Purpose

This work instruction is used to outline the process conducted by the Task Lead who conducts the detailed review. The steps include:

- Review, add, edit, or delete contents on each screen
- Enter the Project Description and Basis of Request
- Enter the 7 elements of community information
- Enter letter information

Prerequisites

- The Review Data Received activity is complete
- All data and fees were received and recorded

Navigation

<table>
<thead>
<tr>
<th>Via Menu Path</th>
<th>Log in to the MIP ➔ Workbench ➔ Work Items ➔ and Claim ➔ Process Request</th>
</tr>
</thead>
</table>
**Work Steps**

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](image) to claim the activity

2. **Click on:** ![Process Request](image) to enter the Process Request activity
At any point, click the ? to access helpful hints and definitions for information on this screen.

This screen is primarily the same as it appears in the Review Data Received activity. The only features added are the Project Description and Basis of Request fields. The values input for each of these areas will be generated on the determination document. Additionally, selections made in these drop downs will automatically populate appropriate corresponding paragraphs within the Determination Document (such as the paragraph for fill placement and operation and maintenance of structures).

Select Levee if the request involves a levee, as this is used for tracking purposes. If Other is selected, it must be replaced with specific language on the Determination Document.

3. Click the Project Description dropdown box and select the appropriate option

The Add Project Description button must be clicked in order to save the information after each entry or data will not be saved.

4. Click on:  

5. If applicable, enter additional project descriptions the same way.

Select Alluvial Fan Analysis if the request involves an alluvial fan, Update if the case is to correct a recently effective DFIRM or FIS Report, and Floodway if the revision involves a change to a floodway or establishment of a new floodway. These selections are used for tracking purposes.

6. Click the Basis of Request dropdown box and select the appropriate option

The Add Basis Request button must be clicked in order to save the information after each entry prior or data will not be saved.

7. Click on:  

8. If applicable, enter additional basis of request the same way.
Notice the fields correspond to the variables in the determination document sample shown at the end of this work instruction.

Additionally, the Culvert populates the operation and maintenance of structures paragraph (17B) and the Floodway populates the floodway paragraph (17A).

9. Click on: Continue to move to the Primary Address Screen
The entry on this screen is populated on the carbon copy list of the Determination Cover Letter.

10. Review and click **Continue >** to move to the Other Addresses screen.
Entries on this screen are populated on the carbon copy list of the Determination Cover Letter.

11. After reviewing the addresses at the bottom, click **Continue >** to move to the Flooding Source screen.
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 click the Add Flood Source button to add another field to the table.

12. Review and click Continue > to move to the Supplementary Data screen
In order for a project to proceed to the Process Request activity in the workflow, all data and fees must have been received. However, the Task Lead may still request additional data by entering it in the Supplementary Data screen. If there are no outstanding required data that need to be requested, bypass this screen without entering any information.

13. Review and click **Continue >** to move to the Fee Info screen
14. Review and click **Continue** to move to the Community Information screen.

*The Community Information screen appears significantly different than in previous activities. Each community will need to be modified in order to add information. The information entered in this screen will be used to populate fields on the determination document.*

*NOTE: The Save Work button does not work on the Community information screen while information is being modified. It will only save work after all required information has been entered and Update Community has been clicked.*
15. **Step 1:** Click on: 

![Modify button]

**Existing Communities**

- **Community 180003 Information:**
  - **State:** IN
  - **County:** Allen County
  - **Community Name:** FORT WAYNE, CITY OF

**Community**

- **State:** IN
- **County:** Allen County
- **Community:** FORT WAYNE, CITY OF

**or**

- **CID:** 180003

**Step 2:** Modify existing map panels listed below by clicking "Modify". Select Map Type from the drop down menu and Click "Add Map Panel." Repeat for each map panel.

- **Map Panel Affected**
  - **Map Panel Number:**
  - **Other Map Panel Number:**

- **Add Map Panel Number**
  - **Map Panel Number:** 18003CID00F
  - **Map Type:**

**Latitude and Longitude**

**Step 3:** Enter Latitude & Longitude information.

- **Latitude:**
- **Longitude:**
- **Latitude/Longitude Source:**

Notice the fields correspond to the variables in the determination document sample shown at the end of the work instruction.

16. **The existing community is now in edit mode; make any appropriate edits to the Existing Community section**
Proceed to Step 2: Map Panel Affected

17. Click on: to add a Map Type to each existing map panel.
18. Click the Map Type dropdown box and select the appropriate option

The Add Map Panel button must be clicked in order to save the information after each entry or data will not be saved.

19. Click on: to add the entry to the table
20. If applicable, enter additional map types the same way.

**Proceed to Step 3: Latitude and Longitude**

21. Click to enter Latitude. Value must be positive and entered in the xx.xxx format

22. Click to enter Longitude. Value must be negative and entered in the xx.xxx format

23. Click the Latitude/Longitude Source dropdown box and select the appropriate option

   To enter a value not included in the dropdown, select Other and enter text in the Other Horiz Datum field.

24. Click the Horiz Datum dropdown box and select the appropriate option

25. Notice the data from Step 3 appears in Variable 8 of the sample determination document to the right.
Proceed to Step 4: Annotated Study Enclosures

Click the (Additional help) link to get more information.

Select annotated study enclosures from the dropdown to generate areas on the Determination Document. If the revision does not include annotated study enclosures, No Revision to the Flood Insurance Study Report should be selected from the dropdown; no other enclosures should be selected.

To add an enclosure not listed in the dropdown, select Other and enter text in the Notes field below the dropdown.

26. Click the Enclosure dropdown box and select the appropriate option

27. Click to enter profile panel numbers or table numbers in the Notes/Table or Profile Number(s) field so that it will populate on the determination document.
The Add Enclosure button must be clicked in order to save the information after each entry or data will not be saved.

28. Click on: **Add Enclosure** to add the entry to the table

The entries in the table correspond to Variable 11B of the sample determination document.

29. If applicable, enter additional enclosures the same way.

Proceed to Step 5: Revisions Summary

The user must modify each flooding source in the MIP. Additional flooding sources can be added as required.

30. Click on: **Modify**

The revised area, update displayed values and click "Add Summary." Repeat for each flooding source impacting the community.

<table>
<thead>
<tr>
<th>Revisions Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 5: Select a determination from the records below by clicking the Modify button.</td>
</tr>
<tr>
<td>Flooding Source</td>
</tr>
<tr>
<td>Revised Reaches</td>
</tr>
</tbody>
</table>

Definition of the revised area. Update displayed values and click "Add Summary." Repeat for each flooding source:

<table>
<thead>
<tr>
<th>Summary of Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Flooding</td>
</tr>
<tr>
<td>Revised Flooding</td>
</tr>
<tr>
<td>Increase</td>
</tr>
<tr>
<td>Decrease</td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

Add Summary | Add Summary

<table>
<thead>
<tr>
<th>Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify the data for the flooding source selected above. Update the displayed values and click &quot;Update Revision.&quot; Repeat for each flooding source.</td>
</tr>
<tr>
<td>BFE Changes</td>
</tr>
<tr>
<td>SHPA Changes</td>
</tr>
<tr>
<td>Floodway Changes</td>
</tr>
<tr>
<td>Property Owner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe each segment between whole foot BFE changes where BFE changes will be published.</td>
</tr>
<tr>
<td>Location of Referenced Elevation 1</td>
</tr>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Effective BFE</td>
</tr>
<tr>
<td>Revised BFE</td>
</tr>
<tr>
<td>Map Panel Number</td>
</tr>
<tr>
<td>Location of Referenced Elevation 2</td>
</tr>
</tbody>
</table>
Enter the extent of the revision along the flooding source for the entire revision (not community specific). This populates Variable 9 on the Determination Document.

31. Click to enter Revised Reaches. See the help text for examples.
32. Click the Effective Flooding dropdown box and select the appropriate option
33. Click the Revised Flooding dropdown box and select the appropriate option
34. Click the Increase dropdown box and select the appropriate option
35. Click the Decrease dropdown box and select the appropriate option

The Add Summary button must be clicked in order to save the information after each entry or data will not be saved.

36. Click on: 
   ![Add Summary] to add the entry to the table
37. If applicable, enter additional summaries the same way.

Proceed to enter values for BFE Changes, SFHA Changes, Floodway Changes, and Property Owner Notification. These values determine the Letter Code (i.e. 102-D, 102-I-A-C, etc.) on the determination document. These values also determine the appropriate Paragraph 20 to be automatically populated on the last page of the determination document under the Public Notification section.

38. Click the BFE Changes dropdown box and select the appropriate option
39. Click the SFHA Changes dropdown box and select the appropriate option
40. Click the Floodway Changes dropdown box and select the appropriate option
41. Click the Property Owner dropdown box and select the appropriate option
In the Public Notification section, enter values for Location of Referenced Elevation 1 (upstream BFE Location) and Location of Referenced Elevation 2 (downstream BFE Location). These locations are used for public notification of BFE changes.

A sample determination document with these fields filled in is available for reference at the end of this work instruction.

Data is required in the Public Notification section if any value other than Not Applicable or No Change was selected from the BFE Changes dropdown above.

42. Click to enter Description

If BFE changes are not applicable or do not change, only fill out the Unit/Datum and the BFE value fields.

43. Click to enter Effective BFE
44. Click to enter Revised BFE

45. Click the Map Panel Number dropdown box and select the appropriate option

46. Click to enter Description

47. Click to enter Effective BFE

48. Click to enter Revised BFE

49. Click the Map Panel Number dropdown box and select the appropriate option

   If the appropriate Unit/Datum is not in the dropdown list, select Other and enter information in the subsequent field.

50. Click the Unit/Datum dropdown box and select the appropriate option

   If the appropriate BFE Value is not in the dropdown list, select Other and enter information in the subsequent field.

51. Click the BFE Value dropdown box to select the appropriate option

   The Public Notification information appears in Variable 20 on the last page of the determination document.

   A sample determination document with these fields filled in is available for reference at the end of this work instruction.

52. Click on: Update Revision to save the entry to the table

53. If additional Flooding Sources existed, follow the same steps to update the information.
Proceed to Step 6: Ordinance Adoption

Step 6 is the indication of whether an Ordinance Adoption period is required for the community. This section assists in populating the correct paragraph for Variable 20 (Effective Date of Revision) on the Determination Document.

A sample determination document with these fields filled in is available for reference at the end of this work instruction.

Click the hyperlinks to view the help screen for these sections

54. Select the Yes radio button if the community requires an ordinance adoption period; or keep the default answer of No

55. Click on:
Proceed to Step 7: Community Information

For paragraphs 19 A-D and F-I: You must only select one paragraph.

Note the hyperlinks also provide help text information on this section.

56. Select appropriate paragraphs under Community Information.

57. Click on: ![Save Work] to update the community table

58. If applicable, click Modify for any additional communities to complete the same 7 steps.

At this point, save the work and go to Reports and Form Letters to print the Revisions Cover Letter and Revisions Determination Document.

59. Click the Reports & Form Letters tab
60. Click the Select Report Category dropdown box and select Form Letters

61. Click the Select Report Name dropdown box and select Revision Cover Letter

62. Click to enter Project Number

If the Task Lead has multiple communities, enter the Community ID to print a report for each community.

63. Click on: **Get Report**

A new window opens with the document.
Dear Mayor Richard:

The Flood Insurance Study Report and Flood Insurance Rate Map for your community have been reviewed by the LOMR. Please see the enclosed attached map and Schedule (LOMR) for your community as they are approved and the proposed changes to the NFIP. The letter of determination for your community will be available soon.

Additional documents are attached which provide information regarding the LOMR. Please see the List of Enclaves which identifies the included communities. Other attachments specific to this request may be included as references in the Determination Document. If you have any questions regarding floodplain management regulations for your community or the National Flood Insurance Program (NFIP), please contact the Federal Insurance and Mitigation Administration (FEMA) at 1-800-455-3685. Additional information about the NFIP is available on our website at http://www.fema.gov/.

Sincerely,

Matt J. Jones, P.E., Program Specialist
Engineering Management Branch
Mitigation Directorate

For: William R. Heaton, Jr., CPM, Chief
Engineering Management Branch
Mitigation Directorate

List of Enclaves:
- Letter of Determination
- Schedule (LOMR)
- Flood Insurance Rate Map
- Flood Insurance Study Report

64. To export this document, click the envelope icon and select MS Word from the menu.

Follow the same steps to run the determination document.
65. Click the Report Name dropdown box and select Revision Determination Document

66. Click to enter Project Number

67. Click on: Get Report

68. The Determination Document now appears on a new window.

Return to the Process Request activity to complete.
69. Click on:  

70. Click on:  

Click Continue through the previous screens to return to the Interim Letters screen.

If the project has taken longer than the regulatory 90 days to process, then an interim letter (316-INT) is sent and information is captured within this screen. The user should notify FEMA before sending this letter.

71. In this project, an interim letter was not sent; Click Continue to bypass this screen without entering any information.
This screen can be bypassed with the default value of No violation selected in the drop down.

If the project has a violation, select the violation type from the dropdown box.

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

If no additional data was requested in the Supplementary Data module and determination information was entered in the Community Information module, then Determination letter to FEMA should be selected as the Letter Type within this module.
Letter Types:

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

Determination Letter to FEMA - Corresponds to a LOMR or CLOMR.

Violation Letter to FEMA - Corresponds to Violation Transmittal. Transmittal form used to send violation memo to community and letter to FEMA for signature.

Special Response Letter to FEMA - Corresponds to a BADL or other Special Response Letter. Best Available Data Letter (BADL) issued when technical data is reviewed and accepted, but LOMR/PMR cannot be issued; technical data may be used by community for floodplain management purposes.

Denial Letter to FEMA - A special letter used when the requested changes are not incorporated by a LOMR or when proposed changes as part of a CLOMR do not meet NFIP Regulations and are not accepted by FEMA

73. Click the Letter Type dropdown box and select the appropriate option

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

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

76. Review and click
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.

77. Click on: Complete Task to complete activity

<table>
<thead>
<tr>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>The activity is now complete. The next activity is Audit Determination conducted by the Audit Lead. Other possible activities, depending on whether additional data or fees were requested, are Receive Additional Data for the Task Lead or Receive Additional Fee for the Fee Administrator.</td>
</tr>
</tbody>
</table>

Last updated: February 2015
Example pages from a Determination Document. This screen includes the sections of the determination document, as referenced in the steps above.
LETTER OF MAP REVISION
DETERMINATION DOCUMENT (CONTINUED)

PUBLIC NOTIFICATION OF REVISION

PUBLIC NOTIFICATION

FLOODING SOURCE | LOCATION OF REFERENCED ELEVATION | BFE VALUE (UNIDATUM) | MAP PANEL NUMBER(S)
--- | --- | --- | ---
 Bekhec Run | Location of Referenced Elevation 1 | 738 | 739
 | Location of Referenced Elevation 2 | 813 | 814

20A: [SFHA and/or Floodway Decrease]
This revision is effective as of the date of this letter. Any requests to review or alter this determination should be made within 30 days and must be based on scientific or technical data.

20B: [BFE Decrease] OR [BFE Decrease and SFHA and/or Floodway Decrease]
Within 60 days of the second publication in the local newspaper, any interested party may request that we reconsider this determination. Any request for reconsideration must be based on scientific or technical data. This revision is effective as of the date of this letter. However, until the 90-day period has elapsed, the revised BFEs presented in this LOMR may be changed.

A notice of changes will be published in the Federal Register. This information also will be published in your local newspaper on or about the dates listed below.

LOCAL NEWSPAPER | Name: A LOCAL NEWSPAPER
--- | ---
Dates: 00:00:0000 | 00:00:0000

20C: [SFHA and/or Floodway Increase] (Compliant – N)
This revision will become effective 30 days from the date of this letter. Any requests to review or alter this determination should be made within 30 days and must be based on scientific or technical data.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Assistance Center toll free at 1-877-336-2527 (1-877-FEMA MAP) or by letter addressed to the FEMA Contractor, Additional information about the NFIP is available on our website http://www.fema.gov/nfip.