the browser and navigate back to the open Mapping Information Platform browser session.

[Upload and Send Email](#)

Distribute Final BFE Letter: Manage Distribution List and Send

Send Final BFE (116) Letter Case Number: 13-03-0253P

Step-1 Generate Final BFE (116) Letter
Generate/Prepare the Final BFE (116) Letter outside of the Mapping Information Platform application and save it to your local hard drive.

Step-2 Upload Final BFE (116) Letter
After generating the Final BFE (116) Letter and saving it to your local hard drive, select the "Upload and Send Email" link below that will open the Upload Form page. Choose the file to upload by selecting the "Browse" button and locate the document that was generated in Step 1.

Step-3 Send Final BFE (116) Letter
After uploading the Final BFE (116) Letter and clicking the "Upload and Send Email" link, you will be taken to the "Email Distribution List" page. From here, you can add additional contacts to the distribution list, edit existing contacts, or delete contacts. Once you are finished, click the "Upload and Send Email" button to send the letter.

Upload and Send Email

Upload Form Case Number: 13-03-0253P

Browse to select the file to be uploaded, enter the description of the file, then click "Upload". Close this window when the upload has completed.

*Choose a File to Upload

[Email Distribution List](#)

Showing 10 entries Search:

	Title	First Name	Last Name	Professional Title	Email Address	Action
<input checked="" type="checkbox"/>	Dr.	Bridget	2nd Brinkman	professional 1	bridget.brinkman@riskmapcds.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	Miss.	bridget	Brinkmann	1st Contact	bkrinkman@us.ibm.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	Dr.	Bridget	2nd Brinkman	professional 1	bridget.brinkman@riskmapcds.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 3 of 3 entries

Select file to upload

Add contacts to email distribution list

Manage list

Send letter

Distribute Final BFE Letter: Applicant's View

Distribute Letter of Final Determination 13-03-0253P

no-reply@riskmapcds.com

Sent: Thu 6/6/2013 1:41 PM

To: Bridget Brinkman

Message |  Distribute Final BFE.doc (22 KB)

Dear Bridget Brinkman

This responds to your request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a revision to the Flood Insurance Rate Map (FIRM) for: FAIRFAX, CITY OF, Fairfax City, VA.

Please review the attached flood hazard determination document or you can return to the Online LOMC homepage and click on the "Application ID" link, by clicking on the following link or copying and pasting the link into the address bar of your browser.

<https://mip006d.msc.fema.gov/femaportal/onlinelomc/signin>

Inquiries concerning the status of your request should be made by calling the FEMA Map Information eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA-MAP).

Please be assured we will do our best to respond to all inquiries in a timely manner.

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

Applicant receives notification stating that a Final BFE Letter for their request is available. Applicant must log into the Online LOMC system to view letter

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:

Browse...

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.

File Name	Description	Date Uploaded
<input type="checkbox"/> CoverLetter.txt	Final Cover Letter	08/20/2013 1:36 PM
<input type="checkbox"/> DraftDoc.txt	Final Determination Document	08/20/2013 1:36 PM

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.