

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
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Work Steps

Mapping INFORMATION PLATFORM
FEMA

Welcome rmcsam | Log out | FEMA Dictionary | MIP Help?

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Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project | SOMA | Compendium Panel

Home > Workbench > Work Items

Work Item List - rmcsam - January 14, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.

- Options:** Add, remove, and reorder columns in your Work Items list
- Refresh:** Display new activities in your Work Items list and remove activities claimed by others
- Activity Reference Guide:** Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted
All	All	All		1
Claim	Obligate Project Funds	09-04-00178	Dickson County TN MapMod07	01/14/2009

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
2. Click on: [Obligate Project Funds](#) to enter the Obligate Project Funds activity

Obligate Project Funds - This task is performed after scoping is completed. Data development tasks are obligated or planned. Obligating a task includes the adding the type of task, organizational information, cost information including contract numbers and fiscal year. If Independent QA is required or planned, it can be addressed during this step. The area affected by the task is added and saved. This process must be completed for each task that is to be included in the project.

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

Work Item Details - Project # 09-04-0017S

Obligate Project Funds | Review

Obligate Project Funds

This function will allow you to Obligate Project 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 task
- Enter an Area affected by the task and click "Add Area". Repeat for each area affected
- Enter a cost associated with the task and click "Add Task Cost". Repeat for each cost
- When you have added all areas and costs for a task, click "Add Task"

Repeat for each task to be funded

*** indicates a required field.**

Task Information

* Task Name

Task Description

Affected Areas
For projects involving multiple areas: Enter an area 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 task is planned. Planning indicates that the task may be funded in the future and organization, date, and cost information for the task will be entered later. Uncheck the checkbox to enter organization, date, and cost information for tasks that are beyond the planning stage.

Planned Task

* Organization Type

* Organization Name

* Baseline Task Start Date

	<p>Planned Task indicates that cost and schedule information will be added at a later time. To add a planned task:</p> <ol style="list-style-type: none"> 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.
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3. Click on the Task Name dropdown box to select a task

4. Click on:  the checkbox for Planned Task

	<p>When the Planned Task checkbox is checked, the Contract Information section disappears.</p>
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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 Project 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 task
- Enter an Area affected by the task and click "Add Area". Repeat for each area affected
- Enter a cost associated with the task and click "Add Task Cost". Repeat for each cost
- When you have added all areas and 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: Enter an 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 task is planned. Planning indicates that the task may be funded in the future and organization, date, and cost information for the task will be entered later. Uncheck the checkbox to enter organization, date, and cost information for tasks that are beyond the planning stage.

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 area and cost data that you entered BEFORE you click "Save and Close" or "Continue" or data will not be saved.

Add Task

Save and Close
Continue >



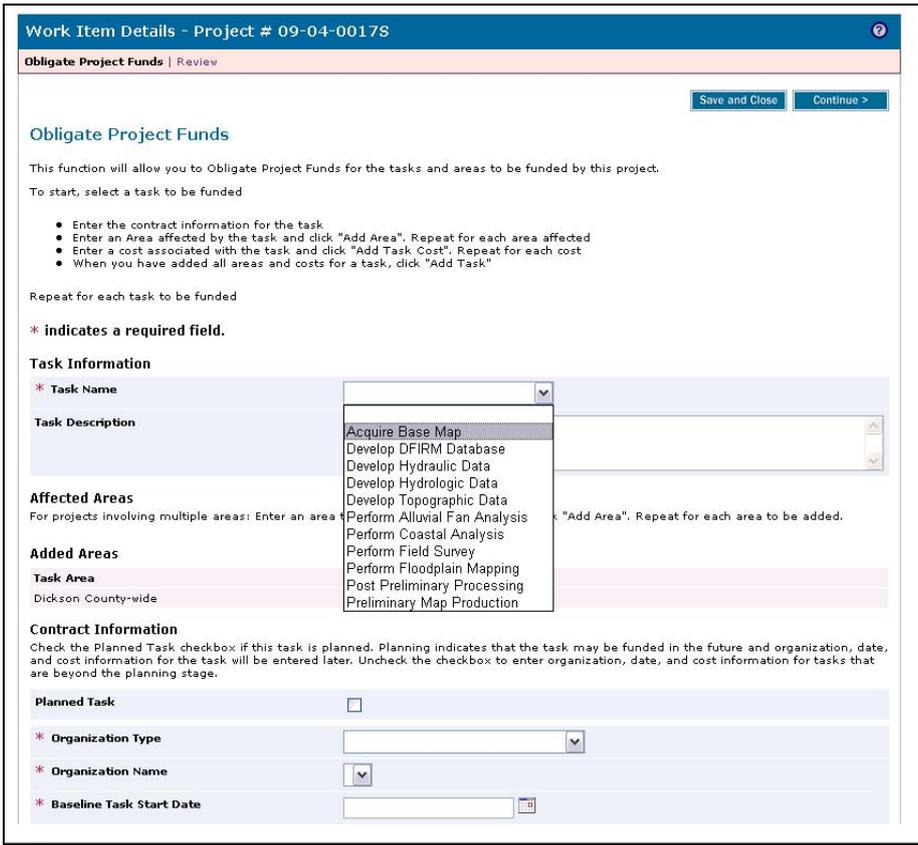
Always click Add Task before continuing. If you click Save and Close or Continue before Add Cost, all previously entered information will be lost.

5. To confirm the Planned Task click on: Add Task .

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

	<p>There are four key steps to ensure the task is added to the project:</p> <ol style="list-style-type: none"> 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 <p>If you do not add the task, the information entered is not saved. Complete each step to add contracted tasks to the project.</p> <p>If two organizations are contracted to perform the same data development task, create two separate tasks for each organization to complete.</p>
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6. Click on the Task Name dropdown box to select a task



Work Item Details - Project # 09-04-00178

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 funded 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 "Add Area". Repeat for each area affected
- Enter a cost associated with the task and click "Add Task Cost". Repeat for each cost
- When you have added all areas and costs for a task, click "Add Task"

Repeat for each task to be funded

* indicates a required field.

Task Information

* Task Name [dropdown menu open with list of tasks]

Task Description [text area]

Affected Areas
For projects involving multiple areas: Enter an area [text area] "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 task is planned. Planning indicates that the task may be funded in the future and organization, date, and cost information for the task will be entered later. Uncheck the checkbox to enter organization, date, and cost information for tasks that are beyond the planning stage.

Planned Task

* Organization Type [dropdown menu]

* Organization Name [dropdown menu]

* Baseline Task Start Date [calendar icon]

	<p>Add Contract Information, including the organization, task start and end date, and associated costs.</p>
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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 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 task
- Enter an Area affected by the task and click "Add Area". Repeat for each area affected
- Enter a cost associated with the task and click "Add Task Cost". Repeat for each cost
- When you have added all areas and costs for a task, click "Add Task"

Repeat for each task to be funded

* indicates a required field.

Task Information

* Task Name

Task Description

Affected Areas
For projects involving multiple areas: Enter an 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 task is planned. Planning indicates that the task may be funded in the future and organization, date, and cost information for the task will be entered later. Uncheck the checkbox to enter organization, date, and cost information for tasks that are beyond the planning stage.

Planned Task

* Organization Type

* Organization Name

* Baseline Task Start Date

* Baseline Task End Date

Task Cost
Enter the negotiated cost associated with the 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

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.
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16. Click on:  to add task cost

Affected Areas
For projects involving multiple areas: Enter an 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 task is planned. Planning indicates that the task may be funded in the future and organization, date, and cost information for the task will be entered later. Uncheck the checkbox to enter organization, date, and cost information for tasks that are beyond the planning stage.

Planned Task

* **Organization Type** Study contractor/DIQ

* **Organization Name** Watershed IV Alliance

* **Baseline Task Start Date** 12/03/2006

* **Baseline Task End Date** 01/03/2007

Task Cost
Enter the negotiated cost associated with the 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



Added Task Costs

Cost Type	Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
<input type="radio"/> Study Contract	\$11328	2007	EMA-2002CO-011A	16

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 area and cost data that you entered BEFORE you click "Save and Close" or "Continue" or data will not be saved.





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

17. Click on:  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 # 09-04-00178

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 funded 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 "Add Area". Repeat for each area affected
- Enter a cost associated with the task and click "Add Task Cost". Repeat for each cost
- When you have added all areas and costs for a task, click "Add Task"

Repeat for each task to be funded

*** indicates a required field.**

Task Information

* Task Name

Task Description

Affected Areas

For projects involving multiple areas: Enter an 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 task is planned. Planning indicates that the task may be funded in the future and organization, date, and cost information for the task will be entered later. Uncheck the checkbox to enter organization, date, and cost information for tasks that are beyond the planning stage.

Planned Task

* Organization Type

* Organization Name

* Baseline Task Start Date

	<p>There are six key steps to ensure the task is added to the project:</p> <ol style="list-style-type: none"> 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 Independent QA Required checkbox and enter QA information 5) When all QA information is added, click Add QA Cost 6) Click Add Task to add the task to the project <p>If you do not add the task, the information entered is not saved. Complete each step to add contracted tasks to the project.</p>
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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 task
- Enter an Area affected by the task and click "Add Area". Repeat for each area affected
- Enter a cost associated with the task and click "Add Task Cost". Repeat for each cost
- When you have added all areas and costs for a task, click "Add Task"

Repeat for each task to be funded

* indicates a required field.

Task Information

* Task Name: Develop DFIRM Database

Task Description: [Text Area]

Affected Areas
For projects involving multiple areas: Enter an 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 task is planned. Planning indicates that the task may be funded in the future and organization, date, and cost information for the task will be entered later. Uncheck the checkbox to enter organization, date, and cost information for tasks that are beyond the planning stage.

Planned Task:

* Organization Type: Study contractor/DIQ

* Organization Name: Watershed IV Alliance

* Baseline Task Start Date: 05/03/2007

* Baseline Task End Date: [Date Picker]

Task Cost
Enter the negotiated cost associated with the task and click "Add Task Cost". Repeat for each negotiated cost.

* Cost Type: [Dropdown]

* Current Negotiated Cost \$: [Text] Numeric characters only

* Federal Fiscal Year: [Dropdown]

* Contract or Agreement Number: [Text]

Task Order Number: [Text]

[Add Task Cost]

Independent QA
Check the checkbox if Independent QA is required 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
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
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.
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28. Click on:  to add the task cost

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 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

Cost Type	Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
<input type="radio"/> Study Contract	\$22841	2007	EMA-2002-CO-011A	16

Independent QA
Check the checkbox if Independent QA is required and enter the organization, date, and cost information.

Independent QA Required

▼ Expand All ▶ Collapse All

▶ **Task Information**

Task Name: Acquire Base Map
Task Description:

You must click "Add Task" to save the area and cost data that you entered BEFORE you click "Save and Close" or "Continue" or data will not be saved.



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.

are beyond the planning stage.

Planned Task

* **Organization Type** Study contractor/DIQ

* **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 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

Cost Type	Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
<input type="radio"/> Study Contract	\$22841	2007	EMA-2002-CO-011A	16

Independent QA
Check the checkbox if Independent QA is required and enter the organization, date, and cost information.

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 "Add QA Cost". Repeat for each negotiated cost.

* **Cost Type**

* **Current Negotiated Cost \$** Numeric characters only

* **Federal Fiscal Year**

* **Contract or Agreement Number**

Task Order Number

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



Often the organization performing Independent QA is not the same organization performing the task.

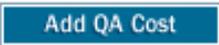
If a different organization is chosen to perform Independent QA, the Independent QA task and corresponding Manage Data Development task appear on that organization's Work Item List.

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.

39. Click on:  to add QA cost

Added Task Costs

Cost Type	Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
<input type="radio"/> Study Contract	\$22841	2007	EMA-2002-CO-011A	16

Independent QA
Check the checkbox if Independent QA is required and enter the organization, date, and cost information.

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 "Add QA 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 QA Costs

Cost Type	Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
<input type="radio"/> Study Contract	\$2300	2007	EMA-2002-CO-011A	16

▼ Expand All ▶ Collapse All

▶ **Task Information**

Task Name: Acquire Base Map

Task Description:

You must click "Add Task" to save the area and cost data that you entered BEFORE you click "Save and Close" or "Continue" or data will not be saved.



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 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

[Add Task Cost](#)

Independent QA
Check the checkbox if Independent QA is required and enter the organization, date, and cost information.

Independent QA Required

[Expand All](#) [Collapse All](#)

Task Information	Modify Delete
Task Name: Acquire Base Map	
Task Description:	
Task Information	Modify Delete
Task Name: Develop DFIRM Database	
Task Description:	
Task Information	Modify Delete
Task Name: Develop Hydraulic Data	
Task Description:	
Task Information	Modify Delete
Task Name: Develop Hydrologic Data	
Task Description:	

You must click "Add Task" to save the area and cost data that you entered BEFORE you click "Save and Close" or "Continue" or data will not be saved.

[Add Task](#)

[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.

Organization Name: Watershed IV Alliance
 Baseline QA Start Date: 04/04/2007
 Baseline QA End Date: 04/18/2007

QA Cost

Cost Type	Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
Study Contract	\$3610	2007	EMA-2002-CO-011A	16

▼ **Task Information** [Modify](#) [Delete](#)

Task Name: Develop Hydrologic Data
 Task Description:

Affected Areas
 Task Area: Dickson County-wide

Contract Information
 Planned Task: No
 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

Cost Type	Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
Study Contract	\$9205	2007	EMA-2002-CO-0011A	16

Independent QA
 Independent QA Required: Yes
 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

Cost Type	Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
Study Contract	\$1785	2007	EMA-2002-CO-0011A	16

You must click "Add Task" to save the area and cost data that you entered BEFORE you click "Save and Close" or "Continue" or data will not be saved.

[Add Task](#)
[Save and Close](#) [Continue >](#)



Click Modify to make any corrections to the information added.
 Click Delete to remove the task completely from the project.

42. Click on: Modify to select the appropriate data element to be corrected

Planned Task

* Organization Type: Study contractor/DIQ
 * 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 task and click "Add Task Cost". Repeat for each negotiated cost.

* Cost Type: [dropdown]
 * Current Negotiated Cost \$: [input] Numeric characters only
 * Federal Fiscal Year: [dropdown]
 * Contract or Agreement Number: [input]
 Task Order Number: [input]

[Add Task Cost](#)

Added Task Costs

Cost Type	Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
<input checked="" type="radio"/> Study Contract	\$9205	2007	EMA-2002-CO-0011A	16

[Modify](#) [Delete](#)

Independent QA
 Check the checkbox if Independent QA is required and enter the organization, date, and cost information.

Independent QA Required

* Organization Type: Study contractor/DIQ
 * 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 click "Add QA Cost". Repeat for each negotiated cost.

* Cost Type: [dropdown]
 * Current Negotiated Cost \$: [input] Numeric characters only
 * Federal Fiscal Year: [dropdown]
 * Contract or Agreement Number: [input]
 Task Order Number: [input]

[Add QA Cost](#)

43. Click on:  the radio button and click on:  to select the appropriate data element to be corrected

Planned Task

* Organization Type: Study contractor/DIQ
 * 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 task 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 required and enter the organization, date, and cost information.

Independent QA Required

* Organization Type: Study contractor/DIQ
 * 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 click "Add QA Cost". Repeat for each negotiated cost.

* Cost Type:
 * Current Negotiated Cost \$:
 * Federal Fiscal Year:
 * Contract or Agreement Number:
 Task Order Number:

Added QA Costs

Cost Type	Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
<input type="radio"/> Study Contract	\$1785	2007	EMA-2002-CO-0011A	16

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

	Always click Add Task Cost before continuing. If you click Continue or Save and Close before Add Task Cost, all previously entered information will be lost.
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45. Click on: to save the changes

* **Baseline QA Start Date**

* **Baseline QA End Date**

QA Cost
Enter a negotiated cost associated with QA and click "Add QA 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 QA Costs

Cost Type	Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
<input type="radio"/> Study Contract	\$1785	2007	EMA-2002-CO-0011A	16

▼ [Expand All](#) ▶ [Collapse All](#)

▶ **Task Information**

Task Name: Acquire Base Map
Task Description:

▶ **Task Information**

Task Name: Develop DFIRM Database
Task Description:

▶ **Task Information**

Task Name: Develop Hydraulic Data
Task Description:

You must click "Add Task" to save the area and cost data that you entered BEFORE you click "Save and Close" or "Continue" or data will not be saved.



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: 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.

Work Item Details - Project # 09-04-00178

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 funded 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 "Add Area". Repeat for each area affected
- Enter a cost associated with the task and click "Add Task Cost". Repeat for each cost
- When you have added all areas and costs for a task, click "Add Task"

Repeat for each task to be funded

* indicates a required field.

Task Information

* Task Name

Task Description

Affected Areas

For projects involving multiple areas: Enter an area and click "Add Area". Repeat for each area to be added.

Affected Areas List:

- Acquire Base Map
- Develop DFIRM Database
- Develop Hydraulic Data
- Develop Hydrologic Data
- Develop Topographic Data
- Perform Alluvial Fan Analysis
- Perform Coastal Analysis
- Perform Field Survey
- Perform Floodplain Mapping
- Post Preliminary Processing
- Preliminary Map Production

Added Areas

Task Area

Dickson County-wide

Contract Information

Check the Planned Task checkbox if this task is planned. Planning indicates that the task may be funded in the future and organization, date, and cost information for the task will be entered later. Uncheck the checkbox to enter organization, date, and cost information for tasks that are beyond the planning stage.

Planned Task

* Organization Type

* Organization Name

* Baseline Task Start Date

	<p>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.</p>
	<p>Preliminary Map Production:</p> <p>The Preliminary Map Production baseline start date is the projected start date for Produce Preliminary Map Products.</p> <p>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.</p>
	<p>Post Preliminary Processing:</p> <p>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.</p>

<p>▶ Task Information</p> <p>Task Name: Develop DFIRM Database</p> <p>Task Description:</p>	<p>Modify</p> <p>Delete</p>
<p>▶ Task Information</p> <p>Task Name: Develop Hydraulic Data</p> <p>Task Description:</p>	<p>Modify</p> <p>Delete</p>
<p>▶ Task Information</p> <p>Task Name: Develop Hydrologic Data</p> <p>Task Description:</p>	<p>Modify</p> <p>Delete</p>
<p>▶ Task Information</p> <p>Task Name: Develop Topographic Data</p> <p>Task Description:</p>	<p>Modify</p> <p>Delete</p>
<p>▶ Task Information</p> <p>Task Name: Perform Field Survey</p> <p>Task Description:</p>	<p>Modify</p> <p>Delete</p>
<p>▶ Task Information</p> <p>Task Name: Perform Floodplain Mapping</p> <p>Task Description:</p>	<p>Modify</p> <p>Delete</p>
<p>▶ Task Information</p> <p>Task Name: Preliminary Map Production</p> <p>Task Description:</p>	<p>Modify</p> <p>Delete</p>
<p>▶ Task Information</p> <p>Task Name: Post Preliminary Processing</p> <p>Task Description:</p>	<p>Modify</p> <p>Delete</p>

You must click "Add Task" to save the area and cost data that you entered BEFORE you click "Save and Close" or "Continue" or data will not be saved.

47. Click on: to move to the Review screen

48. Review the information and when satisfied, click on: to Complete Task

	<p>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.</p>
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Results
<p>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.</p>

Last updated: March 2009