

Work Instruction Producer - SOMA Letters

Purpose

This work instruction is used to provide an overview of the steps to:

- Navigate to the Reports & Form Letters tab
- Use the help feature
- Run the Preliminary SOMA letters

Prerequisites

- All LOMCs have been categorized

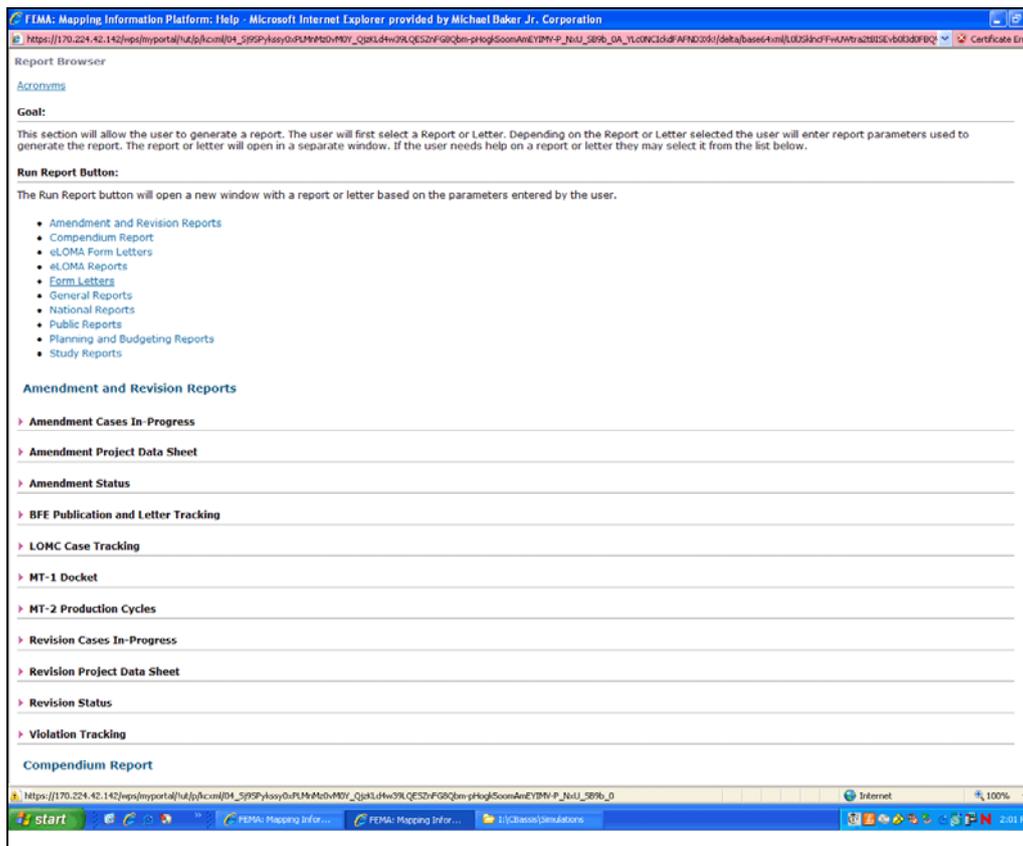
Navigation

Via Menu Path	Log in to the MIP > Workbench > Tools & Links > Reports & Form Letters > Form Letters
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Work Steps



1. Click on:  to open a new window with more information on report options



2. Click on:  [Form Letters](#) for a list of all form letters

Form Letters
› Amendment Cover Letter (Draft)
› Amendment Cover Letter (Final)
› Amendment Determination Document (Draft)
› Amendment Determination Document (Final)
› Final Summary of Map Action (SOMA)
› Letter 30 Day Suspension
› Letter 316 ACK FEX RET
› Letter 316 ACK FRQ
› Letter 90 Day Suspension
› Letter Create New Enrollee
› Letter Revalidation
› MT-1 Acknowledgement
› Preliminary Summary of Map Action (SOMA)
› Refund Letter
› Request for Additional Data and/or Fee
› Return Letter
› Revision Cover Letter
› Revision Determination Document
General Reports
› Community Locator
› LOMC Subscription - LOMC List
› LOMC Subscription - Revalidation List

3. Click on the Preliminary Summary of Map Action (SOMA) twistie

▼ Preliminary Summary of Map Action (SOMA)

Purpose
A Summary of Map Actions (SOMA) is prepared to assist a community in maintaining the Flood Insurance Rate Map (FIRM). A SOMA will document previous Letters of Map Change (LOMC) actions (i.e., Letters of Map Amendment (LOMAs), Letters of Map Revision (LOMRs)) that will be superseded when the revised DFIRM panels become effective. The Preliminary SOMA is sent to the community with the preliminary DFIRM and FIS report. A SOMA is broken down into four categories.

LOMCs Incorporated (Category 1)
LOMCs for which results have been included in the revised DFIRM panels.

LOMCs Not Incorporated (Category 2)
LOMCs for which results could not be shown on the revised DFIRM panels because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the Special Flood Hazard Area (SFHA) as shown on the DFIRM.

LOMCs Superseded (Category 3)
LOMCs for which results have not been included on the revised DFIRM panels because the flood hazard information on which the original determinations were based is being superseded by new flood hazard information.

LOMCs to be Redetermined (Category 4)
LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above.

Project Number (Case No.)
The case number assigned by the National Service Provider (NSP). Typically consists of Year, Region, a sequential number, and a letter indicating the type of project (P for LOMR, A for LOMA, etc.).

Community ID (Community No.)
The Community Identification (CID) number is a unique 6 digit number assigned to each community that has been identified under the National Flood Insurance Program. The CID number is shown on each FIRM panel and is the first 6 digits of all non-countywide format FIRM panel numbers.

Community
Any State or area or political subdivision thereof, or any Indian tribe or authorized tribal organization, or Alaska Native village or authorized native organization, which has the authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction.

Date Issued
The date the LOMC was issued.

Project Identifier
A descriptive name given by the requestor or Process Administrator to distinguish the project. This is also known as the Project Name.

Old Panel
The old panel number before the area was remapped. For single community projects, the Map Panel Number is the Community ID (CID) plus the Panel Number. For county-wide projects, the Map Panel Number is the 5 digit County FIPS code, plus the letter 'C', and the Panel Number.

New Panel
The new panel numbers resulting from the study. For single community projects, the Map Panel Number is the Community ID (CID) plus the Panel Number. For county-wide projects, the Map Panel Number is the 5 digit County FIPS code, plus the letter 'C', and the Panel Number.

› Refund Letter

4. A list and definitions of the fields in the Preliminary SOMA letter display; close out of the window to return to the Reports & Form Letters screen

Mapping
INFORMATION PLATFORM

Welcome bobproducer | Log out | FEMA Dictionary | MIP Help?

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

Data Upload / Search & Retrieve Data / Citrix / **Reports & Form Letters** / DFIRM DB QA Upload / Address Book

Home » Tools & Links » Reports & Form Letters

Report Browser

Report Selection

*Select Report Category

*Select Report Name

Please Select A Valid Report Name.

Note: * indicates a required field. ** indicates at least one of the fields is required.

Warning: The export option for MS Excel (Data Only) may cause the column headers to shift.

Get Report

5. Click the Select Report Category dropdown box

	Different options appear in the next fields depending on the option selected in the Select Report Category dropdown box.
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6. Click the Select Report Name dropdown box
7. Click to enter a Project Number (Case Num)
8. Click to enter the Community ID (CID)
9. Click on:  to run the report

SOMA-1

PRELIMINARY SUMMARY OF MAP ACTIONS

Community: DICKSON COUNTY Community No: 470046

To assist your community in maintaining the Flood Insurance Rate Map (FIRM), we have summarized below the previously issued Letter of Map Change (LOMC) actions (i.e., Letters of Map Revision (LOMRs) and Letters of Map Amendment (LOMAs)) that will be affected by the preparation of the enclosed revised FIRM panel(s).

1. LOMCs Incorporated

The modifications effected by the LOMCs listed below have been reflected on the Preliminary copies of the revised FIRM panels. In addition, these LOMCs will remain in effect until the revised FIRM becomes effective.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel
			NO CASES RECORDED		

2. LOMCs Not Incorporated

The modifications effected by the LOMCs listed below have not been reflected on the Preliminary copies of the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lot(s) or structure(s) involved were outside the Special Flood Hazard Area, as shown on the FIRM. These LOMCs will be revalidated free of charge 1 day after the revised FIRM becomes effective through a single revalidation letter that reaffirms the validity of the previous LOMCs.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel
LOMA	01-04-2814A		1875 GARNERS CREEK ROAD	4700460125B	4700460125C

3. LOMCs Superseded

The modifications effected by the LOMCs listed below have not been reflected on the Preliminary copies of the revised FIRM panels because they are being superseded by new detailed flood hazard information or the information available was not sufficient to make a determination. The reason each is being superseded is noted below. These LOMCs will no longer be in effect when the revised FIRM becomes effective.

- 10.** A new window opens with the Preliminary SOMA; close out of the window to return to the Reports & Form Letters screen

	A separate letter must be printed and mailed for each community with LOMCs.
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- 11.** Enter a new CID and click Run to run a report for a different community

Results
The SOMA letters are printed and can be mailed to the communities.

Last updated: March 2009