Mapping
INFORMATION PLATFORM

Work Instruction
Producer - Post Preliminary Processing Activities to Manage Appeal

Purpose

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

- Determine Community Meeting Schedule

- Prepare Community Meetings

- Hold Community Meetings

- Determine if Appeal Period is Required

Prerequisites

- The Producer and Manager activities of the Preliminary Map Production section of the workflow is complete

Navigation

Via Menu Path	**Log in to the MIP > Workbench > Work Items >**
	and
	Claim > Determine Community Meeting Schedule

	Only claim an activity that you are certain you should own or you have been instructed to claim. Contact your manager if you claim an activity in error.

1. Click on: [Claim] to claim the activity

	Determine Community Meeting Schedule - This activity allows the Producer to indicate whether community meetings will be held and provide the proposed date of the meeting(s). The Producer also indicates if intermediate meetings are required in this study.

2. Click on: Determine Community Meeting Schedule to enter the Determine Community Meeting Schedule activity

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Determine Community Meeting Schedule

* indicates a required field.

Provide meeting dates for any final community meetings that are required. Click "Continue".

Community Name:	BURNS, TOWN OF
CID:	470433
*Will you be holding community meetings?	○ Yes ⊙ No
Community Name:	CHARLOTTE, TOWN OF
CID:	470434
*Will you be holding community meetings?	○ Yes ⊙ No
Community Name:	DICKSON COUNTY *
CID:	470046
*Will you be holding community meetings?	○ Yes ⊙ No
Community Name:	DICKSON, CITY OF
CID:	470335
*Will you be holding community meetings?	○ Yes ⊙ No
Community Name:	SLAYDEN, TOWN OF
CID:	470435
*Will you be holding community meetings?	○ Yes ⊙ No
Community Name:	VANLEER, TOWN OF
CID:	470436
*Will you be holding community meetings?	○ Yes ⊙ No
Community Name:	WHITE BLUFF, TOWN OF
CID:	470248
*Will you be holding community meetings?	○ Yes ⊙ No
Intermediate meetings are required in this study	☐

Save and Close   Continue >

3. Click to indicate if community meetings will be held for each community. When Yes is selected, a new field appears to enter the proposed Meeting Date.

4. Use the calendar icon or click to enter the proposed Meeting Date

	Enter the same date for each community when one meeting is held for all communities

5. Follow the same steps to indicate whether meetings will be held and enter the proposed meeting date for all communities.

6. If you anticipate having any other meetings, (public outreach, explanation of the appeal process, and public open houses) check the checkbox. Checking the checkbox creates a new activity in the workflow (Prepare and Hold Intermediate Meetings), completed by the Producer.

7. Once information for all communities has been added, click **Continue >** to move to the Review screen

CID:	470455
Will you be holding community meetings?	Yes
Meeting Date:	10/25/2007
Community Name:	CHARLOTTE, TOWN OF
CID:	470434
Will you be holding community meetings?	Yes
Meeting Date:	10/25/2007
Community Name:	DICKSON COUNTY *
CID:	470046
Will you be holding community meetings?	Yes
Meeting Date:	10/25/2007
Community Name:	DICKSON, CITY OF
CID:	470335
Will you be holding community meetings?	Yes
Meeting Date:	10/25/2007
Community Name:	SLAYDEN, TOWN OF
CID:	470435
Will you be holding community meetings?	Yes
Meeting Date:	10/25/2007
Community Name:	VANLEER, TOWN OF
CID:	470436
Will you be holding community meetings?	Yes
Meeting Date:	10/25/2007
Community Name:	WHITE BLUFF, TOWN OF
CID:	470248
Will you be holding community meetings?	Yes
Meeting Date:	10/25/2007
Intermediate meetings are required in this study:	Yes

[< Back] [Save and Close] [Complete Task]

❌	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.

8. Review the information and when satisfied, click [Complete Task]

Because Intermediate Meetings was not selected, the next activity is Confirm Community Meeting List, completed by the RSC or MOD HQ. Once that activity is complete, the next task for the Producer is Prepare Final Community Meetings.

9. Click on: to claim the activity.

	Prepare Final Community Meetings - This activity is performed by the Producer after the RSC or MOD HQ has approved the Community Meeting List. The Producer indicates that the participants were notified, the community was contacted and level of support needed was discussed with FEMA.

10. Click on: to enter the Prepare Final Community Meeting activity

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* indicates a required field.

Identify items that have been completed in preparing for community meetings. All items must be completed before you can "Continue".

Community Name:	DICKSON, CITY OF
CID:	470335
Meeting Date:	10/25/2007

Community Name:	VANLEER, TOWN OF
CID:	470436
Meeting Date:	10/25/2007

Community Name:	BURNS, TOWN OF
CID:	470433
Meeting Date:	10/25/2007

Community Name:	WHITE BLUFF, TOWN OF
CID:	470248
Meeting Date:	10/25/2007

Community Name:	SLAYDEN, TOWN OF
CID:	470435
Meeting Date:	10/25/2007

Community Name:	CHARLOTTE, TOWN OF
CID:	470434
Meeting Date:	10/25/2007

Community Name:	DICKSON COUNTY *
CID:	470046
Meeting Date:	10/25/2007

*Notified participants	☐
*Contacted the community	☐
*Contacted FEMA/NSP to determine level of community outreach support required	☐

Save and Close   Continue >

11. Click on: ☐ to indicate participants notified

12. Click on: ☐ to indicate the communities were contacted

13. Click on: ☐ to indicate that FEMA/NSP was contacted to discuss the level of support needed.

14. Click on: **Continue >** to move to the Review screen

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Click to view the workflow history for this project.

Community Name:	DICKSON, CITY OF
CID:	470335
Meeting Date:	10/25/2007
Community Name:	VANLEER, TOWN OF
CID:	470436
Meeting Date:	10/25/2007
Community Name:	BURNS, TOWN OF
CID:	470433
Meeting Date:	10/25/2007
Community Name:	WHITE BLUFF, TOWN OF
CID:	470248
Meeting Date:	10/25/2007
Community Name:	SLAYDEN, TOWN OF
CID:	470435
Meeting Date:	10/25/2007
Community Name:	CHARLOTTE, TOWN OF
CID:	470434
Meeting Date:	10/25/2007
Community Name:	DICKSON COUNTY *
CID:	470046
Meeting Date:	10/25/2007
Notified participants:	Yes
Contacted the community:	Yes
Contacted FEMA/NSP to determine level of community outreach support required:	Yes

< Back   Save and Close   Complete Task

❌	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.

15. Review the information and when satisfied, click **Complete Task**

The next activity is Hold Final Community Meetings, completed by the Producer.

⚠	Only claim an activity that you are certain you should own or you have been instructed to claim. Contact your manager if you claim an activity in error.

16. Click on: **Claim** to claim the activity

ⓘ	**Hold Final Community Meetings** - Allows the Producer to enter the details of the community meeting. The Producer can modify or delete the meeting(s) listed or add a new meeting. The following information is required for each meeting: • Meeting time and location • Indication of whether the communities attended and meeting minutes collected • Name and organization to whom meeting minutes were submitted • Summary of the meeting Multiple final meetings cannot be added for a single community. There can only be one final meeting per community.

17. Click on: **Hold Final Community Meetings** to enter the Hold Final Community Meetings activity

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Work Item Details - Project # 09-04-0015S

Hold Community Meeting | Review

Hold Final Community Meetings

* indicates a required field.

Modify meetings listed. Click "Continue".

Added Meetings

	Community	Meeting Date and Time	Meeting Location	Community attended and Reason	Meeting minutes collected	Meeting Minutes Submitted to:		
						Name	Organization	Meeting Summary
○	DICKSON, CITY OF	10/25/2007		No	No			
○	VANLEER, TOWN OF	10/25/2007		No	No			
○	BURNS, TOWN OF	10/25/2007		No	No			
○	WHITE BLUFF, TOWN OF	10/25/2007		No	No			
○	SLAYDEN, TOWN OF	10/25/2007		No	No			
○	CHARLOTTE, TOWN OF	10/25/2007		No	No			
○	DICKSON COUNTY *	10/25/2007		No	No			

Modify   Delete

Save and Close   Continue >

(i)	When you modify a meeting, it is removed from the table until you click Add Meeting.

18. Click the radio button next to the community and click on: **Modify**

19. To remove the meeting from the table, click Delete. Note that all deletions are final in the MIP.

20. Click to update the Meeting Date

21. Click to update the Meeting Time

22. Click to update the Meeting Location

23. Indicate if the meeting was attended; if not attended, add comments

24. Click to indicate Meeting Minutes Collected

25. Click to enter the Name of the person meeting minutes submitted to

26. Click the Organization dropdown box to select the organization the meeting minutes were submitted to

27. Click to enter a Meeting Summary

⚠	Always click Add Meeting before continuing. If you click Save and Close or Continue before Add Meeting, all previously entered information will be lost.

28. Click on: **Add Meeting** to save changes

29. Follow the same steps to modify/add the detailed meeting information for each community.

	Community	Meeting Date and Time	Meeting Location	Community attended and Reason	Meeting minutes collected	Meeting Minutes Submitted to:		
						Name	Organization	Meeting Summary
○	DICKSON, CITY OF	10/25/2007 06:00 PM	Dickson County Courthouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.
○	VANLEER, TOWN OF	10/25/2007 06:00 PM	Dickson County Courhouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.
○	BURNS, TOWN OF	10/25/2007 06:00 PM	Dickson County Courthouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.
○	WHITE BLUFF, TOWN OF	10/25/2007 06:00 PM	Dickson County Courthouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.
○	SLAYDEN, TOWN OF	10/25/2007 06:00 PM	Dickson County Courthouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.
○	CHARLOTTE, TOWN OF	10/25/2007 06:00 PM	Dickson County Courthouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.
○	DICKSON COUNTY *	10/25/2007 06:00 PM	Dickson County Courthouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.

Added Meetings

Modify | Delete

Save and Close | Continue >

30. When all community meeting information is added, click **Continue >** to move to the Review screen

Community Meetings

Community	Meeting Date and Time	Meeting Location	Community attended and Reason	Meeting minutes collected	Meeting Minutes Submitted to:		
					Name	Organization	Meeting Summary
DICKSON, CITY OF	10/25/2007 06:00 PM	Dickson County Courthouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.
VANLEER, TOWN OF	10/25/2007 06:00 PM	Dickson County Courhouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.
BURNS, TOWN OF	10/25/2007 06:00 PM	Dickson County Courthouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.
WHITE BLUFF, TOWN OF	10/25/2007 06:00 PM	Dickson County Courthouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.
SLAYDEN, TOWN OF	10/25/2007 06:00 PM	Dickson County Courthouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.
CHARLOTTE, TOWN OF	10/25/2007 06:00 PM	Dickson County Courthouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.
DICKSON COUNTY *	10/25/2007 06:00 PM	Dickson County Courthouse	Yes	Yes	Rob Thompson	Watershed IV Alliance	Meeting went well, all concerns were documented.

`< Back`   `Save and Close`   `Complete Task`

	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.

31. Review the information and when satisfied, click **Complete Task**

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The next activity is Determine if Appeal Period is Required, completed by the Producer.

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Welcome bobproducer | 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 | SOMA | Compendium Panel

Home » Workbench » Work Items

Work Item List - bobproducer - January 22, 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 fields below may be used to filter your work item list.
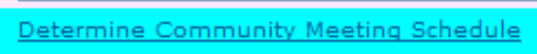
- Options: Add, remove, and reorder columns in your Work Items list
- Refresh: Display new activities in your Work Items list and remove activities claimed by others
- Activity Reference Guide: Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted ↑	Workflow History
All ▾	All ▾	All ▾			
Claim	Determine If Appeal Period Is Required	09-04-0015S	Dickson County TN MapMod07	01/22/2009	ⓘ

⚠️	Only claim an activity that you are certain you should own or you have been instructed to claim. Contact your manager if you claim an activity in error.

32.   Click on: **Claim** to claim the activity

ⓘ	**Determine if Appeal Period is Required -** This activity is performed by the Producer after the Community Meetings are held to document whether or not a 90-day appeal period is required for all communities in the study project. If an appeal period is required, the workflow moves to the Manage Appeal section, where the first activity for the Producer is Create BFE Notice. If a 90-day appeal period is not required, the workflow moves to the Prepare LFD Docket Produce Final Map Products activities.

33.   Click on: **Determine If Appeal Period Is Required** to enter the Determine if Appeal Period is Required activity

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Determine If Appeal Period Is Required

* **indicates a required field.**

Identify all Communities where an appeal period is required and click "Continue".

Community CID	470433
Community Name	BURNS, TOWN OF
BFE Changes Required	Yes
Appeal Period Required	☐

Community CID	470434
Community Name	CHARLOTTE, TOWN OF
BFE Changes Required	Yes
Appeal Period Required	☐

Community CID	470046
Community Name	DICKSON COUNTY *
BFE Changes Required	Yes
Appeal Period Required	☐

Community CID	470335
Community Name	DICKSON, CITY OF
BFE Changes Required	Yes
Appeal Period Required	☐

Community CID	470435
Community Name	SLAYDEN, TOWN OF
BFE Changes Required	Yes
Appeal Period Required	☐

Community CID	470436
Community Name	VANLEER, TOWN OF
BFE Changes Required	Yes
Appeal Period Required	☐

Community CID	470248
Community Name	WHITE BLUFF, TOWN OF
BFE Changes Required	Yes
Appeal Period Required	☐

Save and Close   Continue >

> ⓘ   In general, if BFE Changes are present, an Appeal Period is required.

34. Click Appeal Period Required for each community that requires an appeal period

35. Follow the same steps to denote whether an appeal period is required for each community

36. Click **Continue >** to move to the Review screen

Click to view the workflow history for this project.

Community CID	470433
Community Name	BURNS, TOWN OF
BFE Changes Required	Yes
Appeal Period Required	Yes

Community CID	470434
Community Name	CHARLOTTE, TOWN OF
BFE Changes Required	Yes
Appeal Period Required	Yes

Community CID	470046
Community Name	DICKSON COUNTY *
BFE Changes Required	Yes
Appeal Period Required	Yes

Community CID	470335
Community Name	DICKSON, CITY OF
BFE Changes Required	Yes
Appeal Period Required	Yes

Community CID	470435
Community Name	SLAYDEN, TOWN OF
BFE Changes Required	Yes
Appeal Period Required	Yes

Community CID	470436
Community Name	VANLEER, TOWN OF
BFE Changes Required	Yes
Appeal Period Required	Yes

Community CID	470248
Community Name	WHITE BLUFF, TOWN OF
BFE Changes Required	Yes
Appeal Period Required	Yes

< Back   Save and Close   Complete Task

	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.

37. Review the information and when satisfied, click **Complete Task**

Results
If an appeal period is required, the workflow moves to the Manage Appeal section. The first activity, Create BFE Notice, is completed by the Producer
If there were no appeals for any community, the workflow would move to the next two activities - Produce Final Map Products and Prepared LFD Docket, both completed by the Producer.

Last changed: March 2009