Work Instruction RSC, MODHQ, FEMA Region -Obligate Project Funds

Purpose

This work instruction is used to outline the process to add contracted tasks to the project and obligate project funds.

These steps include:

- Indicating a Planned Task
- Adding a task to the project without Independent QA
- Adding a task to the project with Independent QA
- Modifying or Deleting a task

Prerequisites

• Finalize Project Scope activity is complete

Navigation

Via Menu Path	Log in to the MIP > Workbench > Work Items >
	and
	Claim > Obligate Project Funds



Work Steps

	PLATFORM	(3)	FEMA	<u>e</u>
Home Map Modernization	News & Events Tools & Links Map Viewer Worl	cbench MIP User Care Process Ac	Imin MARS	
Workbench Home Work	: Items / Project Dashboard / Reports & Form Letters	/ Search & Retrieve Data / Create Pr	oject / SOMA / Compendium Panel /	
Home > Workbench > Work It	ems			
Work Item List - rmc	sam - January 14, 2009			0 -
Claim a task by dicking the Cl filter your work item list. • <u>Options</u> : Add, remove, • <u>Refresh</u> : Display new a • <u>Activity Reference Guid</u>	aim button. Clicking on the Activity Name link will display and reorder columns in your Work Items list tivities in your Work Items list and remove activities da E Display an overview of information needed to complet	information in the Work Item Details imed by others e Studies activities	(below). Click on column names to sort by that column. The in	iput fields below may be used to
Action	Activity Name	Case Number	Project Name	Date Posted 1
All	All	All		
Claim	Obligate Project Funds	09-04-00178	Dickson County TN MapMod07	01/14/2009
(Jam)				



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
- 2. Click on: Obligate Project Funds to enter the





The following section of the work instruction presents the process to indicate a planned task.

Work Item Details - Project # 09-04-0	00178	0
Obligate Project Funds Review		
		Save and Close Continue >
Obligate Project Funds		
This function will allow you to Obligate Project Funds	for the tasks and areas to be fund	ed by this project.
To start, select a task to be funded		
 Enter the contract information for the task Enter an Area affected by the task and click " Enter a cost associated with the task and clid When you have added all areas and costs fo 	Add Area". Repeat for each area af «"Add Task Cost". Repeat for each r a task, click "Add Task"	fected cost
Repeat for each task to be funded		
* indicates a required field.		
Task Information		
* Task Name	~	
Task Description	Acquire Pace Man	~
	Develop DFIRM Database	3
Affected Areas For projects involving multiple areas: Enter an area t	Develop Hydrologic Data Develop Hydrologic Data Develop Topographic Data Perform Alluvial Fan Analysis Perform Coastal Analysis	< "Add Area". Repeat for each area to be added.
Added Areas	Perform Field Survey	
Task Area	Post Preliminary Processing	
Dickson County-wide	Preliminary Map Production	
Contract Information Check the Planned Task checkbox if this task is plat and cost information for the task will be entered late are beyond the planning stage.	nned. Planning indicates that the ta ar. Uncheck the checkbox to enter o	isk may be funded in the future and organization, date, rganization, date, and cost information for tasks that
Planned Task		
* Organization Type		×
* Organization Name	~	
* Baseline Task Start Date		

	Planned Task indicates that cost and schedule information will be added at a later time. To add a planned task:
	1. Select a task from the Task Name dropdown box.
•	2. Click the Planned Task check box below to indicate a planned task and hide the Contract Information section
	3. Click Add Task to confirm the task is added to the project and funds will be obligated at a later date.

- **3.** Click on the Task Name dropdown box to select a task
- 4. Click on: the checkbox for Planned Task



When the Planned Task checkbox is checked, the Contract Information section disappears.

Mapping INFORMATION PLATFORM

Work Item Details - Project #	09-04-0030S
Obligate Project Funds Review	
	Save and Close Continue >
Obligate Project Funds	
This function will allow you to Obligate Pro	oject Funds for the tasks and areas to be funded by this project.
To start, select a task to be funded	
 Enter the contract information for 1 Enter an Area affected by the task Enter a cost associated with the ta When you have added all areas a 	the task and click "Add Area". Repeat for each area affected sk and click "Add Task Cost". Repeat for each cost nd costs for a task, click "Add Task"
Repeat for each task to be funded	
* indicates a required field.	
Task Information	
* Task Name	Acquire Base Map
Task Description	
Affected Areas For projects involving multiple areas: Ente Added Areas	er an area that is affected by the task and click "Add Area". Repeat for each area to be added.
Task Area	
Dickson County-wide	
Contract Information Check the Planned Task checkbox if this and cost information for the task will be e are beyond the planning stage.	task is planned. Planning indicates that the task may be funded in the future and organization, date intered later. Uncheck the checkbox to enter organization, date, and cost information for tasks that
Planned Task	
Independent QA Check the checkbox if Independent QA is	required and enter the organization, date, and cost information.
Independent QA Required	
You must click "Add Task" to save the an saved.	aa and cost data that you entered BEFORE you click "Save and Close" or "Continue" or data will not b
	Add Task
	Save and Close Continue >



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

5. To confirm the Planned Task click on: click

Add Task



The following section of the work instruction presents the process to add an activity *without* Independent Quality Assurance.

i	 There are four key steps to ensure the task is added to the project: 1) Select the type of task in the Task Name field 2) Add the organization, baseline start and end dates and cost information for the task 3) When all contract information is added, click Add Task Cost 4) Click Add Task to add the task to the project
	If you do not add the task, the information entered is not saved. Complete each step to add contracted tasks to the project.
	If two organizations are contracted to perform the same data development task, create two separate tasks for each organization to complete.

6. Click on the Task Name dropdown box to select a task

bligate Project runus Review		
		Save and Close Continue >
Obligate Project Funds		
This function will allow you to Obligate Project Funds	for the tasks and areas to be fur	ided by this project.
Fo start, select a task to be funded		
 Enter the contract information for the task Enter an Area affected by the task and click Enter a cost associated with the task and clic When you have added all areas and costs for 	'Add Area". Repeat for each area < "Add Task Cost". Repeat for ea r a task, click "Add Task"	affected ch cost
Repeat for each task to be funded		
* indicates a required field.		
Task Information		
* Task Name		·
Task Description		
	Acquire Base Map Develop DEIRM Database	
	Develop Hydraulic Data	~
Affected Areac	Develop Hydrologic Data	
for projects involving multiple areas: Enter an area :	Perform Alluvial Fan Analysis	k "Add Area". Repeat for each area to be added.
	Perform Coastal Analysis	
Added Areas	Perform Field Survey	
	Perform Floodplain Mapping	
Task Area	Doct Uroliminary Urococcing	
Task Area Dickson County-wide	Preliminary Man Production	
Task Area Dickson County-wide	Preliminary Map Production	
Task Area Dickson County-wide Contract Information Check the Planned Task checkbox if this task is pla and cost information for the task will be entered lat are beyond the planning stage.	Preliminary Map Production	task may be funded in the future and organization, date organization, date, and cost information for tasks that
Task Area Dickson County-wide Contract Information Check the Planned Task checkbox if this task is pla not cost information for the task will be entered late are beyond the planning stage. Planned Task	Preliminary Map Production Preliminary Map Production mned. Planning indicates that the r. Uncheck the checkbox to enter	task may be funded in the future and organization, date organization, date, and cost information for tasks that
Task Area Dickson County-vide Contract Information Check the Planned Task checkbox if this task is pla and cost information for the task will be entered late are beyond the planning stage. Planned Task * Organization Type	Preliminary Map Production Preliminary Map Production Inned. Planning indicates that the r. Uncheck the checkbox to enter	task may be funded in the future and organization, date organization, date, and cost information for tasks that
Task Area Dickson County-wide Contract Information Check the Planned Task kheckbox if this task is pla and cost information for the task will be entered late are beyond the planning stage. Planned Task * Organization Type * Organization Name	Preliminary Map Production nned. Planning indicates that the r. Uncheck the checkbox to enter	task may be funded in the future and organization, date organization, date, and cost information for tasks that



7. Click the Organization Type dropdown box and select an organization type



8. Click the Organization Name dropdown box to select the organization contracted to perform the task

9. Use the calendar icon or click to enter the Baseline Task Start Date

	Save and Close Continue >
Obligate Project Funds	
This function will allow you to Obligate Project P	Funds for the tasks and areas to be funded by this project.
To start, select a task to be funded	
 Enter the contract information for the ta Enter an Area affected by the task and Enter a cost associated with the task an When you have added all areas and co 	sk dick "Add Area". Repeat for each area affected d dick "Add Task. Cost". Repeat for each cost sts for a task, dick "Add Task"
Repeat for each task to be funded	
* indicates a required field.	
Task Information	
* Task Name	Acquire Base Map 💌
Task Description	
Affected Areas For projects involving multiple areas: Enter an Added Areas	area that is affected by the task and click "Add Area". Repeat for each area to be added.
Task Area	
Dickson County-wide	
Contract Information Check the Planned Task checkbox if this task i and cost information for the task will be entere are beyond the planning stage.	is planned. Planning indicates that the task may be funded in the future and organization, date id later. Uncheck the checkbox to enter organization, date, and cost information for tasks that
Planned Task	
* Organization Type	Study contractor/IDIQ
* Organization Name	Watershed IV Alliance
* Baseline Task Start Date	12/03/2006
* Baseline Task End Date	
Task Cost Enter the negotiated cost associated with the t	ask and click "Add Task Cost". Repeat for each negotiated cost.
* Cost Type	×
* Current Negotiated Cost \$	Numeric characters only
* Federal Fiscal Year	×
* Contract or Agreement Number	
Task Order Number	
	Add Task Cost

- **10.** Use the calendar icon or click to enter the Baseline Task End Date
- **11.** Click Cost Type dropdown box to select a cost type
- **12.** Click to enter the Current Negotiated Cost \$
- **13.** Click the Federal Fiscal Year dropdown box to select the year the task was contracted
- **14.** Click to enter the Contract or Agreement Number
- 15. Click to enter the Task Order Number



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



<pre>iffected Areas or projects involving multiple areas: Enter an area</pre>	that is affected by the tas	k and click "Add Area", Repeat for e	each area to be added.
dded Areas			
Fask Area			
Dickson County-wide			
C ontract Information heck the Planned Task checkbox if this task is pla nd cost information for the task will be entered lat re beyond the planning stage.	anned. Planning indicates er. Uncheck the checkbox	that the task may be funded in the to enter organization, date, and co:	future and organization, da st information for tasks tha
Planned Task			
[#] Organization Type	Study contractor/IDIQ	v	
* Organization Name	Watershed IV Alliance	~	
* Baseline Task Start Date	12/03/2006		
* Baseline Task End Date	01/03/2007		
ask Cost nter the negotiated cost associated with the task a	and click "Add Task Cost",	Repeat for each negotiated cost.	
* Cost Type		~	
* Current Negotiated Cost \$		Numeric characters only	
* Federal Fiscal Year	~		
* Contract or Agreement Number			
Task Order Number			
dded Task Costs			Add Task Cos
Cost Type Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
Study Contract \$11328	2007	EMA-2002CO-011A	16
Modify Delete			
ndependent QA			
heck the checkbox if Independent QA is required	and enter the organization	n, date, and cost information.	
Independent QA Required			
ou must click "Add Task" to save the area and co: aved.	st data that you entered B	EFORE you click "Save and Close" or	[,] "Continue" or data will not
			Add Task



To avoid losing data, periodically click Save and Close to save previously entered information.

17. Click on: Add Task

to Add Task



The added contract information is added to the Added Task Costs table. Continue to add additional contract information, as applicable to add it to the table.



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



The following section of the work instruction presents the process to add an activity *with* Independent Quality Assurance.

Work Item Details - Project # 09	-04-00175	0
Obligate Project Funds Review		
	Save and Clos	e Continue >
Obligate Project Funds		
This function will allow you to Obligate Projec	t Funds for the tasks and areas to be funded by this project.	
To start, select a task to be funded		
 Enter the contract information for the Enter an Area affected by the task an Enter a cost associated with the task a When you have added all areas and a 	task d click "Add Area". Repeat for each area affected and click "Add Task Cost". Repeat for each cost costs for a task, click "Add Task"	
Repeat for each task to be funded		
* indicates a required field.		
Task Information		
* Task Name	v	
Task Description		~
Affected Areas For projects involving multiple areas: Enter a Added Areas	n area that is affected by the task and click "Add Area". Repeat for each area t	o be added.
Task Area		
Dickson County-wide		
Contract Information Check the Planned Task checkbox if this tas and cost information for the task will be ente are beyond the planning stage.	k is planned. Planning indicates that the task may be funded in the future and red later. Uncheck the checkbox to enter organization, date, and cost informat	organization, date, ion for tasks that
Planned Task		
* Organization Type	×	
* Organization Name		
* Baseline Task Start Date		



- **18.** Click the Task Name dropdown box to select a task to add to the project
- **19.** Click the Click Organization Type dropdown box to select an organization type
- **20.** Click the Organization Name dropdown box to select the organization contracted to do the task
- **21.** Click to enter the Baseline Task Start Date

 Enter the contract information for the 	+ nel
 Enter an Area affected by the task an Enter a cost associated with the task When you have added all areas and 	vd dlok "Add Area". Repeat for each area affected and dlok "Add Task Cost". Repeat for each cost costs for a task, clok "Add Task"
Repeat for each task to be funded	
* indicates a required field.	
Task Information	
* Task Name	Develop DFIRM Database
Task Description	
Affected Areas For projects involving multiple areas: Enter a	in area that is affected by the task and click "Add Area". Repeat for each area to be added.
Added Areas	
Task Area Dickson County-wide	
Contract Information Check the Planned Task checkbox if this tas and cost information for the task will be ente are beyond the planning stage.	k is planned. Planning indicates that the task may be funded in the future and organization, d ared later. Uncheck the checkbox to enter organization, date, and cost information for tasks tha
Planned Task	
* Organization Type	Study contractor/IDIQ
* Organization Name	Watershed IV Alliance
* Baseline Task Start Date	05/03/2007
* Baseline Task End Date	
Task Cost Enter the negotiated cost associated with the	a task and dick "Add Task Cost". Repeat for each negotiated cost.
* Cost Type	×
* Current Negotiated Cost \$	Numeric characters only
* Federal Fiscal Year	×
* Contract or Agreement Number	
Task Order Number	
	Add Task Cost
Independent QA Check the checkbox if Independent QA is re	quired and enter the organization, date, and cost information.
Independent QA Required	
▼ Expand All Collapse All	
Task Information	Modify Delete

22. Click to enter the Baseline Task End Date

Mapping INFORMATION PLATFORM

- 23. Click on: the Cost Type dropdown box to select the contract type
- **24.** Click to enter Current Negotiated Cost \$
- 25. Click on: Federal Fiscal Year dropdown box to select the fiscal year
- **26.** Click to enter the Contract or Agreement Number

Add Task Cost

27. Click to enter the Task Order Number



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

28. Click on:

to add the task cost

THE STREET THE TRADUCT STATES			
Planned Tack	_		
* Organization Type	Study contractor/IDIQ	¥	
* Organization Name	Watershed IV Alliance	•	
* Baseline Task Start Date	05/03/2007		
* Baseline Task End Date	07/03/2007		
Fask Cost Enter the negotiated cost associated with the t	ask and click "Add Task Cost".	Repeat for each negotiated cost.	
* Cost Type		~	
* Current Negotiated Cost \$		Numeric characters only	
* Federal Fiscal Year	~		
* Contract or Agreement Number			
Task Order Number			
Added Task Costs	ost Federal Fiscal Year	Contract or Agreement Number	Task Order Number
costrype current ago dated o	ost reactarrisearrea	conductor rigreement number	
Study Contract \$22841	2007	EMA-2002-CO-011A	16
Study Contract \$22841 Modify Delete	2007	EMA-2002-CO-011A	16
Study Contract \$22841 Modify Delete independent QA	2007	EMA-2002-CO-011A	16
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is requ	2007 uired and enter the organizatio	EMA-2002-CO-011A	16
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is requ Independent QA Required	2007 uired and enter the organizatio	EMA-2002-CO-011A	16
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is requ Independent QA Required Expand All Collapse All	2007 Lired and enter the organizatio	EMA-2002-CO-011A n, date, and cost information.	16
study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is requ Independent QA Required Expand All Collapse All Task Information	2007 ired and enter the organizatio	EMA-2002-CO-011A n, date, and cost information. tion check box Layout Table	16 Aodify Delete
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is requ Independent QA Required Expand All	2007 uired and enter the organizatio	EMA-2002-CO-011A n, date, and cost information. tion check box Layout Table	16 fodify Delote
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is requ Independent QA Required Expand All	2007 iired and enter the organizatio Independent QA Informa Acquire Base Map	EMA-2002-CO-011A n, date, and cost information. tion check box Layout Table	16 fodify Delote
study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is requ Independent QA Required Expand All Collapse All Task Information Task Name: Task Description: rou must click "Add Task" to save the area ar raved.	2007 iired and enter the organizatio Independent QA Informa Acquire Base Map id cost data that you entered B	EMA-2002-CO-011A n, date, and cost information. tion check box Layout Table EFORE you click "Save and Close" or "	16 fodify Delete
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is requ Independent QA Required Expand All	2007 iired and enter the organizatio Independent QA Informa Acquire Base Map Id cost data that you entered B	EMA-2002-CO-011A n, date, and cost information. tion check box Layout Table EFORE you dick "Save and Close" or "	16 Nodify Delote Continue" or data vill not



Mapping

Contract Information and Task Cost is added to the table

29. Click on: Independent QA Required check box to display new fields and enter QA information.

Mapping INFORMATION PLATFORM

are beyond the planning stage.			
Planned Task			
* Organization Type	Study contractor/IDIQ	~	
* Organization Name	Watershed IV Alliance	~	
* Baseline Task Start Date	05/03/2007		
* Baseline Task End Date	07/03/2007		
Task Cost Enter the negotiated cost associated with the task a	nd click "Add Task Cost". R	epeat for each negotiated cost.	
* Cost Type		~	
* Current Negotiated Cost \$		Numeric characters only	
* Federal Fiscal Year	~		
* Contract or Agreement Number			
Task Order Number			
Added Task Costs			Add Task Cost
Cost Type Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
Study Contract \$22941	2007	EMA-2002-CO-011A	16
Study Contract \$22841 Modify Delete	2007	EMA-2002-CO-011A	16
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is required	2007 and enter the organization,	EMA-2002-CO-011A date, and cost information.	16
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is required Independent QA Required	2007 and enter the organization,	EMA-2002-CO-011A date, and cost information.	16
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is required Independent QA Required * Organization Type	2007 and enter the organization,	EMA-2002-CO-011A date, and cost information.	16
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is required Independent QA Required * Organization Type * Organization Name	2007	EMA-2002-CO-011A date, and cost information.	16
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is required Independent QA Required * Organization Type * Organization Name * Baseline QA Start Date	2007	EMA-2002-CO-011A date, and cost information.	16
Study Contract \$22841 Modify Delote Independent QA Check the checkbox if Independent QA is required Independent QA Required * Organization Type * Organization Name * Baseline QA Start Date * Baseline QA End Date	2007	EMA-2002-CO-011A	16
Study Contract \$22841 Modify Delote Independent QA Check the checkbox if Independent QA is required Independent QA Required * Organization Type * Organization Name * Baseline QA Start Date * Baseline QA End Date QA Cost Enter a negotiated cost associated with QA and click	2007 and enter the organization,	EMA-2002-CO-011A date, and cost information.	16
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is required Independent QA Required * Organization Type * Organization Name * Baseline QA Start Date * Baseline QA End Date QA Cost Enter a negotiated cost associated with QA and click * Cost Type	2007 and enter the organization,	EMA-2002-CO-011A	16
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is required Independent QA Required * Organization Type * Organization Name * Baseline QA Start Date * Baseline QA End Date QA Cost Enter a negotiated cost associated with QA and click * Cost Type * Current Negotiated Cost \$	2007 and enter the organization,	EMA-2002-CO-011A date, and cost information.	16
Study Contract \$22841 Modify Delote Independent QA Check the checkbox if Independent QA is required Independent QA Required * * Organization Type * * Organization Name * * Baseline QA Start Date * * Baseline QA End Date * QA Cost * Enter a negotiated cost associated with QA and click * Cost Type * * Current Negotiated Cost \$ * Federal Fiscal Year	2007	EMA-2002-CO-011A date, and cost information.	16
Study Contract \$22841 Modify Delote Independent QA Check the checkbox if Independent QA is required Independent QA Required * Organization Type * Organization Name * Baseline QA Start Date * Baseline QA Start Date * Baseline QA End Date QA Cost Enter a negotiated cost associated with QA and click * Cost Type * Current Negotiated Cost \$ * Federal Fiscal Year * Contract or Agreement Number	2007	EMA-2002-CO-011A date, and cost information.	16
Study Contract \$22841 Modify Delete Independent QA Check the checkbox if Independent QA is required Independent QA Required * * Organization Type * * Organization Name * * Baseline QA Start Date * QA Cost Enter a negotiated cost associated with QA and click * Cost Type * * Gurrent Negotiated Cost \$ * * Federal Fiscal Year * * Contract or Agreement Number * Task Order Number *	2007	EMA-2002-CO-011A date, and cost information.	16

- **30.** Click Organization Type dropdown box to select the organization type
- **31.** Click Organization Name dropdown box to select the organization contracted to complete the task



- **32.** Click to enter the Baseline QA Start Date
- **33.** Click to enter the Baseline QA End Date
- **34.** Click the Cost Type dropdown box to select the cost type

- **35.** Click to enter Current Negotiated Cost \$
- 36. Click Federal Fiscal Year dropdown box and select the year the task is contracted
- **37.** Click to enter Contract or Agreement Number
- **38.** Click to enter Task Order Number



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

Cost Type	Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Nur
O Study Contract	\$22841	2007	EMA-2002-CO-011A	16
Modify	Delete			
Independent QA Check the checkbox if	Independent QA is required	and enter the organizatio	n, date, and cost information.	
Independent QA Requ	uired			
* Organization Type		Study contractor/IDIQ	~	
* Organization Name		Watershed IV Alliance	~	
* Baseline QA Start I	Date	07/08/2007		
* Baseline QA End Da	ate	07/22/2007		
Enter a negotiated cost	associated with QA and click	: "Add QA Cost". Repeat f	or each negotiated cost.	
* Current Negotiated	Cost \$		Numeric characters only	
* Federal Fiscal Year		~		
* Contract or Agreen	nent Number			
Task Order Number				
				Add C
Added QA Costs				
Study Contract	turrent Negotiated Cost	2007	EMA-2002-CO-011A	16
Modify	Delete	2007	EMA-2002-CO-DIIA	10
T Expand All				
· Expand Air · Cor	Tapse An		_	N - 4/6
Task Information				Modity De
Task Name: Task Description:	Acc	quire base Map		



Add Task

Always click Add Task before continuing. If you click Continue or Save and Close before Add Task, all previously entered information will be lost. To avoid losing data, periodically click Save and Close to save previously entered information.

40. Click on:

to add the task

* Organization Name	
* Baseline Task Start Date	
* Baseline Task End Date	
Task Cost Enter the negotiated cost associated with the t	task and click "Add Task Cost". Repeat for each negotiated cost.
* Cost Type	
* Current Negotiated Cost \$	Numeric characters only
* Federal Fiscal Year	
* Contract or Agreement Number	
Task Order Number	
Independent QA Check the checkbox if Independent QA is req	Add Task Cost
Independent QA Required	
▼ Expand All Collapse All	
Task Information Task Name: Task Description:	Acquire Base Map
Task Information Task Name: Task Description:	Modify Delote
 Task Information Task Name: Task Description: 	Modify Delete
Task Information Task Name: Task Description:	Modify Delete Develop Hydrologic Data
You must dick "Add Task" to save the area ar saved.	nd cost data that you entered BEFORE you click "Save and Close" or "Continue" or data vill not
	Save and Close Continue >



Continue to add applicable tasks to the table. Confirm that all added tasks appear in the table.

41. Click on:

Expand All to view details on previously added tasks to check your work. Each section displays the details added.



The following section shows the steps to Modify previously entered data.

04/18/200	07		
Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement	Task Order Number
current ago un cost	reactar tisear real	Number	
\$3610	2007	EMA-2002-CO-011A	16
			Modify Delete
Develop +	Ivdrologic Data		
Dickson C	ounty-wide		
No			
Study cont	tractor/IDIQ		
Watershe	d IV Alliance		
12/03/200	06		
03/03/200	07		
Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
\$9205	2007	EMA-2002-CO-0011A	16
Yes			
Study con	tractor/IDIQ		
Watershe	d IV Alliance		
03/04/200	07		
03/18/200	07		
Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
\$1785	2007	EMA-2002-CO-0011A	16
ave the area and cost data	that you entered BEFORE	you dick "Save and Close" or	r "Continue" or data will n Add Ta
	04/18/20 Current Negotiated Cost \$3610 Develop H Dickson C No Study con Watershe 12/03/20 Current Negotiated Cost \$9205 Yes Study con Watershe 03/04/20 03/18/20 Current Negotiated Cost \$1785 Study con	Odd/18/2007 Current Negotiated Cost Federal Fiscal Year \$3610 007 Develop Juitson Current/Dogic Data Dickson Current Negotiated Cost Federal Fiscal Year \$2007 3007 Current Negotiated Cost Federal Fiscal Year \$2005 3003/2007 Current Negotiated Cost Federal Fiscal Year \$2005 \$2007 \$2005 \$2007 \$2005 \$2007 \$2007 \$2007 \$2007 \$2007	04/18/2007 Current Negotiated Cost Federal Fiscal Year Contract or Agreement Number \$3610 2007 EMA-2002-CO-011A Develop Hydrologic Data Dickson County-wide Image: Contractor/IDIQ No Study contractor/IDIQ Study contractor/IDIQ Watershed TV Alliance 12/03/2007 2007 EMA-2002-CO-0011A \$205 2007 Federal Fiscal Year Contract or Agreement \$205 2007 Yes Study contractor/IDIQ Watershed TV Alliance 12/03/2007 Yes Study contractor/IDIQ Watershed TV Alliance 03/03/2007 Yes Study contractor/IDIQ Watershed TV Alliance 03/04/2007 03/04/2007 03/18/2007 Og/04/2007 03/18/2007 Current Negotiated Cost Federal Fiscal Year Contract or Agreement Number \$1785 2007 EMA-2002-CO-0011A



42. Click on:

to select the appropriate data element to be corrected

Modify

Mapping

 * Organization Type Study contractor/IDIQ * Dependent Task End Date 303/2007 * Baseline Task End Date 303/2007 * Baseline Task End Date 303/2007 * Cost Type Current Negotiated cost associated with the task and dick "Add Task Cost". Repeat for each negotiated cost. * Cost Type Current Negotiated Cost \$ Cost Type Current Negotiated Cost \$ Study Contractor/IDIQ Materiation Name Year Yea				
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43. Click on: the radio button and click on: appropriate data element to be corrected



Planned Task			
* Organization Type	Study contractor/IDIQ	×	
* Organization Name	Watershed IV Alliance	×	
* Baseline Task Start Date	12/03/2006		
* Baseline Task End Date	03/03/2007		
Task Cost Enter the negotiated cost associated with the tas	ik and click "Add Task Cost".	Repeat for each negotiated cost.	
* Cost Type	Study Contract	~	
* Current Negotiated Cost \$	9205	Numeric characters only	
* Federal Fiscal Year	2007 🗸		
* Contract or Agreement Number	EMA-2002-CO-0011A		
Task Order Number	16		
Independent QA Check the checkbox if Independent QA is requir	ed and enter the organization	n, date, and cost information.	
Check the checkbox if Independent QA is requir	ed and enter the organization	n, date, and cost information.	
morphone di redoneo			
* Organization Type	Study contractor/IDIQ	*	
* Organization Name	Watershed IV Alliance	~	
* Baseline QA Start Date	03/04/2007		
* Baseline QA End Date	03/18/2007		
QA Cost Enter a negotiated cost associated with QA and (dick "Add QA Cost". Repeat f	or each negotiated cost.	
* Cost Type		~	
* Current Negotiated Cost \$		Numeric characters only	
* Federal Fiscal Year	~		
* Contract or Agreement Number			
Task Order Number			
Added QA Costs			Add QA Cost
Cost Type Current Negotiated Co	t Federal Fiscal Year	Contract or Agreement Number	Task Order Number
O Study Contract \$1785	2007	EMA-2002-CO-0011A	16
Modify Delete			

44. The previously entered information now appears on the screen to edit. Click to edit the information



45. Click on:

Add Task Cost to save the changes





Mapping INFORMATION PLATFORM

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

To avoid losing data, periodically click Save and Close to save previously entered information.

46. Click on:

Add Task to

to save and finalize the changes



The process to add Preliminary Map Production and Post Preliminary Processing tasks to the project is the same as the steps previously shown.

Nork Item Details - Project # 09-04-0	00175	0
bligate Project Funds Review		
		Save and Close Continue >
		Save and close Continue >
Obligate Project Funds		
This function will allow you to Obligate Project Funds	for the tasks and areas to be fund	ded by this project.
Fo start, select a task to be funded		
 Enter the contract information for the task Enter an Area affected by the task and click Enter a cost associated with the task and click When you have added all areas and costs for 	'Add Area". Repeat for each area a < "Add Task Cost". Repeat for each r a task, click "Add Task"	ffected n cost
Repeat for each task to be funded		
* indicates a required field.		
Task Information		
* Task Name	~	
Task Description	Acquire Base Map Develop DFIRM Database Develop Hydraulic Data	<u>~</u>
Affected Areas For projects involving multiple areas: Enter an area t	Develop Hydrologic Data Develop Topographic Data Perform Alluvial Fan Analysis Perform Coastal Analysis	k "Add Area". Repeat for each area to be added.
Added Areas	Perform Field Survey	
Task Area	Perform Floodplain Mapping	
Dickson County-wide	Preliminary Map Production	
C ontract Information Check the Planned Task checkbox if this task is pla and cost information for the task will be entered late are beyond the planning stage.	nned. Planning indicates that the t r. Uncheck the checkbox to enter (- ask may be funded in the future and organization, date organization, date, and cost information for tasks that
Planned Task		
* Organization Type		×
* Organization Name	~	

i	You are not required to obligate either of these tasks at this point in the process. If you choose to skip these steps in this phase, the MIP will require you to complete them later on.
i	 Preliminary Map Production: The Preliminary Map Production baseline start date is the projected start date for Produce Preliminary Map Products. The baseline end date, also known as the projected KPI 1, is the date that the Prelim DFIRMS are sent to the community. The KPI 1 date is recorded in the task Distribute Preliminary Map Products.
i	Post Preliminary Processing: The Post Preliminary Processing baseline start date is the projected start date for Determine Community Meetings. The baseline end date, also known as the projected KPI 2 date, is the LFD date + six months. The KPI 2 date is set when the Distribute LFD activity is complete.

Task Information Task Name: Task Description:	Modify Del
 Task Information Task Name: Task Description: 	Modify Del
Task Information Task Name: Task Description:	Modify Del
Task Information Task Name: Task Description:	Modify Dol
Task Information Task Name: Task Description:	Modify Del
Task Information Task Name: Task Description:	Modify Del Perform Floodplain Mapping
Task Information Task Name: Task Description:	Modify Del
Task Information Task Name: Task Description:	Modify Del Post Preliminary Processing
You must click "Add Task" to sav saved.	the area and cost data that you entered BEFORE you click "Save and Close" or "Continue" or data w
	Save and Close Cont
k on:	to move to the Review screen





47.

Mapping

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.

Results

Once all contracted tasks are obligated or planned, the project advances to Authorized Planned Data Development (if a data development task was planned) or to the specific data development task(s). Manage Data Development and all applicable data development tasks are now available on the appropriate Work Item List.



Last updated: March 2009