

Work Instruction
Document Control Group -
Distribute Final BFE
Determination

Purpose

This work instruction is used to outline the process conducted by the Document Control Group to register the date of the 116 letter.

Prerequisites

- Received BFE Publication Affidavit activity is complete
- No Appeals or Protests were received **OR**
- Distribute Special Response activity is complete when a valid Appeal or Protest is received

Navigation

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

Mapping
INFORMATION PLATFORM

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

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care

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

Home > Workbench > Work Items

Work Item List - JenDocControl - February 12, 2009

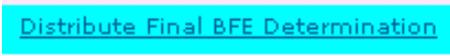
Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input field filter your work item list.

- 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
All	All	All	
Claim	Distribute Final BFE Determination	09-05-0009P	The Villas at Dawson's Creek



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:  to enter the Distribute Final BFE Determination activity

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

Distribute Final BFE Determination Letter | Review

Distribute Final BFE Determination Letter

Enter the mailing date of the final BFE Determination Letter for the listed Community. Click "Continue".

* indicates a required field.

Community: FORT WAYNE, CITY OF, CID: 180003

* **Letter Date** (MM/DD/YYYY)

Comments

[Continue >](#)

3. Click to enter the 116 Letter Date
4. Click to enter any comments to be loaded into the database.
5. Now you will upload the 116 Letter. In the Load Data Artifacts Window click the Product Type dropdown box and select the product type
6. Click to enter the Effective Date



7. Click to enter the Abstract

* Letter Date	05/14/2014	(MM/DD/YYYY)
Comments	Comment	

[Continue >](#)

Load Data Artifacts

* indicates a required field.

Submission Details:

* Product Type:	116 Letter
* Effective Date:	05/04/2014
* 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.

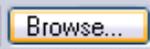
Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[Continue >](#)

8. Click Continue

9. 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.

10. Click on: 

File name: All Files

Open Cancel

Access Restriction:

Allow for Public Discovery? Yes No

Allow File Names Displayed? Yes No

Allow for Public Download? Yes No

Submission Method:

* Select File to Upload: No file selected.

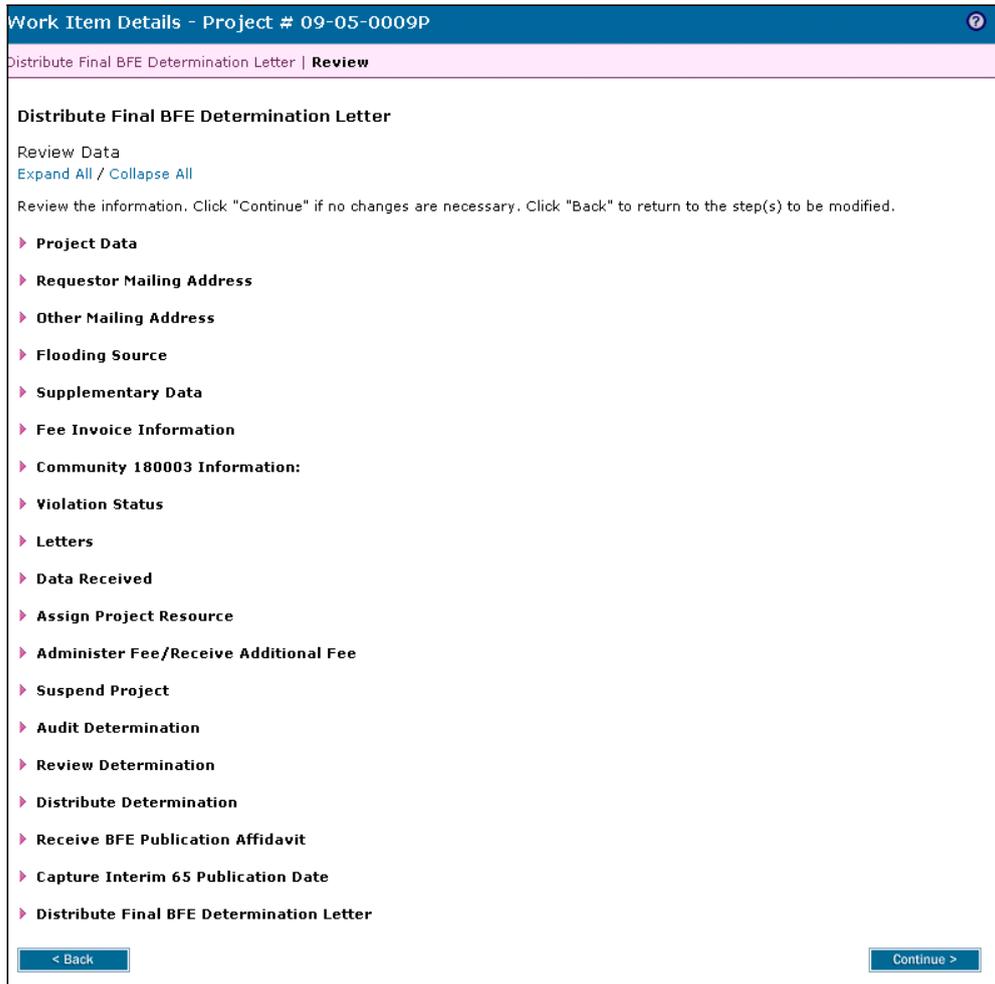
If a user has multiple files, these files should be zipped together, and uploaded as a single file.

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

< Back Complete

11. Select file to upload and click Open
12. Click on: to save the file

13. Click on:  to move to the Review screen



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

Distribute Final BFE Determination Letter | **Review**

Distribute Final BFE Determination Letter

Review Data
[Expand All / Collapse All](#)

Review the information. Click "Continue" if no changes are necessary. Click "Back" to return to the step(s) to be modified.

- ▶ **Project Data**
- ▶ **Requestor Mailing Address**
- ▶ **Other Mailing Address**
- ▶ **Flooding Source**
- ▶ **Supplementary Data**
- ▶ **Fee Invoice Information**
- ▶ **Community 180003 Information:**
- ▶ **Violation Status**
- ▶ **Letters**
- ▶ **Data Received**
- ▶ **Assign Project Resource**
- ▶ **Administer Fee/Receive Additional Fee**
- ▶ **Suspend Project**
- ▶ **Audit Determination**
- ▶ **Review Determination**
- ▶ **Distribute Determination**
- ▶ **Receive BFE Publication Affidavit**
- ▶ **Capture Interim 65 Publication Date**
- ▶ **Distribute Final BFE Determination Letter**

[< Back](#) [Continue >](#)



On the Review screen, click the twisties 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.

14. Review the information and click  to advance to the complete task screen

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

Distribute Final BFE Determination Letter | Review

Distribute Final BFE Determination Letter Complete Task

Click "Complete Task" when you have completed this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

The Engineer registers the date of the 116 letter.

Click to view the [workflow history](#) for this project.

< Back



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.

15. Click on: Complete Task to complete activity

Results

This case will show the status Complete in the MIP after this activity is finished and will no longer be accessible through the workflow. In this branch of the process, there are no further activities.