# Mapping
### INFORMATION PLATFORM

## Work Instruction
## Producer - Post Preliminary Processing after Appeal

## Purpose

This work instruction is used to provide an overview of the steps to complete the activities in the Post Preliminary Processing portion of the workflow, after the Appeal Period is complete, but before Manage Map Adoption, Manage Revalidation, and Create Final Rule for Federal Register.

This simulation includes the following activities:

- Produce Final Map Products
- Submit MSC Deliverable
- Prepare LFD Docket
- Distribute LFD Letter

After the appeal period is complete and 60 days prior to the LFD date, the data for QR5, QR6 and QR7 are required, some of which are submitted outside of the MIP. For more information, refer to Revised PM 42, posted on the FEMA Library

## Prerequisites

- The Determine if Appeal Period is Required activity is complete
- If applicable, all Manage Appeals activities are complete

## Navigation

| Via Menu Path | **Log in to the MIP > Workbench > Work Items >** |
| --- | --- |
| | **and** |
| | **Claim > Produce Final Map Products** |

## Work Steps



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

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

| | Two activities now appear on the Work Item List to be completed by the Producer.  Both activities can be worked on at the same time, but typically, the Produce Final Map Products activity is completed before Prepare LFD Docket. |
|---|---|
| | **Produce Final Map Products -** This activity allows the Producer to upload the Final Map Products and associated metadata to the MIP for QA.  The Producer also captures the number of printed panels included in the final map. |

**2.**     Click on: **Produce Final Map Products** to enter the Produce Final Map Products activity

**Mapping** INFORMATION PLATFORM

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

Data Submission | Analysis | Review

[Save and Close] [Continue >]

**Produce Final Map Products : Data Submission (Dickson County-wide)**

Click the Submit Data arrow to view data content or to Submit Data Files.
Click the Submission Status arrow to view the status of submitted data. Once all data has been uploaded and has passed all validation, click "Continue".

**\* indicates a required field.**

▼ Expand All    ▷ Collapse All

▼ **Project and Task Information**

| | |
|---|---|
| Project Name: | Dickson County TN MapMod07 |
| Case Number: | 09-04-0015S |
| Task Description: | |
| Baseline Task End Date: | 12/26/2008 |
| Projected Effective Date: | |

▼ **Submit Data**

Submission Contents
⊟🗁 /R04/TENNESSEE_47/DICKSON_47043/DICKSON_043C/09-04-0015S/SubmissionUpload/Mapping.Final_DFIRM_DB/1116647
⊞🗁 RFIRM

[Update Contents] [Submit Data Files...]

_Download Sample Metadata Template_ to view the data file submission format.

▼ **Submission Status**

| | | |
|---|---|---|
| **Metadata Profile Validation** | No Data | [Update Status] |
| **DFIRM DB QA Validation** | No Data | |

[Save and Close] [Continue >]

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ℹ️ | For more information on the DFIRM upload process and the associated auto and visual checks, refer to the DFIRM Upload Guidance document posted on MIP User Care > Guides & Documentation > User Guidance

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**3.**    Click on: [Submit Data Files...] to open a new screen

---

**Submit Data Files**

Select the appropriate submission method for instructions to upload or mail your data to the MIP. A tool to estimate data upload time is provided for your use in deciding whether data should be uploaded to the MIP or mailed in.

**\* indicates a required field.**

**Estimate Upload Time (optional)**

**Internet Connection Speed**    [                ▾]

**File Size**    [            ] [Units ▾]

Estimated Time to Upload Data:

**Submit Data Files**

DFIRM verification is initiated when the user clicks Validate Contents button. For efficiency in QA processing, do not click the Validate Contents button until you have assembled and uploaded the entire submission package.

Submission packages more than 1 Gigabyte in size, or more than 8000 individual files, should be submitted through Citrix (for packages up to 2GB) or mailed to the Data Depot (for packages over 2GB).

The DFIRM DB QA review process automatically begins when the Metadata validation has passed successfully.

**\*Submission Method**    ◯ Upload via MIP  ◯ Mail the Data

---

**4.**    Click on: ◯ Upload via MIP to upload files through the MIP

**5.** Click on: Browse... to locate file to be uploaded



**6.** Navigate to your file and click to highlight it

**7.** Click on: Open to accept file selected for upload

**Mapping**
INFORMATION PLATFORM

**Submit Data Files**

Select the appropriate submission method for instructions to upload or mail your data to the MIP. A tool to estimate data upload time is provided for your use in deciding whether data should be uploaded to the MIP or mailed in.

**\* indicates a required field.**

**Estimate Upload Time (optional)**

| | |
|---|---|
| **Internet Connection Speed** | |
| **File Size** | Units |

Estimated Time to Upload Data:

**Submit Data Files**

DFIRM verification is initiated when the user clicks Validate Contents button. For efficiency in QA processing, do not click the Validate Contents button until you have assembled and uploaded the entire submission package.

Submission packages more than 1 Gigabyte in size, or more than 8000 individual files, should be submitted through Citrix (for packages up to 2GB) or mailed to the Data Depot (for packages over 2GB).

The DFIRM DB QA review process automatically begins when the Metadata validation has passed successfully.

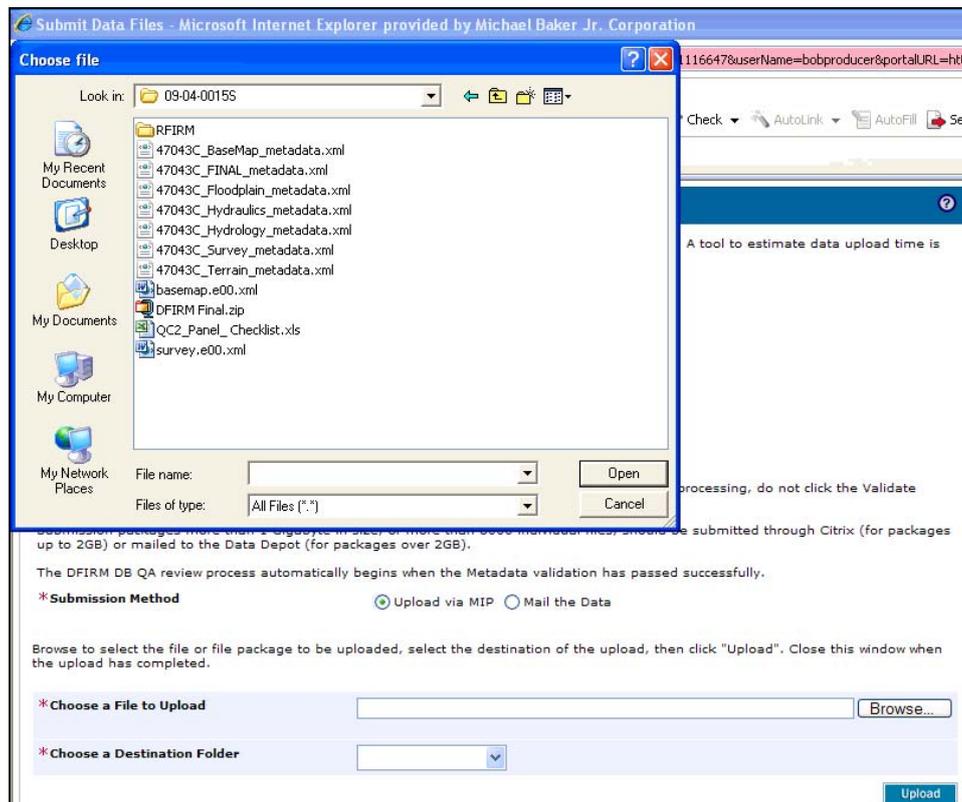**\* Submission Method**    ⊙ Upload via MIP  ○ Mail the Data

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

**\* Choose a File to Upload**    E:\Metadata\09-04-0015S\DFIRM Final.zip    [Browse...]

**\* Choose a Destination Folder**    [          ▼]

[Upload]

| | |
|---|---|
| (i) | If the zipped file contains the RFIRM folder, select the main folder and the files will be unzipped and placed in the appropriate main and RFIRM submission folders. |
| | If there is not a RFIRM folder in the zipped file, upload the applicable PNG, PGW, TIF and TFW files and select the RFIRM folder below to place those files in the RFIRM submission folder. |

**8.** Click the Choose a Destination Folder dropdown box to put it in the main folder or RFIRM folder

**9.** Click on: [Upload] to upload selected file

| | |
|---|---|
| (i) | At this point, the files are uploaded to the J drive. |

**Mapping**
INFORMATION PLATFORM

**Work Item Details – Project # 09-04-0015S**                                                    ❓

Data Submission | Analysis | Review

[Save and Close]  [Continue >]

**Produce Final Map Products : Data Submission (Dickson County-wide)**

Click the Submit Data arrow to view data content or to Submit Data Files.
Click the Submission Status arrow to view the status of submitted data. Once all data has been uploaded and has passed all validation, click "Continue".

**✱ indicates a required field.**

▼ Expand All    ▶ Collapse All

▼ **Project and Task Information**

Project Name:               Dickson County TN MapMod07

Case Number:                09-04-0015S

Task Description:

Baseline Task End Date:     12/26/2008

Projected Effective Date:

▼ **Submit Data**

Submission Contents
⊟ 📁 /R04/TENNESSEE_47/DICKSON_47043/DICKSON_043C/09-04-0015S/SubmissionUpload/Mapping.Final_DFIRM_DB/1116647
    ⊟ 📁 RFIRM

[Update Contents]  [Submit Data Files...]

                          Download Sample Metadata Template to view the data file submission format.

▼ **Submission Status**

Metadata Profile Validation        No Data           [Update Status]

DFIRM DB QA Validation             No Data

[Save and Close]  [Continue >]

**10.** Click on: [Update Contents] to refresh Submit Data section

s_plss_ln.mid
s_plss_ln.mif
S_PLSS_LN.prj
s_plss_ln.shp
s_plss_ln.shx
S_POL_AR.dbf
s_pol_ar.e00
S_POL_AR.mid
S_POL_AR.mif
S_POL_AR.prj
s_trnsport_ln.e00
S_TRNSPORT_LN.mid
S_TRNSPORT_LN.mif
S_TRNSPORT_LN.prj
S_TRNSPORT_LN.shp
S_TRNSPORT_LN.shx
s_wtr_ln.dbf
s_wtr_ln.e00
s_wtr_ln.mid
s_wtr_ln.mif
S_WTR_LN.prj
s_wtr_ln.shp
s_wtr_ln.shx
S_XS.dbf
s_xs.e00
S_XS.mid
S_XS.mif
S_XS.prj
S_XS.shp
S_XS.shx

⊞ 📁 TSDN

[Update Contents]  [Submit Data Files...]

_Download Sample Metadata Template_ to view the data file submission format.

▼ **Submission Status**

**Metadata Profile Validation**     Validation Required

**DFIRM DB QA Validation**          Validation Required     [Update Status]   [Validate Contents]

[Save and Close]   [Continue >]

| | | |
|---|---|---|
| ℹ️ | | The metadata validation is performed first.  If the metadata passes validation, the MIP automatically sends the DFIRM DB for QA validation.<br><br>If the metadata fails validation, the user is required to fix the metadata, re-upload to the MIP, and receive a passing report before the DFIRM DB QA validation is automatically started. |
| ℹ️ | | The turnaround time for visual inspection takes up to 10 business days. Click Save and Close then later return to click Update Status until the files have passed. |
| ℹ️ | | The auto and visual validation is also known as QR5. |

**11.**     Click on: [Validate Contents] to begin the validation process

| ⚠️ | You can only continue if the Submission Status reads Passed. |
|---|---|

**12.** Click on: [Continue >] to move to the Analysis screen
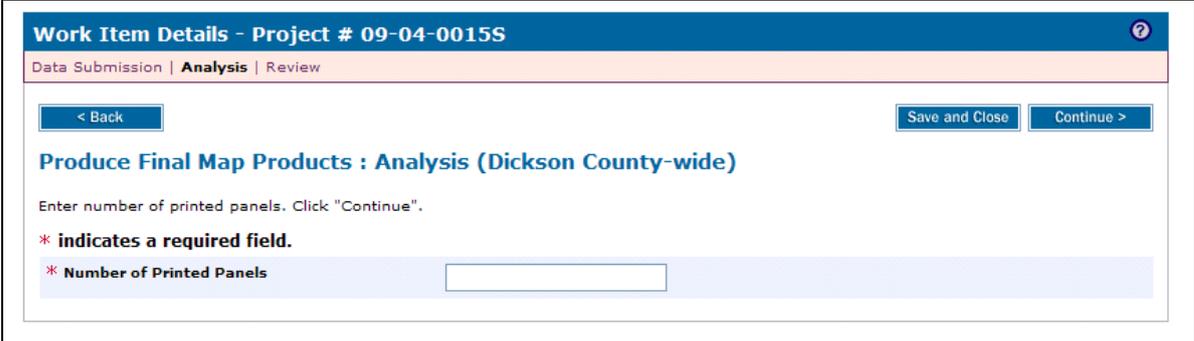


**13.** Click to enter the Number of Printed Panels in the final map

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



**15.** Click Expand All to view all sections and scroll to the bottom of the screen

s_plss_ln.mid
s_plss_ln.mif
S_PLSS_LN.prj
s_plss_ln.shp
s_plss_ln.shx
S_POL_AR.dbf
s_pol_ar.e00
S_POL_AR.mid
S_POL_AR.mif
S_POL_AR.prj
s_trnsport_ln.e00
S_TRNSPORT_LN.mid
S_TRNSPORT_LN.mif
S_TRNSPORT_LN.prj
S_TRNSPORT_LN.shp
S_TRNSPORT_LN.shx
s_wtr_ln.dbf
s_wtr_ln.e00
s_wtr_ln.mid
s_wtr_ln.mif
S_WTR_LN.prj
s_wtr_ln.shp
s_wtr_ln.shx
S_XS.dbf
s_xs.e00
S_XS.mid
S_XS.mif
S_XS.prj
S_XS.shp
S_XS.shx
TSDN

**Submission Status**

| Metadata Profile Validation | Failed  View Details |
| DFIRM DB QA Validation | Validation Required |

**Analysis**

| Number of Printed Panels: | 50 |

[< 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. |
| ⓘ | Completing this task copies the uploaded files from the J drive to the K drive. |

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

**The next activity, Submit MSC Deliverable, is completed by the Producer. The Prepare LFD Docket is also available for the Producer to complete.**



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

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

| | |
|---|---|
| ℹ️ | **Submit MSC Deliverable -** This activity allows the Producer to complete the GPO submission checklist and upload the Final Map Products data into the MIP for submission to the MSC. |

**18.** Click on: Submit MSC Deliverable to enter the Submit MSC Deliverable activity



**19.** Click Expand All to view files already submitted

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<table>
<tr>
<td></td>
<td>If the DFIRM DB and associated files were uploaded in the previous activity (Produce Final Map Products), they do not need to be uploaded again here, unless there have been changes to any of the files.</td>
</tr>
</table>

**20.** Follow the same upload process to upload final MSC deliverables to the MIP.



**21.** Click on:  to move to the Review screen

Mapping
INFORMATION PLATFORM

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**Work Item Details - Project # 09-04-0032S**

Data Submission | **Review**

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

**Submit MSC Deliverable : Review (Dickson County-wide)**

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the workflow history for this project.

▼ Expand All    ▶ Collapse All

▼ **Project and Task Information**

| | |
|---|---|
| Project Name: | Dickson County TN MapMod07 |
| Case Number: | 09-04-0032S |
| Task Description: | |
| Baseline Task End Date: | 12/26/2008 |
| Projected Effective Date: | 07/16/2008 |

**Checklist of MSC Deliverable GPO Package**

- Composite Negatives and Proof Copy
- Transmittal Letters to Communities (Doc 179)
- Community Mapping Actions List
- Printing Process Work Sheet
- Print Requisition Forms for:
  - O FEMA Form 60-3C—Flood Insurance Study Report
  - O FEMA Form 60-3E—Flood Insurance Rate Maps
- DFIRM CD or DVD:
  - O Metadata
  - O DFIRM database files
  - O Geo-referenced FIRM Panels
  - O FIS (PDF)
  - O Orthophotos (if applicable)
- FIS Report (final text)
- Composite Negatives and Proof Copy of Flood Boundary and Floodway Map (FBFM) Index and all new revised panels

▼ **Submit Data**

📁 /R04/TENNESSEE_47/DICKSON_47043/DICKSON_043C/09-04-0032S/SubmissionUpload/Mapping.Final_DFIRM_DB/1116848

    📄 46005C_20090602_metadata.txt

    📄 46005C_20090602_metadata.xml

    📄 DFIRM_Data_Export_Log.txt

    📁 FIS

    📄 log

    📄 L_COMM_INFO.dbf

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| | |
|---|---|
| ❌ | 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. |
| ℹ️ | Completing this task copies the uploaded files from the J drive to the K drive. |

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

**The project now moves to the Manage QA portion of the workflow including activities to Validate Content Submission and Perform National DFIRM QA, both completed by the RSC or MOD HQ.**

**The next activity, Prepare LFD Docket, is completed by the Producer.**



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

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

| ℹ️ | **Prepare LFD Docket -** The Producer prepares the LFD docket when the 90-day appeal period has ended and all appeals and protests have been resolved.<br><br>This activity allows the Producer to enter the projected LFD date for the LFD docket. The SOMA must indicate completed and a new 60.3 code must be entered for each community.  The final SOMA must be sent with the LFD. |
| ⚠️ | Once the Producer Claims the Prepare LFD Docket activity, the Manager no longer has the ability to project the LFD date.  Only the Producer can update the LFD Date. |

**24.**  Click on: **Prepare LFD Docket** to enter the Prepare LFD Docket activity

## Mapping
### INFORMATION PLATFORM

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

Task Information | Review

**Prepare LFD Docket : Task Information (Dickson County-wide)**

* indicates a required field.
Review task information and enter the required fields. Click "Continue".

**Task Information**

| | |
|---|---|
| Project Name: | Dickson County TN MapMod07 |
| Case Number: | 09-04-0015S |
| Task Description: | |
| Baseline Task End Date: | 12/26/2008 |

**LFD Information**

* Projected LFD Date    [ dropdown ]

Projected Effective Date:

Comments    [ text box ]

**Affected Communities**

| Community Name | CID | Final SOMA | *New 60.3 Code |
|---|---|---|---|
| BURNS, TOWN OF | 470433 | Complete | [ dropdown ] |
| CHARLOTTE, TOWN OF | 470434 | Complete | [ dropdown ] |
| DICKSON COUNTY * | 470046 | Complete | [ dropdown ] |
| DICKSON, CITY OF | 470335 | Complete | [ dropdown ] |
| SLAYDEN, TOWN OF | 470435 | Complete | [ dropdown ] |
| VANLEER, TOWN OF | 470436 | Complete | [ dropdown ] |
| WHITE BLUFF, TOWN OF | 470248 | Complete | [ dropdown ] |

**File Submission**

LFD Submission

Choose a File to Upload    [ text field ]    Browse...

[ Upload ]

**Links**

LFD Verification Template
Document Control Procedures Manual (FEMA)

[ Save and Close ]    [ Continue > ]

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| | |
|---|---|
| (i) | The projected effective date is set for 6 months after the projected LFD date |

**25.**    Click the Projected LFD Date dropdown box to select a projected LFD date

| | |
|---|---|
| (X) | If any of the communities do not have a complete SOMA, return to the SOMA Tool to categorize them. |

| | **A short definition of each 60.3 code, as taken from the code of Federal Regulations (44CFR):** |
|---|---|
| | **60.3(a)** - Community participates in the NFIP but has No Special Flood Hazard Area (NSFHA) identified within the community |
| | **60.3(b)** - Community participates in the NFIP and has only Approximate A Zones identified within the community |
| | **60.3(c)** - Community participates in the NFIP and has Approximate A Zones and Base Flood Elevations (BFEs) identified within the community |
| | **60.3(d)** - Community participates in the NFIP and has Approximate A Zones, Base Flood Elevations (BFEs) and Floodway identified within the community |
| | **60.3(e)** - Community participates in the NFIP and has Approximate A Zones, Base Flood Elevations (BFEs) and (Velocity) V Zones identified within the community |
| | **60.3(d&e)** - Community participates in the NFIP and has Approximate A Zones, Base Flood Elevations (BFEs), Floodways and (Velocity) V Zones identified within the community |
| | **Not Applicable** - Does not participate in NFIP, has No Special Flood Hazard Area (NSFHA) identified within the community |
| | **NSFHA communities** - A Non-Special Flood Hazard Area (NSFHA) is an area that is in a low-to-moderate risk flood zone (Zones B, C, X Pre- and Post-FIRM).  An NSFHA is not in any immediate danger from flooding caused by overflowing rivers or hard rains |

**26.**   Continue to add the New 60.3 code for each community.

| | Use the File Submission section to upload draft LFD letters in this upload section. |
|---|---|
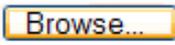
**27.**   Click on: **Browse...** to locate file to be uploaded
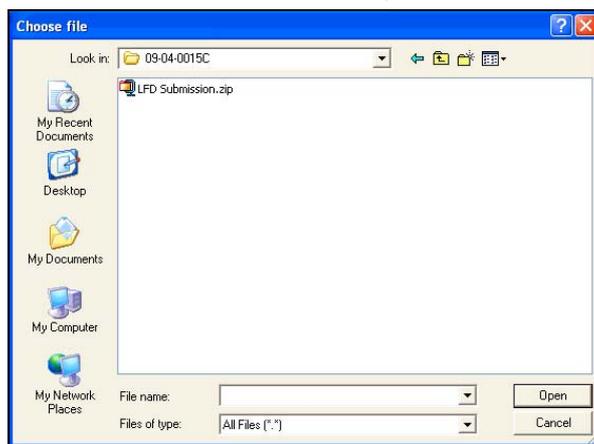


**28.**   Navigate to your file and click to highlight it

**29.**   Click on: **Open** to accept file selected for upload

**Mapping**
INFORMATION PLATFORM

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Task Information | Review

**Prepare LFD Docket : Task Information (Dickson County-wide)**

**\* indicates a required field.**
Review task information and enter the required fields. Click "Continue".

**Task Information**

| | |
|---|---|
| Project Name: | Dickson County TN MapMod07 |
| Case Number: | 09-04-0015S |
| Task Description: | |
| Baseline Task End Date: | 12/26/2008 |
| Comments from Docket Review: | |

**LFD Information**

| | |
|---|---|
| \* Projected LFD Date | 06/16/2008 ⌄ |
| Projected Effective Date: | 12/16/2008 |
| Comments | |

**Affected Communities**

| Community Name | CID | Final SOMA | \*New 60.3 Code |
|---|---|---|---|
| BURNS, TOWN OF | 470433 | Complete | Regulation 60.3(b) ⌄ |
| CHARLOTTE, TOWN OF | 470434 | Complete | Regulation 60.3(b) ⌄ |
| DICKSON COUNTY \* | 470046 | Complete | Regulation 60.3(a) ⌄ |
| DICKSON, CITY OF | 470335 | Complete | Regulation 60.3(c) ⌄ |
| SLAYDEN, TOWN OF | 470435 | Complete | Regulation 60.3(c) ⌄ |
| VANLEER, TOWN OF | 470436 | Complete | Regulation 60.3(b) ⌄ |
| WHITE BLUFF, TOWN OF | 470248 | Complete | Regulation 60.3(a) ⌄ |

**File Submission**

LFD Submission
Choose a File to Upload      E:\09-04-0015C\LFD Submission.zip    [Browse...]

[Upload]

**Links**

LFD Verification Template
Document Control Procedures Manual (FEMA)

[Save and Close]   [Continue >]

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**30.**   Click on:   [Upload]   to upload selected file

| | |
|---|---|
| (i) | Files are uploaded to the K drive. |

**31.**   Click on:   [Continue >]   to move to the Review screen

**Mapping** INFORMATION PLATFORM

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

Task Information | **Review**

**Prepare LFD Docket : Review (Dickson County-wide)**

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the workflow history for this project.

**Task Information**

| | |
|---|---|
| Project Name: | Dickson County TN MapMod07 |
| Case Number: | 09-04-0015S |
| Task Description: | |
| Baseline Task End Date: | 12/26/2008 |

**LFD Information**

| | |
|---|---|
| Projected LFD Date: | 06/16/2008 |
| Projected Effective Date: | 12/16/2008 |
| Comments: | |

**Affected Communities**

| Community Name | CID | Final SOMA | New 60.3 Code |
|---|---|---|---|
| BURNS, TOWN OF | 470433 | Complete | Regulation 60.3(b) |
| CHARLOTTE, TOWN OF | 470434 | Complete | Regulation 60.3(b) |
| DICKSON COUNTY * | 470046 | Complete | Regulation 60.3(a) |
| DICKSON, CITY OF | 470335 | Complete | Regulation 60.3(c) |
| SLAYDEN, TOWN OF | 470435 | Complete | Regulation 60.3(c) |
| VANLEER, TOWN OF | 470436 | Complete | Regulation 60.3(b) |
| WHITE BLUFF, TOWN OF | 470248 | Complete | Regulation 60.3(a) |

**File Submission**

| | |
|---|---|
| LFD Submission | 09-04-0015S - 47043C - LFD Submission.zip |

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

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| ❌ | 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. |
|---|---|

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

**The next activities are Review LFD Docket, completed by the RSC or MOD HQ and Approve LFD Docket (also known as QR6), completed by FEMA.**

**Once those activities are complete, the Producer then completes Distribute LFD Letter.**



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

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

| | **Distribute LFD -** This activity is performed by the Producer after FEMA reviews and approves the LFD Docket. In this activity, the Producer confirms that previously entered information is correct. |
|---|---|
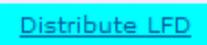
**34.** Click on: **Distribute LFD** to enter the Distribute LFD activity

# Mapping
INFORMATION PLATFORM

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

**Task Information**

### Distribute LFD : Task Information (Dickson County-wide)

Review the information. Click "Complete Task" when done. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the workflow history for this project.

**Task Information**

| | |
|---|---|
| Project Name: | Dickson County TN MapMod07 |
| Case Number: | 09-04-0015S |
| Task Description: | |
| Baseline Task End Date: | 12/26/2008 |

**LFD Information**

| | |
|---|---|
| LFD Date: | 06/16/2008 |
| Effective Date: | 12/16/2008 |

**Affected Communities**

| Community Name | CID | Final SOMA |
|---|---|---|
| BURNS, TOWN OF | 470433 | Complete |
| CHARLOTTE, TOWN OF | 470434 | Complete |
| DICKSON COUNTY * | 470046 | Complete |
| DICKSON, CITY OF | 470335 | Complete |
| SLAYDEN, TOWN OF | 470435 | Complete |
| VANLEER, TOWN OF | 470436 | Complete |
| WHITE BLUFF, TOWN OF | 470248 | Complete |

Save and Close    Complete Task

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| | |
|---|---|
| (i) | If the Final SOMA for all communities is not complete, return to the SOMA tool to categorize the LOMCs. You cannot complete the task if the SOMA is uncategorized.<br><br>Confirm the Effective Date listed is correct. When this activity is completed, the effective date is recorded in reports and is considered the Actual KPI 2. |
| (X) | 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. |

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

---

| **Results** |
|---|
| The next activity for the Producer is Prepare Revalidation Letter, in the Manage Revalidation section of the workflow.<br><br>Concurrently, the RSC, MOD HQ and FEMA complete the Manage Map Adoption and Create Final Rule for Federal Register portions of the workflow. |

Last updated: March 2009