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

Mapping		Meg	S FEMA		
Welcome	bobproducer Log out FEMA Dictionary MIP He	lp?			
Home Map Modern	ization News & Events Tools & Links Map Vi	ewer Workbench MIP User C	are		
Workbench Home	Work Items Project Dashboard / Reports &	Form Letters / Search & Retrieve D	lata / Create Project / SOMA / Compendium	1 Panel	
Home > Workbench >	Work Items				
Work Item List	- bobproducer - January 22, 2009				0 -
Claim a task by clickin filter your work item lis <u>Options</u> : Add, i <u>Refresh</u> : Displa <u>Activity Referen</u>	ig the Claim button. Clicking on the Activity Name li at. remove, and reorder columns in your Work Items li new activities in your Work Items list and remove <u>co Guide</u> : Display an overview of information need	nk will display information in the Wi it activities claimed by others id to complete Studies activities	ork Item Details (below). Click on column name	s to sort by that column. The	input fields below may be used to
Action	Activity Name	Case Number	Project Name	Date Posted ↑	Workflow History
All 👻	All	All 🚩			
Claim	Prepare LFD Docket	09-04-00155	Dickson County TN MapMod07	01/22/2009	٢
Claim	Produce Final Map Products	09-04-00155	Dickson County TN MapMod07	01/22/2009	0



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: to claim the activity

Produce Final Map Products

i	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.
i	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: activity

to enter the Produce Final Map Products





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

3. Click on:

Submit Data Files...

to open a new screen

Submit Data Files	
Select the appropriate submission me provided for your use in deciding whe	ethod for instructions to upload or mail your data to the MIP. A tool to estimate data upload time is ther data should be uploaded to the MIP or mailed in.
k 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 t Contents button until you have asse	he user clicks Validate Contents button. For efficiency in QA processing, do not click the Validate mbled and uploaded the entire submission package.
Submission packages more than 1 G up to 2GB) or mailed to the Data De	iigabyte in size, or more than 8000 individual files, should be submitted through Citrix (for package pot (for packages over 2GB).
The DFIRM DB QA review process au	comatically begins when the Metadata validation has passed successfully.
*Submission Method	O Upload via MIP. O Mail the Data

4. Clic

Click on: Oldon via MIP to upload files through the MIP

ubmit Data Files	
elect the appropriate submission meth rovided for your use in deciding wheth	od for instructions to upload or mail your data to the MIP. A tool to estimate data upload time is er data should be uploaded to the MIP or mailed in.
indicates a required field.	
stimate Upload Time (optional)	
Internet Connection Speed	×
File Size	Units 👻
Estimated Time to Upload Data:	
ubmit Data Files	
FIRM verification is initiated when the Contents button until you have assemi	user clicks Validate Contents button. For efficiency in QA processing, do not click the Validate bled and uploaded the entire submission package.
Submission packages more than 1 Gig up to 2GB) or mailed to the Data Depo	abyte in size, or more than 8000 individual files, should be submitted through Citrix (for package t (for packages over 26B).
he DFIRM DB QA review process autor	natically begins when the Metadata validation has passed successfully.
^K Submission Method	⊙ Upload via MIP ○ Mail the Data
rowse to select the file or file package ne upload has completed.	to be uploaded, select the destination of the upload, then click "Upload". Close this window when
^k Choose a File to Upload	Browse

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

noose file					? 🗙	1116647&userName=bobproducer&portalURL=
Look in	n: 🔀 09-04-001	55	_ (- 🗈 💣 💷-		
	RFIRM					Check 👻 🐴 AutoLink 👻 🔚 AutoFill 🍺
S	47043C_Bas	seMap_metadata.xml				
My Recent	47043C_FIN	AL_metadata.xml				
	47043C_Flo	odplain_metadata.xml				6
	#7043C_Hy	draulics_metadata.xml				
Desktop	# 4/043C_Hy	drology_metadata.xml				A tool to estimate data upload time is
	47043C_5ur	rrain metadata xml				
	basemap.eC	00.xml				
	DFIRM Final	.zip				
My Documents	QC2_Panel_	_Checklist.xls				
	survey.e00.	.×ml				
My Computer						
My Computer						
My Computer	-					
My Computer	File name:			•	Open	
My Computer	File name:			_	Open	processing, do not click the Validate
My Computer My Network Places	File name: Files of type:	All Files (*.*)		•	Open Cancel	processing, do not click the Validate
My Computer My Network Places	File name: Files of type: pr mailed to the	All Files (".") Data Depot (for packa	e, or more and	• •	Open Cancel	processing, do not click the Validate e submitted through Citrix (for packages
My Computer My Network Places	File name: Files of type: pr mailed to the	All Files (".") Data Depot (for packa	ages over 2GB)	• •	Open Cancel	processing, do not click the Validate e submitted through Citrix (for packages
My Computer My Network Places up to 2GB) o The DFIRM D	File name: Files of type: or mailed to the DB QA review pro	All Files (".") Data Depot (for packa bccess automatically be	ages over 2GB) igins when the	Vetadata valida	Open Cancel	processing, do not click the Validate e submitted through Citrix (for packages d successfully.
My Computer My Network Places up to 2GB) o The DFIRM D * Submission	File name: Files of type: pr mailed to the DB QA review pro n Method	All Files (*.*) Data Depot (for packa pacess automatically be	ages over 2GB) Igins when the Opload via	▼ ▼ Metadata valida MIP () Mail the	Open Cancel tion has passe e Data	processing, do not click the Validate a submitted through Citrix (for packages d successfully.
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My Computer My Network Places up to 2GB) o The DFIRM D * Submission Browse to sele the upload ha	File name: Files of type: or mailed to the DB QA review pro n Method ect the file or fil as completed.	All Files (".") Data Depot (for packa cress automatically be e package to be uploa	ages over 2GB) igins when the O Upload via aded, select the	Metadata valida MIP () Mail the	Dpen Cancel ation has passe a Data the upload, the	processing, do not click the Validate e submitted through Citrix (for packages d successfully. an click "Upload". Close this window when
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My Computer My Network Places Up to 2GB) o The DFIRM D * Submission Browse to self the upload ha * Choose a F * Choose a F	File name: Files of type: Fromailed to the DB QA review pro n Method ect the file or fill as completed.	All Files (*.*) Data Depot (for packa occess automatically be e package to be uploa	igins when the Igins when the OUpload via aded, select the	▼ ▼ Metadata valida MIP () Mail the e destination of	Open Cancel ation has passe e Data the upload, the	processing, do not click the Validate e submitted through Citrix (for packages d successfully. an click "Upload". Close this window when Browse

- 6. Navigate to your file and click to highlight it
- 7. Click on: Open to accept file selected for upload

Submit Data Files	0
Select the appropriate submission met provided for your use in deciding whet	hod for instructions to upload or mail your data to the MIP. A tool to estimate data upload time is her 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 Contents button until you have asser	a user clicks Validate Contents button. For efficiency in QA processing, do not click the Validate bled and uploaded the entire submission package.
Submission packages more than 1 Gi up to 2GB) or mailed to the Data Dep	gabyte in size, or more than 8000 individual files, should be submitted through Citrix (for packages ot (for packages over 2GB).
The DFIRM DB QA review process auto	matically begins when the Metadata validation has passed successfully.
*Submission Method	Opload via MIP ○ Mail the Data
Browse to select the file or file package the upload has completed.	a to be uploaded, select the destination of the upload, then click "Upload". Close this window when
*Choose a File to Upload	E:\Metadata\09-04-0015S\DFIRM Final.zip
Y channel Dankankan Faldan	



- **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

 Image: At this point, the files are uploaded to the J drive.

Mapping

Vork Item Details - Project #	# 09-04-0015S	(
ata Submission Analysis Review		
		Save and Close Continue >
Produce Final Map Products	s : Data Submiss	ion (Dickson County-wide)
Click the Submit Data arrow to view dat Click the Submission Status arrow to vie Continue".	a content or to Submit D ew the status of submitte	ata Files. d data. Once all data has been uploaded and has passed all validation, click
indicates a required field.		
▼ Expand All		
Project and Task Informatio	n	
Project Name	Dickson C	ounty TN ManMod07
Case Number:	09-04-003	155
Task Description:		
Baseline Task End Date:	12/26/200	18
Projected Effective Date:		
r Suhmit Data		
Submission Contents		
R04/TENNESSEE_47/DICKS	ON_47043/DICKSON_0	43C/09-04-0015S/SubmissionUpload/Mapping.Final_DFIRM_DB/1116647
Update Contents Submit Data Files		
	<u>D</u>	ownload Sample Metadata Template to view the data file submission format.
Submission Status		
Metadata Profile Validation	No Data	
		Update Status

 \sim W

710

10. Click on:

Mapping

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.mid				
S_TRNSPORT_LN.mit				
S_TRNSPORT_LN.pg				
S_TRNSPORT_LN.shp				
S_TRNSPORT_LN.Shx				
s_wt_ln.dof				
s wtr. In. mid				
s wtr. In.mif				
S WTR LN.pri				
🖳 s_wtr_In.shx				
📉 s_xs.dbf				
📉 S_XS.prj				
S_XS.shp				
S_XS.shx				
🗄 🛅 TSDN				
Update Contents Submit Data File	S			
	Downl	oad Sample Metadat	a Template to view the da	ta file submission forma
ubmission Status				
Metadata Profile Validation	Validation Required			
DFIRM DB QA Validation	Validation Required	Update Status	Validate Contents	

•	The metadata validation is performed first. If the metadata passes validation, the MIP automatically sends the DFIRM DB for QA validation. 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.
i	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.
i	The auto and visual validation is also known as QR5.

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

N



Enter number of printed panels. Click "Continue".

* indicates a required field. * Number of Printed Panels

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

14. Click on:	Continue >	to move to the	e Review scree	en	
Work Item Deta	ails - Proiect # 09-0	4-00325			0
Data Submission An	alysis Review				
< Back				Save and Clo	se Complete Task
Produce Final	Map Products : Re	view (Dickson Co	ounty-wide)		
Review the informati your Work Item List	on. Click "Complete Task" and you will not be able to	when done or click "Back view or update this task	k" to make changes. («.	Once complete, this task will b	e removed from
Click to view the work	cflow history for this project				
▼ <u>Expand All</u> ►C	ollapse All				
Project and Ta	sk Information				
▶ Submit Data					
Submission S	tatus				
Analysis					
< Back				Save and Clo	se Complete Task

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

	- Tent	
🛅 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 IN mit		
S TRNSPORT LN.pri		
S TRNSPORT LN.shp		
S TRNSPORT LN.shx		
 [] s_wtr_In.dbf		
s_wtr_In.e00		
🖱 s_wtr_ln.mif		
🔄 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	



16. Review the information and when satisfied, click

N



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

Mapping INFORMATION PLATFORM							
Welcome bob	producer Log out FEMA Dictionary MIP Help	200					
Home Map Modernizati	on News & Events Tools & Links Map View	ver Workbench MIP User	Care				
Workbench Home	Work Items / Project Dashboard / Reports & Fo	rm Letters / Search & Retrieve	= Data / Create Project / SOMA / Compend	ium Panel			
Home » Workbench » Wo	rk Items						
Work Item List - I	oobproducer - January 22, 2009				0 -		
Claim a task by clicking th filter your work item list. • <u>Options</u> : Add, rem. • <u>Refresh</u> : Display no <u>Activity Reference (</u>	e Claim button. Clicking on the Activity Name link ove, and reorder columns in your Work Items list ew activities in your Work Items list and remove a <u>Suide</u> : Display an overview of information needed	will display information in the ctivities claimed by others to complete Studies activities	Work Item Details (below). Click on column na	mes to sort by that column. T	he input fields below may be used to		
Action	Activity Name	Case Number	Project Name	Date Posted †	Workflow History		
All	All	All 🖌					
Claim	Submit MSC Deliverable	09-04-00155	Dickson County TN MapMod07	01/22/2009	0		
Claim	Prepare LFD Docket	09-04-0015S	Dickson County TN MapMod07	01/22/2009	(1)		



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



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:

to enter the Submit MSC Deliverable activity



19. Click Expand All to view files already submitted

Submit MSC Deliverable





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.

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

a stale det	
s wtr lp.e00	
s wtr lo.mid	
s wtr.ln.mif	
S WTR LN.pri	
s wtr In.shp	
s_wtr_In.shx	
S_xs.dbf	
S_XS.mid	
🖳 S_XS.mif	
🖰 S_XS.prj	
S_XS.shp	
🛅 S_XS.sh×	
E TSDN	
Update Contents Submit Data Files	
	Download Sample Metadata Template to view the data file submission format.
	Save and Close Continue >
Continue >	
Click on:	Ito move to the Review screen

Mapping INFORMATION PLATFORM



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.

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.

Mapping	ME	🛞 FEMA		
Welcome bobproducer Log out FEMA Dictionary MIP H	lelp?			
Home Map Modernization News & Events Tools & Links Map	Viewer Workbench MIP Use	er Care		
Workbench Home <mark>Work Items</mark> Project Dashboard / Reports &	. Form Letters / Search & Retrie	ive Data / Create Project / SOMA / Comper	ndium Panel	
Home » Workbench » Work Items				
Work Item List - bobproducer - January 22, 2009				0 -
Claim a task by dicking the Claim button. Clicking on the Activity Name filter your work item list.	link will display information in the	e Work Item Details (below). Click on column r	names to sort by that column. Th	he input fields below may be used to
<u>Options</u> , Add, Jenicove, and Feorder Coldmin your work terms <u>Refresh</u> : Display new activities in your Work Items Its and remo- <u>Activity Reference Guide</u> : Display an overview of information nee	/e activities claimed by others ded to complete Studies activities			
Action Activity Name	Case Number	Project Name	Date Posted †	Workflow History
All 💙 All 💙	All			
Claim Prepare LFD Docket	09-04-0015S	Dickson County TN MapMod07	01/22/2009	0



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

į	 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. 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

Nork Item Details - Proj	ect # 09-04-	0155		
ask Information Review				
Prepare LFD Docket : 1	ask Informa	ion (Dickson County-wide)		
* indicates a required field. Review task information and entered	r the required field	. Click "Continue".		
Task Information				
Project Name:		ickson County TN MapMod07		
Case Number:		9-04-0015S		
Task Description:				
Baseline Task End Date:		2/26/2008		
LFD Information * Projected LFD Date		v		
Projected Effective Date				
Comments				10
Affected Communities	CID	Einal SO	MA	*New 60 2 Code
BURNS, TOWN OF	470433	Complet		Thew 00.5 Code
CHARLOTTE, TOWN OF	470434	Complet	e	
DICKSON COUNTY *	470046	Complet	e	
DICKEON CITY OF	470225	Constant of Consta		
DICKSON, CITY OF	470335	Complet	e	
SLAYDEN, TOWN OF	470435	Complet	e	
VANLEER, TOWN OF	470436	Complet	e	
WHITE BLUFF, TOWN OF	470248	Complet	e	
File Submission				
LFD Submission				
Choose a File to Upload				Browse
				Uploa



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



If any of the communities do not have a complete SOMA, return to the SOMA Tool to categorize them.



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



27. Click on: Browse... to locate file to be uploaded

Look in	09-04-0015	iC	•	🗢 🗈 💣 🖪	
My Recent Documents Desktop My Documents My Computer	T Submiss	ion.zip			
S		_		-	Open

- **28.** Navigate to your file and click to highlight it
- **29.** Click on: Open to accept file selected for upload

Prepare LFD Docket : 1 * indicates a required field. Review task information and enter Task Information	Task Informa	ion (Dickson County-wide) . Click "Continue".	
Project Name:		ickson County TN MapMod07	
Case Number:		9-04-00155	
Task Description:			
Baseline Task End Date:		2/26/2008	
Comments from Docket Review:			
LFD Information			
* Projected LFD Date		06/16/2008 🛩	
Projected Effective Date:		2/16/2008	
Comments			~
			M
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			

30. Click on: Upload to upload selected file



Save and Close Continue

Work Item Details - Proiec	t # 09-04-0015S		
Task Information Review			
Prepare LFD Docket : Re	view (Dickson County-wide)	
Review the information. Click "Comp your Work Item List and you will not	ete Task" when done or click "Back" to be able to view or update this task.	make changes. Once complete, this task v	ill be removed from
Click to view the workflow history for	this project.		
Task Information			
Project Name:	Dickson County TN Map	Mod07	
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 Code
BURNS, TOWN OF	470433	Complete	Regulat 60.3(b)
CHARLOTTE, TOWN OF	470434	Complete	Regulat 60.3(b)
DICKSON COUNTY *	470046	Complete	Regulat 60.3(a)
DICKSON, CITY OF	470335	Complete	Regula 60.3(c)
SLAYDEN, TOWN OF	470435	Complete	Regula: 60.3(c)
VANLEER, TOWN OF	470436	Complete	Regulat 60.3(b)
WHITE BLUFF, TOWN OF	470248	Complete	Regulat 60.3(a)
File Submission			
		term of the second s	



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.

Mapping		man	S FEMA		
Welcome bob	producer Log out FEMA Diction	ary MIP Help?			
Home Map Modernizati	on News & Events Tools & Lir	iks Map Viewer Workbench			
/ Workbench Home	Nork Items / Project Dashboard	/ Reports & Form Letters / Search	n & Retrieve Data / Create Project / SOMA / C	Compendium Panel	
Home > Workbench > Wo	rk Items				
Work Item List - I	pobproducer - January 2	2, 2009			0 -
Claim a task by clicking th filter your work item list. • <u>Options</u> : Add, rem • <u>Refresh</u> : Display n • <u>Activity Reference</u> :	ne Claim button. Clicking on the Ac ove, and reorder columns in your V ew activities in your Work Items lis <u>Suide</u> : Display an overview of infor	tivity Name link will display informa York Items list t and remove activities claimed by mation needed to complete Studies	tion in the Work Item Details (below). Click on co others = activities	llumn names to sort by that colum	n. The input fields below may be used to
Action	Activity Name	Case Number	Project Name	Date Posted ↑	Workflow History
All	All 💌	All 💌			
Claim	Distribute LFD	09-04-00155	Dickson County TN MapMod07	01/22/2009	0



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

ask Information		
Distribute LFD : Task Info	mation (Dickson County-wide)	
Review the information. Click "Comple be able to view or update this task.	te Task" when done. Once complete, this tasi	k will be removed from your Work Item List and you will n
Click to view the <u>workflow history</u> for th	is project.	
Task Information		
Project Name:	Dickson County TN MapMod07	
Case Number:	09-04-00155	
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

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. 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.
8	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.

Complete Task

35. Review the information and when satisfied, click

Results

The next activity for the Producer is Prepare Revalidation Letter, in the Manage Revalidation section of the workflow.

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