

Work Instruction
Document Control/Task Lead -
Distribute Determination

Purpose

This work instruction is used to the process conducted by Document Control or the Task Lead to complete the following steps:

- Input the date of completion or letter date
- Input the publication and dates
- Input planned effective date

Prerequisites

- The Review Determination activity is complete

Navigation

Via Menu Path	Log in to the MIP and → Workbench → Work Items → and Claim → Distribute Determination
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Work Steps

Mapping
INFORMATION PLATFORM

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

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

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Work Item List - JenDocControl - February 12, 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 field 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
Claim	Distribute Determination	09-05-0009P	The Villas at Dawson's Creek	02/12/09



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: [Distribute Determination](#) to enter the Distribute Determination activity

Work Item Details - Project # 09-05-0009P ?

Distribute Determination | [Review](#)

Distribute Determination

Enter the mailing date for determination letter and BFE publication information. Click "Continue".

*** indicates a required field.**

Review Determination Results

Outcome: Accept

Comments :

Bypass Appeal Period for the Project:

Determination Letters

All Determination Letter fields are required if an appeal period is required.

Community: FORT WAYNE, CITY OF, CID: 180003
Letter Type: 102-I-A-C

* Date of Letter	<input type="text"/>	(MM/DD/YYYY)
Newspaper	<input type="text"/>	
BFEs on the Web Notification	<input type="radio"/> Yes <input checked="" type="radio"/> No	
1st Proposed Publication Date	<input type="text"/>	(MM/DD/YYYY)
2nd Proposed Publication Date	<input type="text"/>	(MM/DD/YYYY)
* Effective Date	<input type="text"/>	(MM/DD/YYYY)

[Continue >](#)

	At any point, the user may click the ? to access helpful hints regarding the information on this screen.
	Notice this screen shows the FEMA Lead Determination Results including any comments they may have entered.
	Check the Bypass Appeal Period for the Project checkbox if the appeal period needs to be bypassed and the case completed at the Distribute Determination step because BFEs are not changing. This can occur when the BFE changes are too small to warrant publication
	This Determination Letters section of this screen displays the letter type code that was generated based on the information entered in the Determination Section in the Community Information module within the Process Request activity. Verify that the correct letter code was generated and contact MIP Help if changes are required.

	Notice Date of Letter date is also known as the Project Complete Date which stops both the Internal Turnaround Time and the Regulatory Turnaround Time clocks. This date should correspond to the issue date of the LOMR or CLOMR.
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3. Click to enter Date of Letter in MM/DD/YYYY format

4. Click to enter the Newspaper
5. Click to enter 1st Proposed Publication Date in MM/DD/YYYY format

	Note this date starts the appeal period.
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6. Click to enter 2nd Proposed Publication Date in MM/DD/YYYY format

	Refer to the <i>Document Control Procedures Manual</i> on www.fema.gov for more information on calculating the Effective Date.
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7. Click to enter the Effective Date in MM/DD/YYYY format

Determination Letters	
All Determination Letter fields are required if an appeal period is required.	
Community: FORT WAYNE, CITY OF, CID: 180003 Letter Type: 102-I-A-C	
* Date of Letter	09/11/2008 (MM/DD/YYYY)
Newspaper	The Journal Gazette
BFEs on the Web Notification	<input type="radio"/> Yes <input checked="" type="radio"/> No
1st Proposed Publication Date	09/19/2008 (MM/DD/YYYY)
2nd Proposed Publication Date	09/26/2008 (MM/DD/YYYY)
* Effective Date	01/11/2009 (MM/DD/YYYY)
Continue >	

At this point, scroll down and upload the determination document and attachments to Content Manager. The revisions cover letter should not be uploaded.

8. In the Load Data Artifacts Window click the Product Type dropdown box and select the revision type. You must upload a file with the Product Type of Final Determination or 316-PMR to complete the task
9. Click to enter the Effective Date

	<p>For uploaded files, it is critical that the Flooding Source be included in the abstract to facilitate searches in the Flood Risk Engineering Library in the MIP.</p> <p>Therefore, the abstract field must include the Flooding Source(s) exactly as it appears on the FIRM, the Model Type, and the BFE Range and Reach Description. The BFE Range and Reach Description should state the downstream point and the upstream point for which the model is effective.</p>
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10. Click to enter the Abstract

Load Data Artifacts 

* indicates a required field.

Submission Details:

* **Product Type:** Final Determination

* **Effective Date:** 06/05/2014

* **Abstract:** Flood Source

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

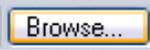
Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

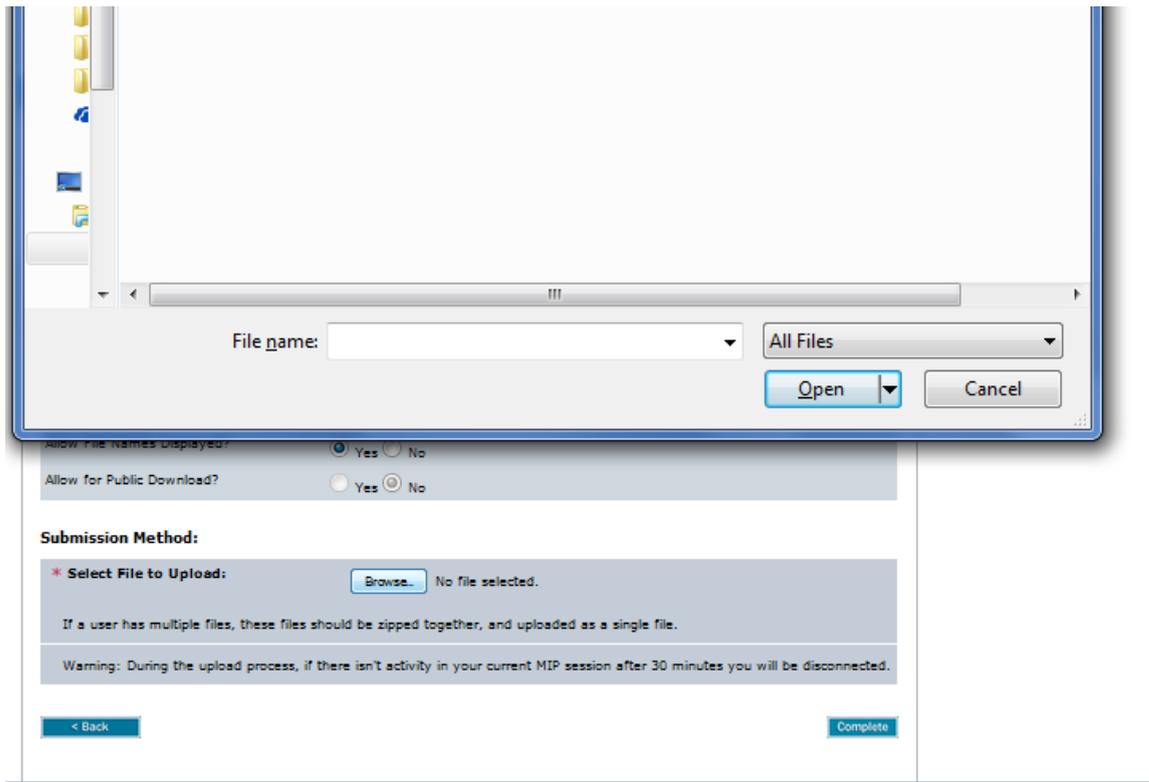
Continue >

11. Click Continue

12. Select the appropriate Access Restriction for the material. Select Yes or No for the 3 Access Restriction questions:
- **Allow for Public Discovery?** – Will the public see the upload dataset returned in the Flood Risk Study Engineering Library search results?
 - **Allow File Names Displayed?** – After selecting an upload dataset in the Flood Risk Study Engineering Library, can the public view the file names within the specific upload?
 - **Allow for Public Download?** – In the Flood Risk Study Engineering Library can the public download the files associated with the specific upload?

Selecting No for all 3 questions will result in the Flood Risk Study Engineering Library not displaying the uploaded materials to the public at any time. By default, the Access Restrictions will be set as defined in the [Public Access Rules](#). You cannot remove restrictions that are placed by default, so some or all of answers to the 3 questions will not be editable.

13. Click on: 



14. Select file to upload and click Open
15. Click on: **Complete** to save the file
16. Click on: **Continue >** to move to the Review screen





On the Review screen, click the twistie to the left of the listed name to expand a single element. To view all elements, click the Expand All hot link to show all data fields and information entered.

17. Review the information and click  to advance to complete task

workflow history for this project.' There is a '< Back' button in the bottom left corner." data-bbox="151 236 872 448"/>

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.

18. Click on:  to complete activity

Results

If the case does not require an appeal period (i.e the letter code does not contain the letter A), then the case will show a Completed status in the MIP after this activity is finished and will no longer be accessible through the workflow.

However, if the case does require an appeal period, the case will be considered issued, will remain active in the workflow, and have the reporting status of Completed. The case will continue in the workflow and go to BFE Publication Affidavit activity for the Task Lead.

Last updated: February 2015