Work Instruction
Revision Project Administrator -
Create Revision Project

Purpose

This work instruction is used to outline the process conducted by the Revision Project Administrator to create a Revision Project in the MIP that represents a revision request submittal. This creates a project number specific to the case and launches a revision project into the workflow where it can then be tracked by various users through the life of the project.

Specific steps in this module include entering the following:
- Region and state in which the revision project resides
- Project data
- Contact details of main requestor and any other individuals
- Flooding source
- Community information

The project case number is created at the end of the activity.

Prerequisites

None

Navigation

| Via Menu Path | Log in to the MIP ➔ Workbench ➔ Create Project ➔  
|              | and  
|              | Click Create Revision Project |


Work Steps

Only users with permissions to create a revision project will see the Create Project tab when they log in.

1. Log into the MIP and click Workbench

2. Click on: Create Project

Select a project type to begin the project creation process:
3. Click on: **Create Revision Project** to create a Revision project

4. Click Organization Name dropdown box and select an organization

   The region selected on this screen defines the case number. For instance, since Region 5 is selected, the case number will be 09-05-xxxxP.

5. Click Region dropdown box and select the region

6. Click State dropdown box and select the state

7. Click on: **Create Project** to create the project
On the subsequent screens, the Project Administrator enters as much information as possible based on the initial revision request submittal. The Task Lead will use this information throughout the workflow and will have the ability to modify/update if necessary.

At any point the user can click the ? icon to view help text related to the contents of each field on the screen.

8. If applicable, enter a Previous Case number that the revision request may have been processed under, then click the Populate Project button. This will automatically fill in fields that are stored in the database for the previous case number that may be the same for the new case number. Once the fields are automatically populated they can be changed. If no previous case number exists, leave blank.

For cases that are being done to update or correct a currently effective FIRM, include the word “update” in the Project Identifier for tracking purposes. Additionally, for cases that involve a levee, include the word “levee” in the Project Identifier for tracking purposes. Review the help text for more examples on entering the Project Identifier.

9. Click to enter Project Identifier as noted on the MT-2 Form 1 Page 1
The Project Type field determines whether the suffix of the case number is P (for LOMRs) or R (for CLOMRs). If a case needs to be changed from a CLOMR to a LOMR (or vice versa), that can be done by changing this field. The case number suffix will update only after the activity has been completed.

10. Click the Project Type dropdown box to select the correct project type

For fee exempt cases, Not applicable must be selected.

11. Click the Fee Type dropdown box and select the appropriate fee type

For non-fee exempt cases, Not exempt must be selected.

12. Click the Fee Exempt Type dropdown box

This should correspond with the fee amount required for the revision request. If the request is fee exempt, zero should be entered. For more fee information, go to the FEMA website: www.fema.gov/plan/prevent/fhm/frm_fees.shtm#content

13. Click to enter Fee Amount

14. Click to enter Date Project Received in MM/DD/YYYY format

15. Click to enter Initial Request Date from the cover letter or memo received with the incoming request in MM/DD/YYYY format

A related case could be a previously dropped case or a previously issued CLOMR. It is important to enter any related case numbers because they can be used for tracking purposes. If a value was entered above for the Previous Case # field, then this field will be automatically populated with the same value entered above. Multiple cases may be entered and separated with a comma.

If this project is a follow up to a CLOMR, then that CLOMR case number must be entered in the Follows Conditional Case # field in order for it to be populated on the revisions determination document and cover letter. The value entered in this field is required to end in the suffix R.

A corrected copy case is a correction case that ends with the suffix ‘X’. If yes is selected then the case suffix will change to an ‘X’ once the activity is completed.

16. Click to enter Related Case #, Follows Conditional Case # and/or indicate a Corrected Copy Case

17. Click on: Continue > to move to the Primary Address screen
The primary contact for the revision case should be entered on this screen. This information can be found on MT-2 Form 1, Page 2. The entry on this screen will be populated on the carbon copy list of the Determination Cover Letter.

18. Click the Requestor Code dropdown box to select the requestor type
19. Click the Title dropdown box and select the correct title of the requestor
20. Click to enter First Name
21. Click to enter Last Name
22. Click to enter Company/Organization
23. Click to enter Street
24. Click to enter City
25. Click the State dropdown box and select the correct state
26. Click to enter Zip

If an e-mail address is entered in this field, an automatic e-mail will be sent to the requestor stating that a revisions case has been opened and providing the associated case number.

27. Click to enter E-mail Address

It is not recommended to enter the phone number when the name field is complete. This represents a Personally Identifiable Information security concern.

28. Click on: [Continue >] to move to the next screen

Secondary contacts for the revision should be entered on the Other Addresses screen. This includes names and contact information listed on MT-2 Form 1, Page 2. Entries on this screen will be populated on the carbon copy list of the Determination Cover Letter. Entries are not required to be entered to continue to the next screen.

29. Similar to the previous screen, enter the additional mailing address(es).

Automatic e-mails are not sent to anyone listed on this screen.
30. Once the information is entered, click **Add Mailing Address** to add the entry to the table.

31. If applicable, enter additional addresses the same way.

32. Click on: **Continue >** to move to the Flooding Source screen.

33. Click to enter the Flooding Source.

34. Click on: **Add Flood Source** to add the entry to the table.

35. If applicable, enter additional flooding sources the same way.

36. Click on: **Continue >** to move to the Community Information screen.
The CID entered must match the Region selected on the first screen.

If there are multiple communities in the project, add them one at a time.

37. Choose the State, County and Community from the dropdown boxes or enter the CID in order to populate these fields.

38. Click Map Panel Number dropdown box and select the appropriate panel number.

39. Click on: Add Map Panel to add the map panel number to the table.

40. Follow the same steps to add more map panels as appropriate, clicking Add Map Panel after each selection.

41. Always click Add Map Panel and then Add Community before Continue. If you click Continue first, all previously entered information will be lost.

Click on: Add Community to add the community to the table.
42. Follow the same steps to add more communities as appropriate, clicking Add Community after each selection.

43. Click on to move to the Review screen

44. Click Expand All to review the entries

The Collapse All link will reduce the content to the previous display.
45. At the bottom of the screen, click **Continue >**

46. Click on: **Complete Project**

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.
Note your project number before you leave this screen.

The first two digits of the project number indicate the fiscal year in which the project was created, the second two digits indicate the Region, the next four digits are a sequentially generated number, and the letter at the end indicates what type of project it is.

The letter options for a revision project type include:

P: Revision
R: Revision Conditional
X: Amendment & Revision Corrected Copy Case

Results

The revision project has been successfully created and a project number is generated.

The next activity in the workflow is Assign Project Resource to be conducted by the Revision Resource Manager with the appropriate geography and organization related to the particular project. There are no further activities for the Project Administrator for this revision project.