Mapping INFORMATION PLATFORM

Work Instruction
Task Lead -
Review Data Received

Purpose

This work instruction is used to outline the process conducted by the Task Lead to Review Data Received in the MIP for completeness and accuracy.

Most of this information will have been entered by the Project Administrator when the project was created. In this module the Task Lead can review, modify, add, or delete information.

The steps include:

- Review, add, edit, or delete contents on each screen
- Enter the data received
- Request additional data
- Enter letter information

Prerequisites

- The Assign Project Resource activity is complete

Navigation

Via Menu Path	**Log in to the MIP ➔ Workbench ➔ Work Items ➔** **and** **Claim ➔ Review Data Received**

Work Steps

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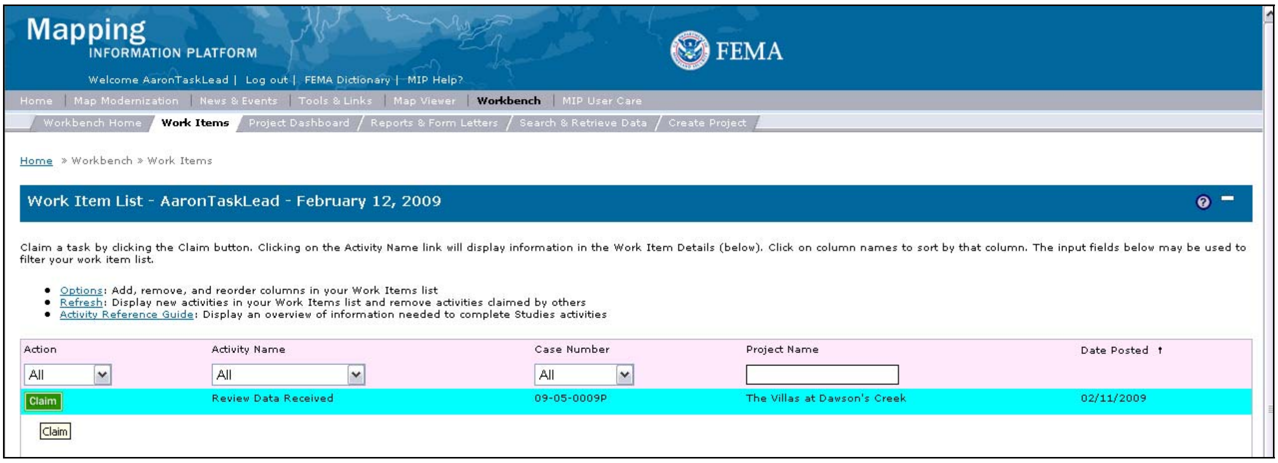
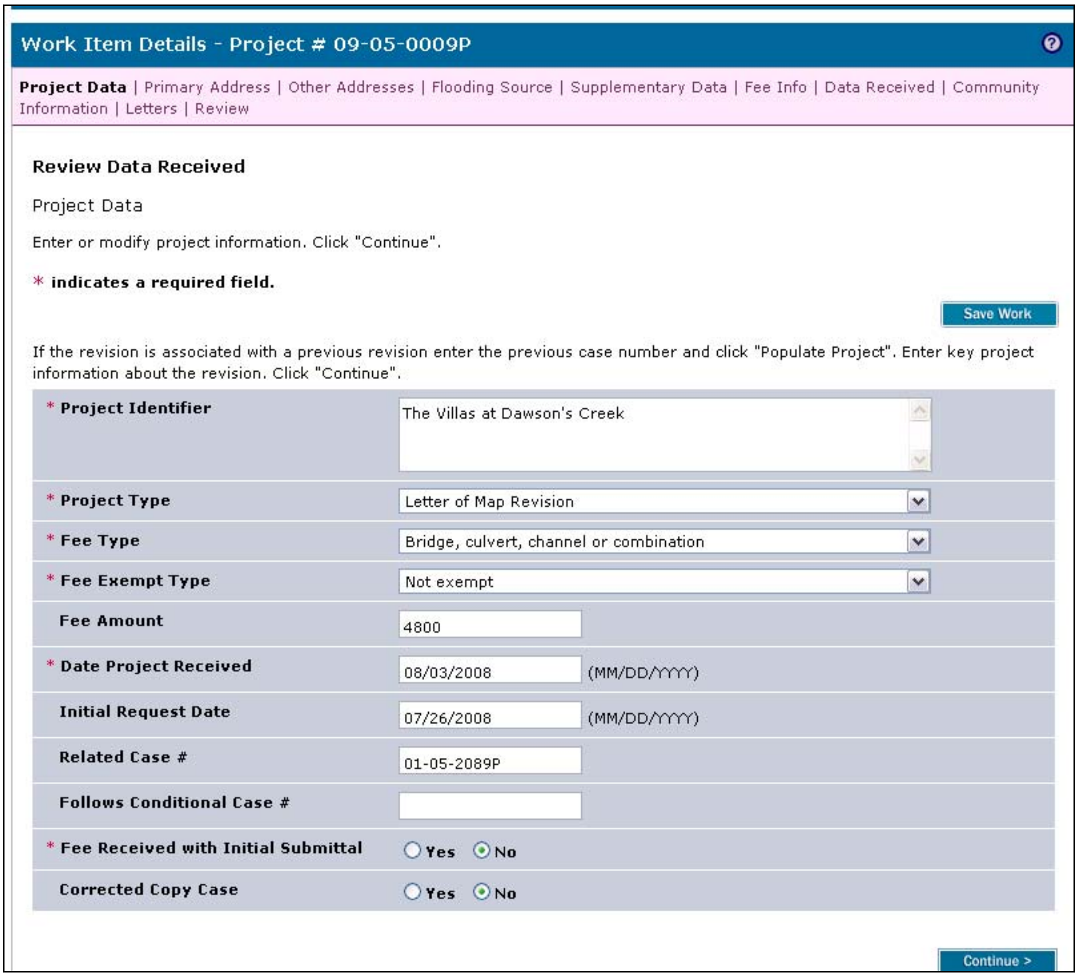


⚠	Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on: **Claim** to claim the activity

2. Click on: Review Data Received to enter the Review Data Received activity


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

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | Data Received | Community Information | Letters | Review

Review Data Received

Project Data

Enter or modify project information. Click "Continue".

* **indicates a required field.**

Save Work

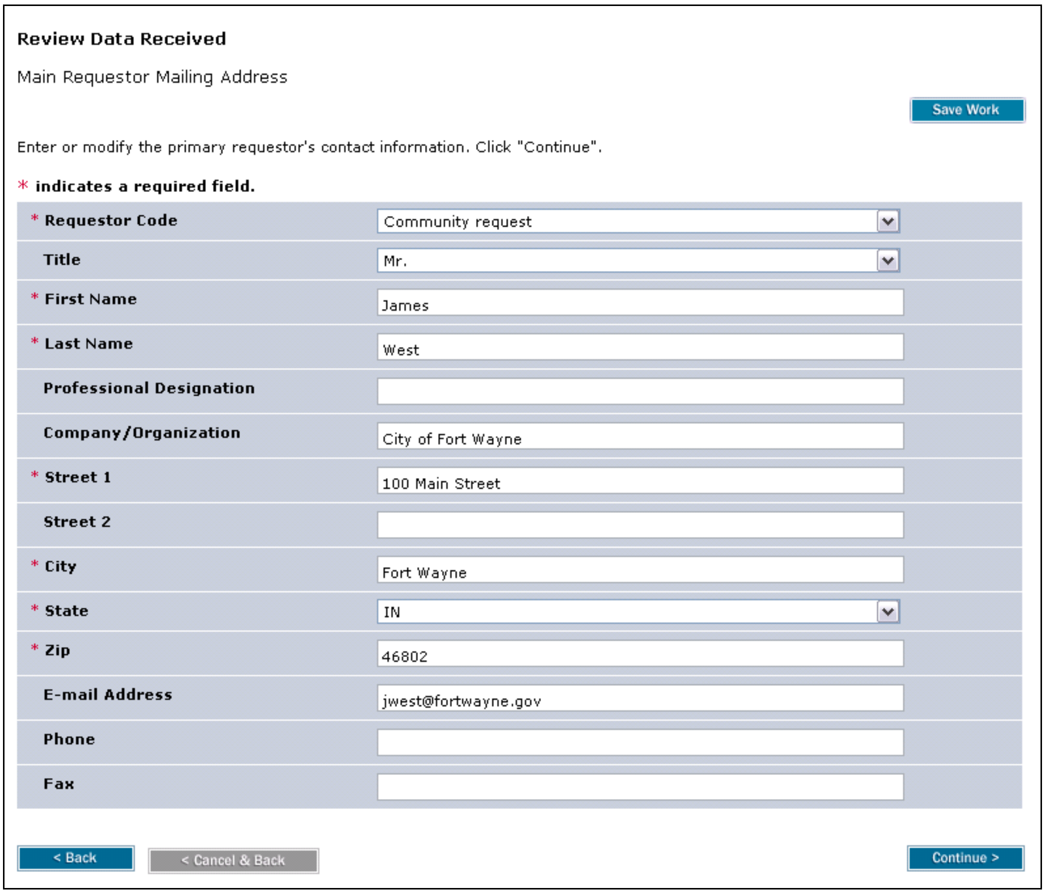
If the revision is associated with a previous revision enter the previous case number and click "Populate Project". Enter key project information about the revision. Click "Continue".

* **Project Identifier**	The Villas at Dawson's Creek
* **Project Type**	Letter of Map Revision
* **Fee Type**	Bridge, culvert, channel or combination
* **Fee Exempt Type**	Not exempt
Fee Amount	4800
* **Date Project Received**	08/03/2008 (MM/DD/YYYY)
Initial Request Date	07/26/2008 (MM/DD/YYYY)
Related Case #	01-05-2089P
Follows Conditional Case #	
* **Fee Received with Initial Submittal**	○ Yes ⊙ No
Corrected Copy Case	○ Yes ⊙ No

Continue >

	The Internal Turnaround Time for a revision project is to be less than 145 days to meet FEMA's goal. It is calculated as the number of days between the Date Project Received on this screen and the date the LOMR or CLOMR is issued (Date of Letter) from the Distribute Determination screen, less the number of days waiting for additional data or fees.

3. Review the Project Data and click Continue > to move to the Primary Address screen.



Review Data Received

Main Requestor Mailing Address

Save Work

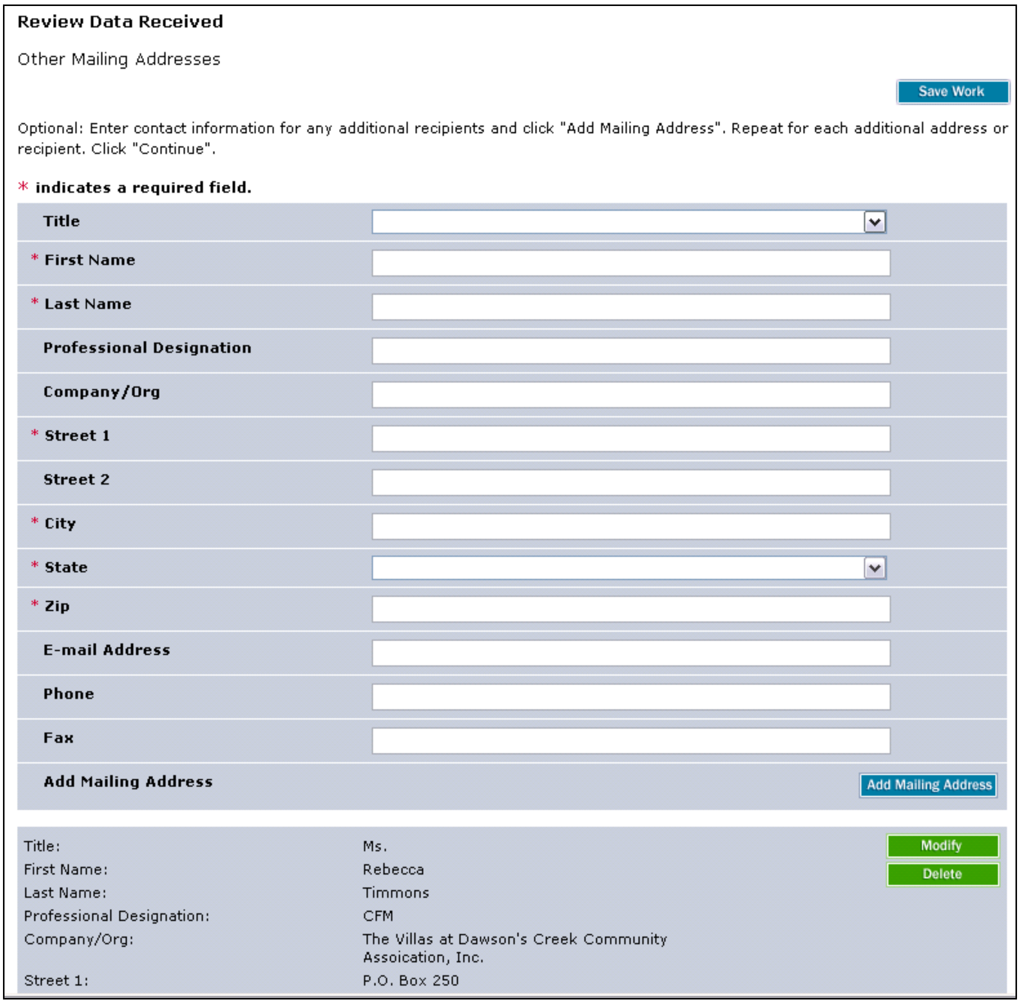
Enter or modify the primary requestor's contact information. Click "Continue".

* **indicates a required field.**

* **Requestor Code**	Community request
Title	Mr.
* **First Name**	James
* **Last Name**	West
Professional Designation	
Company/Organization	City of Fort Wayne
* **Street 1**	100 Main Street
Street 2	
* **City**	Fort Wayne
* **State**	IN
* **Zip**	46802
E-mail Address	jwest@fortwayne.gov
Phone	
Fax	

< Back   < Cancel & Back   Continue >

4. Review the Primary Address and click Continue > to move to the Other Addresses screen



Review Data Received

Other Mapping Addresses

Save Work

Optional: Enter contact information for any additional recipients and click "Add Mailing Address". Repeat for each additional address or recipient. Click "Continue".

* **indicates a required field.**

Title	
* **First Name**	
* **Last Name**	
Professional Designation	
Company/Org	
* **Street 1**	
Street 2	
* **City**	
* **State**	
* **Zip**	
E-mail Address	
Phone	
Fax	
Add Mailing Address	Add Mailing Address

Title:	Ms.	Modify
First Name:	Rebecca	Delete
Last Name:	Timmons	
Professional Designation:	CFM	
Company/Org:	The Villas at Dawson's Creek Community Assoication, Inc.	
Street 1:	P.O. Box 250	

	On the Other Addresses screen, the Task Lead enters Secondary contacts for the revision project. Usually this includes the engineer and community official whose names and contact information can be found on Page 2 of MT-2 Form 1. Up to ten contacts can be entered.

5. Add additional addresses as applicable

6. Click the Title dropdown box and select the appropriate title

7. Click to enter First Name

8. Click to enter Last Name

9. Click to enter Professional Designation

10. Click to enter Company/Org

11. Click to enter Street

12. Click to enter City

13. Click the State dropdown box and select the state

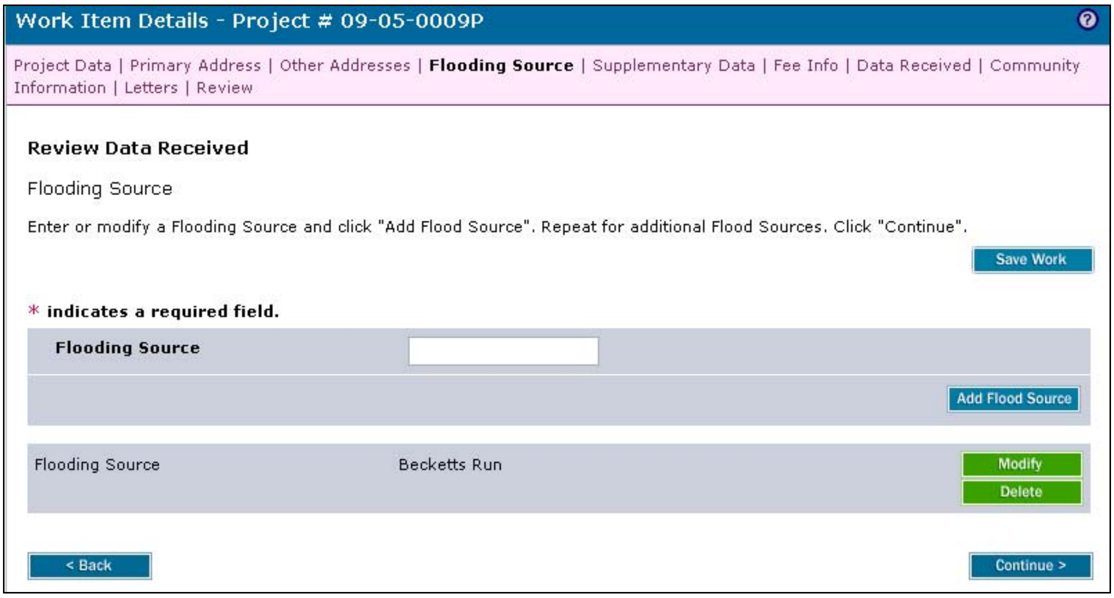
14. Click to enter Zip

⚠	It is not recommended to enter the phone number when the name field is complete. This represents a Personally Identifiable Information security concern.
⚠	The Add Mailing Address button must be clicked in order to save the information after *each* entry prior to clicking the Continue button or data will not be saved.

15. Click on: Add Mailing Address to add the entry to the table

16. If applicable, enter additional addresses the same way

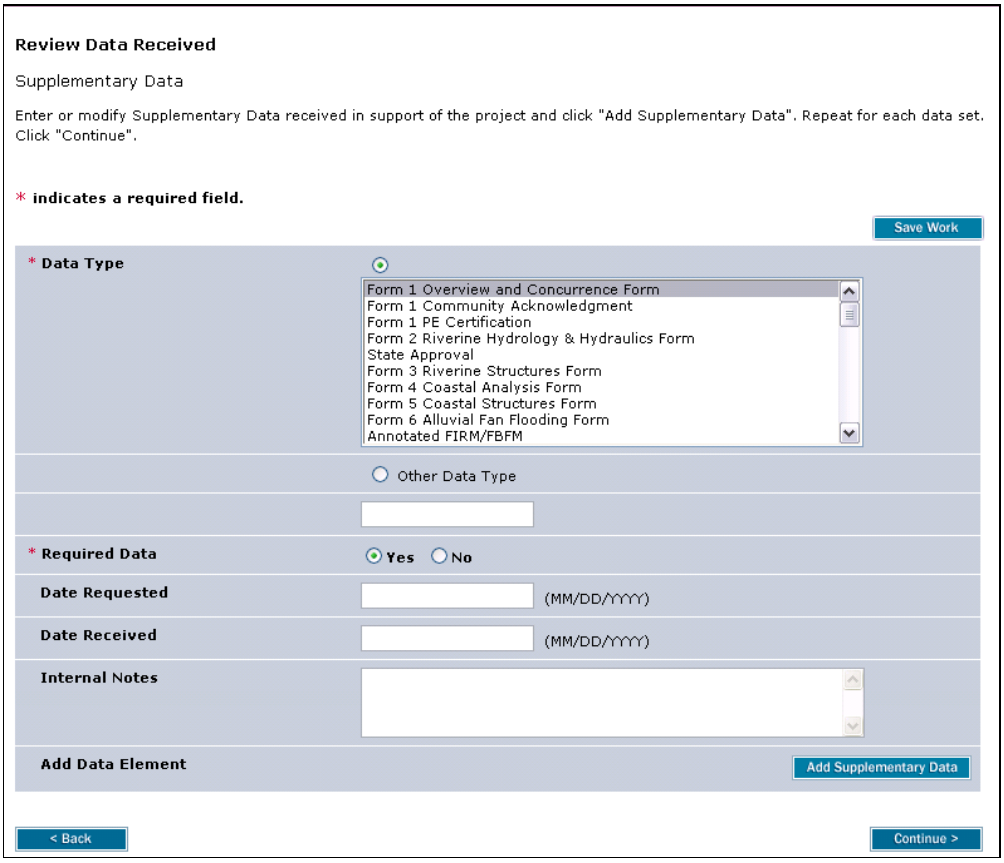
17. Click on: Continue > to move to the Flooding Source screen



ℹ	The flooding source(s) information may have been entered by the Project Administrator when the project was created. The Task Lead should verify that the flooding source name was entered exactly as it appears on the FIRM, and modify if necessary. All flooding sources affecting the revision should be entered. If applicable, enter an additional Flooding Source and then click the Add Flood Source button to add to the table below.

18. Click on: Continue > to move to the Supplementary Data screen

This section of the work instruction outlines the process to inventory data received with the initial submittal.



	On the first cycle through this module, the Task Lead will inventory items received with the revision submittal and enter those data items on this screen with the Date Requested field left blank. Additionally, the Task lead will inventory those data items that need to be requested.
	If the drop down list does not contain the specific data type required, use the Other Data Type field. Click the Other Data Type radio button and enter text in the field for the data type.

19. Select a Data Type

	The Date Requested field can be left blank if the entry is for items that were received with the initial incoming request.

20. Click to enter the Date Received in MM/DD/YYYY format

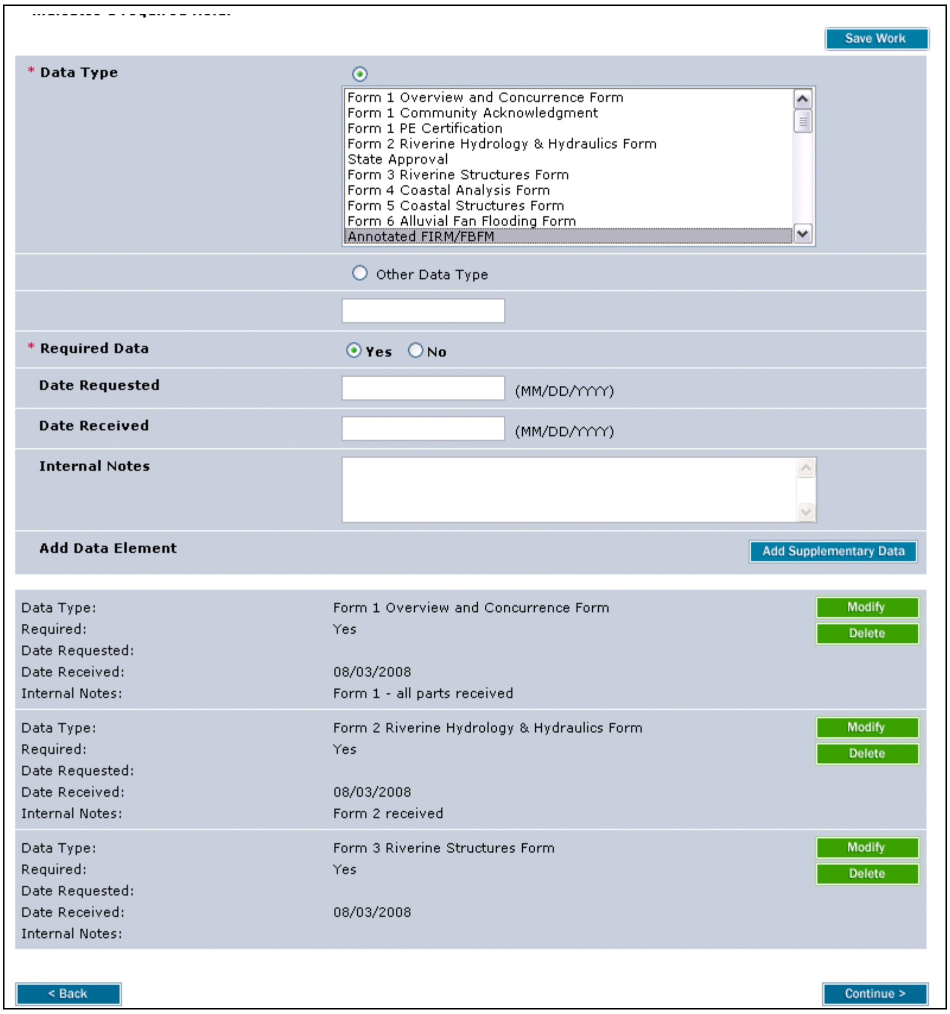
21. Click to enter Internal Notes

⚠	The Add Supplementary Data button must be clicked in order to save the information after *each* entry prior to clicking the Continue button or data will not be saved.

22. Click on: **Add Supplementary Data** to add the entry to the table

23. Add additional inputs of data received, as applicable, using the same process

This section of the work instruction outlines the process to enter additional data requested.



24. Select the Data Type

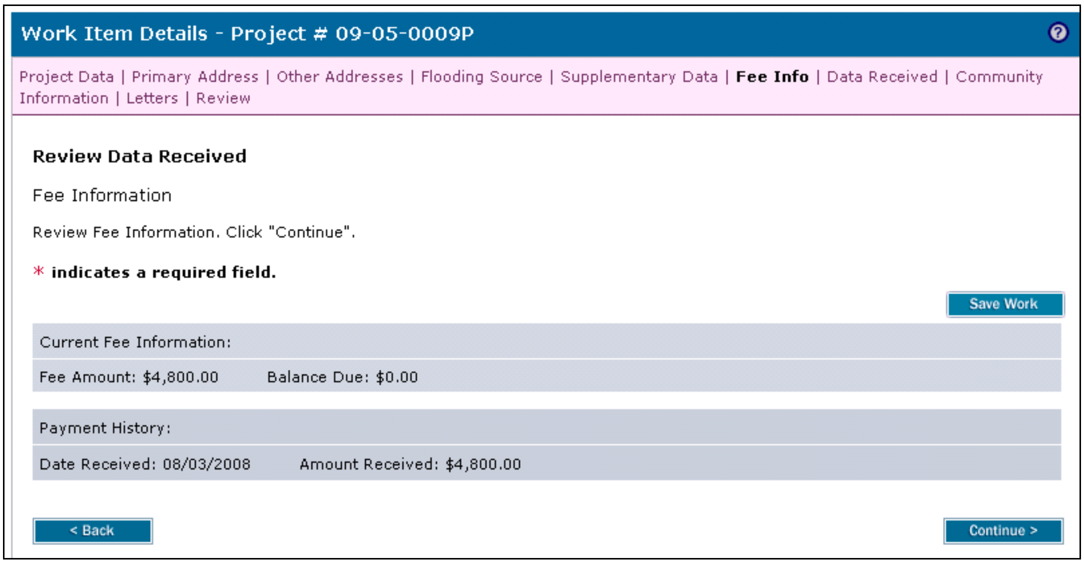
25. Click to enter the Date Requested

26. Click on: **Add Supplementary Data** to add the entry to the table

27. Add additional data requested, as applicable, using the same process

28. Click on: 

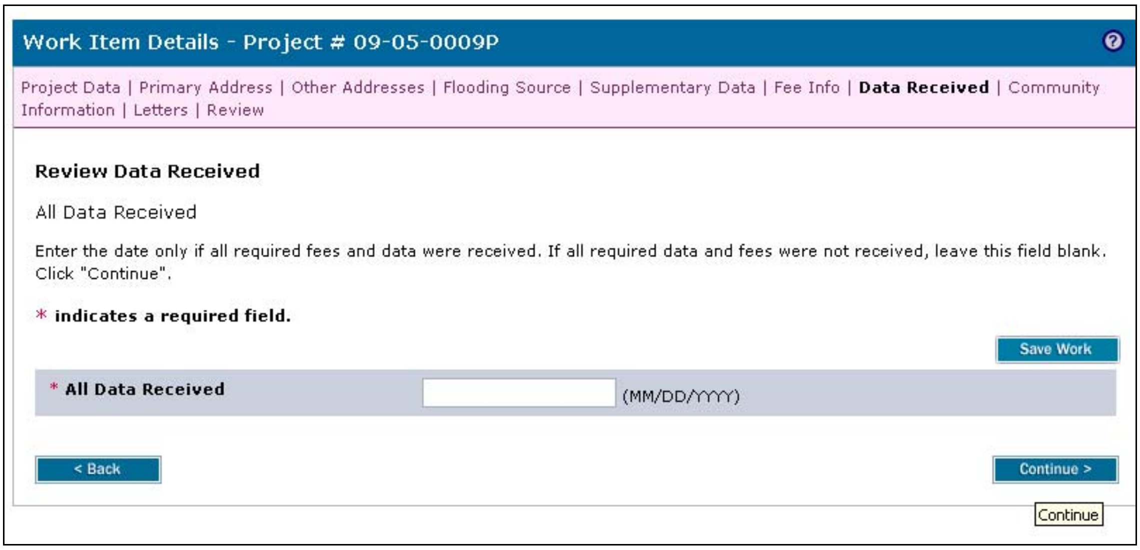
to move to the Fee Info screen



	Review fee information data. If there is a balance due, the Task Lead must denote that on the letter on a subsequent screen and the project will go to the Fee Administrator.

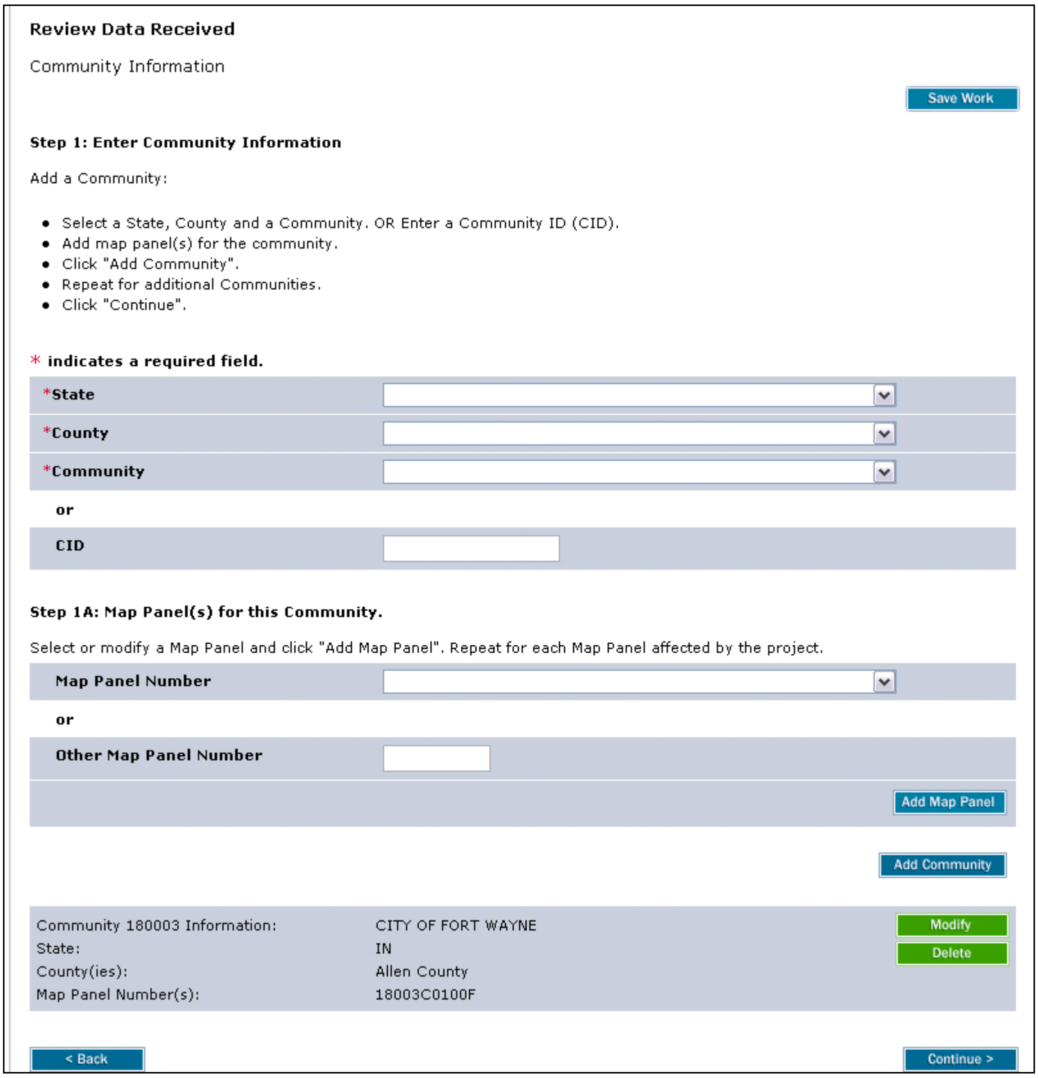
29. Click on: 

to move to the Data Received screen



	Given that additional data is currently required, continue through this screen. Only at the point when all data has been received will a date be entered in this screen.

30. Click on: Continue > to move to the Community Information screen


Review Data Received

Community Information

Save Work

Step 1: Enter Community Information

Add a Community:

- Select a State, County and a Community. OR Enter a Community ID (CID).
- Add map panel(s) for the community.
- Click "Add Community".
- Repeat for additional Communities.
- Click "Continue".

* indicates a required field.

*State	
*County	
*Community	
or	
CID	

Step 1A: Map Panel(s) for this Community.

Select or modify a Map Panel and click "Add Map Panel". Repeat for each Map Panel affected by the project.

Map Panel Number	
or	
Other Map Panel Number	

Add Map Panel

Add Community

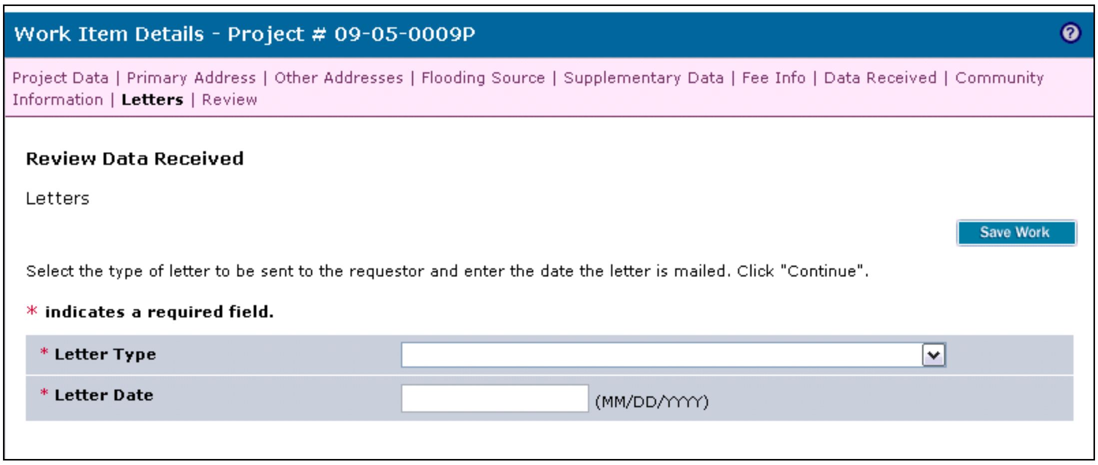
Community 180003 Information:	CITY OF FORT WAYNE	Modify
State:	IN	Delete
County(ies):	Allen County	
Map Panel Number(s):	18003C0100F	

< Back

Continue >

	The information appears in the table far below. If applicable, enter an additional community and/or map panel(s), then click the Add Map Panel and Add Community buttons to add another field to the table below. The table contents can be modified or deleted as required.

31. Click on: Continue > to move to the Letters screen



	Each cycle through this activity requires a letter type to be selected which represents official FEMA correspondence between the FEMA Contractor/Mapping Partner and the revision requestor. The letter type selected determines the path of the workflow.
	The letter types are defined as follows: **Request Additional Data** - Corresponds to a 316-AD. Letter to requester for CLOMR and LOMR; requests additional information to process request **Request Additional Data Due to Incomplete Data** - Corresponds to a 316-AD/INC. Letter to requester for CLOMR and LOMR; informs requester that additional data submitted are incomplete and restates remaining required items **Request Additional Fee** - Corresponds to a 316-FEE. Letter to requester for non-fee-exempt request for CLOMR and LOMR; acknowledges receipt of request and informs requester of additional fee required to process request **Extension Letter** - FEMA does not grant extensions to revision requestors; this letter should not be selected. **Acknowledge receipt of request/all data received** - Corresponds to a 316-ACK or e-mail ACK 1 or e-mail ACK 2. A 316-ACK is a letter to requester for CLOMR and LOMR; acknowledges receipt of request; informs requester of additional forms or data received; returns check or money order if payment submitted for fee-exempt request; and notifies requester that a refund of overpayments of fee made by check, money order, or credit card is forthcoming. E-mail ACK 1 is an e-mail to requester for CLOMR and LOMR; acknowledges receipt of request; it is only entered in MIP if a 316-AD is not sent after a preliminary review of the request is complete. E-mail ACK 2 is an e-mail to requester for CLOMR and LOMR; informs requester that the additional data submittal has been received for their ongoing revision request; it is only entered in MIP if a 316-AD or 316-AD/INC is not sent after a review of the submitted data is complete.

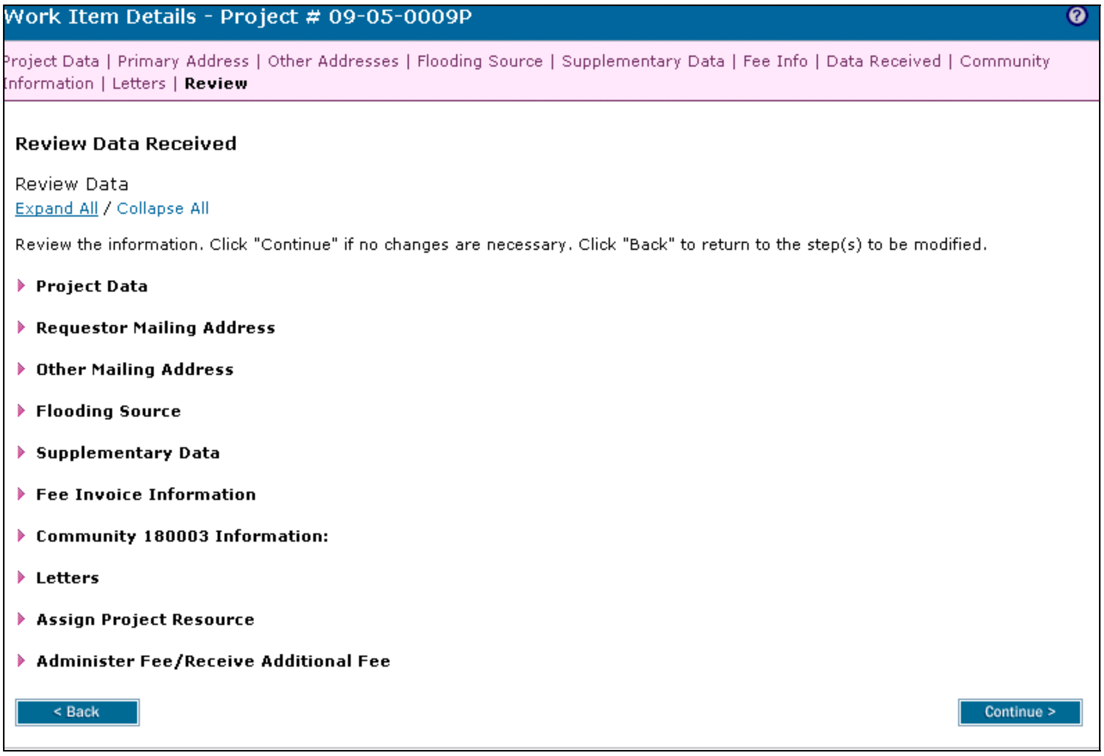
32. Click the Letter Type dropdown box and select the correct letter type

	Note that when sending a letter requesting additional data or fees, this date stops the clock on the Internal Turnaround Time and the Regulatory Turnaround Time until the additional data or fees are received.

33. Click to enter the Letter Date in MM/DD/YYYY format

34. Click on: 

to move to the Review screen



35. Click Expand All to review the information entered for accuracy and completeness.

Fee Invoice Information

Fee Amount:	$4,800.00
Balance Due:	$0.00
Invoice Amount:	$0.00
Payment History:	
Date Received:	08/03/2008
Amount Received:	$4,800.00

Community 180003 Information:

State:	IN
County(ies):	Allen County
Community Name:	FORT WAYNE, CITY OF
Map Panels Affected	
Map Panel Number:	18003C0100F

Letters

Letter Type:	Request additional data
Letter Date:	08/15/2008

Assign Project Resource

Project Resource Workgroup:	MT 2 Region 5
Resource Name:	AaronTaskLead

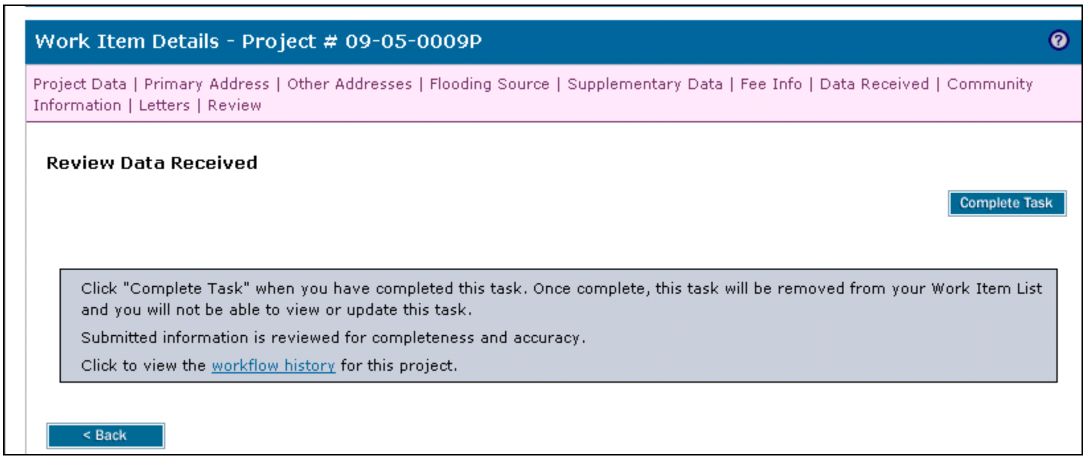
Administer Fee/Receive Additional Fee

Fee Required:	$4,800.00
Invoice Amount:	$0.00
Fee Balance :	$0.00
Payment Received with Application:	No
Date Received:	08/03/2008
Amount Received :	$4,800.00
Payment Type :	Check/Money Order
Previous Case #:	
Payment Comment :	

< Back Continue >

	If edits are required, click the Back button to make changes. If no changes are required, click Continue to proceed.

36. Click on: Continue > to move to Complete Task screen



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

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | Data Received | Community Information | Letters | Review

Review Data Received

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.

Submitted information is reviewed for completeness and accuracy.

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.

37. Click on: Complete Task

Results
The next activity for the Task Lead is Receive Additional Data or Process Request, depending on whether all data was received.

Last updated: March 2009