Mapping
INFORMATION PLATFORM

Work Instruction
RSC or MOD HQ - Create Project

Purpose

This work instruction is used to outline the process to create a project in the MIP including:

- Selecting the region in which the project exists and the county or community being studied
- Adding scoping task and cost information
- Adding FEMA and RSC contact information.

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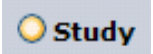
Prerequisites

None

Navigation

Via Menu Path	**Log in to the MIP > Workbench > Create Project**

Work Steps

1.   Click on: to create the study project

2.   Click on: radio button

3.   Click the Region dropdown box to select the Region in which the project occurs

4.   Click on: to create the project

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Create Study Project

Project Information | Community Information | Contact List | Review

Create Study Project : Project Information

* indicates a required field.

Enter the scoping information listed below and the associated negotiated costs. Click "Add Cost". Repeat for each cost. Click "Continue".

*Project Name

Scoping Task Information

*Planned Start Date

*Planned End Date

*Organization Type

*Organization Name

Scoping Negotiated Cost

*Amount $

*Federal Funding Year

*Cost Type

*Contract or Agreement Number

Task Order Number

Add Cost

< Back   Continue >

	Recommended information to create a project name may include: - Location of study - State - Fiscal year the project started - Type of project (county, community, PMR, watershed, etc.)

5. Click to enter the Project Name

	Use the calendar icon throughout the MIP to select the date.

6. Use the calendar icon or click to enter the Planned Start Date for scoping as written in the contract

7. Use the calendar icon or click to enter the Planned End Date for scoping as written in the contract

8. Click the Organization Type dropdown box and select the organization type

9. Click the Organization Name dropdown box and select the organization contracted to do the project

10. Click to enter the scoping cost Amount

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11. Click the Federal Funding Year dropdown box and select the funding year per the contract.

12. Click the Cost Type dropdown box to select the cost type

	Cost Type Options:
	Cooperative Agreement: Used to contract with a Cooperating Technical Partner (CTP). Scope of work is with a Mapping Activity Statement (MAS), not a task order.
	Interagency Agreement: FEMA funding for another federal or state agency.
	Study Contract: Work completed by an Indefinite Delivery/Indefinite Quantity (IDIQ) through a task order.
	HMTAP: (Hazard Mitigation Technical Assistance Program) Used to support large, unusual or complex projects; situations where other resources are not available or where technical assistance is needed.

13. Click to enter the Contract or Agreement Number

14. Click to enter the Task Order Number, if applicable

	Always click Add Cost before Continue. If you click Continue before Add Cost, all previously entered information will be lost.
	Make sure all Added Costs are added to the table before you continue.

15. Click on: **Add Cost** to add cost

16. When all scoping costs are added, click **Continue >** to move to the Community Information screen

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Create Study Project   ❓

Project Information | **Community Information** | Contact List | Review

Create Study Project : Community Information

* **indicates a required field.**

Enter a CID; or select a State, County, and Community from the dropdown lists. Click "Add Area". Repeat for each Community. Note: For a county-wide study, select "County-wide" under Community.

In the Community dropdown, the * indicates an unincorporated community.

Select Area(s) to Study

* **CID**	[ ]	
	OR	
* **State**	[▼]	
* **County**	[▼]	
* **Community**	[▼]	

[Add Area]

[< Back]   [< Cancel & Back]   [Continue >]

ℹ️	If you have the CID for the county or community, enter it in the CID field and click Add Area. That will populate the State, County and Community fields. **OR** If you do not know the CID, choose the State, County and Community from the dropdown boxes and click Add Area.

17.   Click the State dropdown box to select the state the project is in

18.   Click the County dropdown box to select the county the project is in

19.   Click the Community dropdown box to choose the county or community to include in the project. If there are multiple communities in the project, add them one at a time.

ℹ️	If doing a county-wide project, choose the option listed in lower-case. The county with an asterisk (*) indicates the portion of the county that is unincorporated.
ℹ️	If creating a county-wide project, then only include the county-wide option. To add multiple communities, continue to add each community and click Add Area until all communities are listed.
⚠️	Always click Add Area before Continue. If you click Continue before Add Area, all previously entered information will be lost.

20.   Click on: [Add Area] to Add Area

21.   Once all areas are added, click [Continue >] to move to the Contact List screen

Create Study Project

Project Information | Community Information | **Contact List** | Review

Create Study Project : Contact List

If known, please create a contact list with the following information: Name, Address, Phone Number, and Email Address.

FEMA Headquarters Lead	
FEMA Regional Engineer	
FEMA Regional Floodplain Manager	
Mapping Partner Project Lead	
NSP Territory Manager	
RMC Manager	

< Back   < Cancel & Back   Continue >

	• Names are not required. Titles can be used in these fields, especially if turnover is likely in the position.
	• Be consistent with names and titles across all projects. For example, don't use Bob Smith as RSC Manager for this project and Mr. B. Smith in a different project.
	• FEMA Regional Engineer and FEMA Regional Floodplain Manager are fields that appear in MARS reports.

22.   Add contact names for each of these fields, except NSP Territory Manager.

23.   Once all names are entered, click **Continue >** to move to the Review screen

Create Study Project

Project Information | Community Information | Contact List | **Review**

Create Study Project : Review

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.

Scoping Task Information

Planned Start Date:	08/02/2006
Planned End Date:	12/02/2006
Organization Type:	Contractor
Organization Name:	Watershed IV Alliance

Scoping Negotiated Cost

Amount	Federal Funding Year	Cost Type	Contract or Agreement Number	Task Order Number
$23500	2007	Study Contract	EMA-2002-CO-0011A	16

Study Areas

State	County	Community	CID
TN	Dickson County	Dickson County-wide	47043C

Contact List

FEMA Headquarters Lead:	Dahlia Kasperski
FEMA Regional Engineer:	Laura Algeo
FEMA Regional Floodplain Manager:	Janice Mitchell
Mapping Partner Project Lead:	Daryl Fontenot
NSP Territory Manager:	
RMC Manager:	Stephen King

< Back   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.

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

ℹ️	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 list below displays the letter options indicating the project type:
	A: Amendment or eLOMA projects
	C: Amendment Conditional
	P: Revision
	R: Revision Conditional
	S: Study
	T: Pre-Scoping
	V: Amendment (V Zone)
	X: Amendment & Revision Corrected Copy Case

Results
The project is successfully created. The next activity in the workflow is Manage Scoping,

Last updated: March 2009